

# **Red Oak Community School District**

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

Red Oak, Iowa 51566

[www.redoakschooldistrict.com](http://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, December 16, 2013 – 6 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

4.1 Good News from Red Oak Schools *Pg 1-2*

- ★ Recognition of the 2013 Tiger Volleyball State Tournament Team
- ★ Recognition of the 2013 Tiger Football Playoff Team and Senior Tigers
- ★ Recognition of the ROCSD Fine Arts Department and Student Achievements
- ★ Recognition of the 2013 -2014 National Honor Society Inductees

4.2 Visitors and Presentations

- Welcome to the Red Oak and Stanton FFA Chapter Members – A Convention Update

4.3 Affirmations and Commendations

4.4 Correspondence

5.0 Consent Agenda *3-4*

5.1 Review and Approval of Minutes from November 25 and December 10, 2013 *5-6*

5.2 Review and Approval of Monthly Business Reports *7-27*

5.3 Educational Services Agreement Approval *28-29*

Red Oak Community School District Board of Directors Meeting  
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- 5.4 Open Enrollment Request for 2014 – 2015
- 5.5 Personnel Considerations – Acceptance of a Resignation 30
- 5.6 Request for Early Graduation 31-32
- 5.7 Approval of School Pictures Contract with Lifetouch School Portraits of Williamsburg, IA 33
- 5.8 Board Policies Final Review and Approval 34 - 46
- 6.0 General Business for the Board of Directors
  - 6.1 Old Business
    - 6.1.1 Intruder Drill Proposal for Red Oak High School 47  
– Guidance Counselor John Brabec, et al
    - 6.1.2 ACT Test Prep and Effects on the 2013 Testing Program – Guidance Counselor John Brabec and Administrators Sherman and Spotts 48 - 49
  - 6.2 New Business
    - 6.2.1 School Facilities Improvement Initiatives Update and Proposal for Expanded Services – Architect Randy West, BLDD and Rod Wright, UNICOM•ARC Integrated Communications Solutions 50
    - 6.2.2 Interest Based Bargaining Intent and Letters of Interest for the 2014 – 2015 Contract Year 51
    - 6.2.3 Modified Allowable Growth for Drop-out Prevention 2014 – 2015 52 - 57
    - 6.2.4 Board Policies Review and Update 58 - 100
    - 6.2.5 Review and Adoption of the Performance Review Document for School Principals in 2013 – 2014 101
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- 7.0 Reports 103 - 104
  - 7.1 Administrative
  - 7.2 Future Conferences, Workshops, Seminars
  - 7.3 Other Announcements
- 8.0 Next Board of Directors Meeting: Monday, January 13, 2013 – 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

*Note: Due to the multitude of activities student athletes share involvement there may some students tonight unable to attend due practices / other commitments.*

- ★ **Recognition of the 2013 Tiger Volleyball State Tournament Team**  
The 2013 Tiger Volleyball Team qualified for state tournament play for the twelfth time in the past eighteen years. Considered a young squad, Head Coach Angie Montgomery led the group to a season record of 27-7. Post season awards at the State Level found Kate Walker 1<sup>st</sup> All Conference, 1<sup>st</sup> team all district, 1<sup>st</sup> team all state. Grace Blomstedt 2<sup>nd</sup> team all conference, honorable mention all state, Angela Mahoney 2<sup>nd</sup> team all conference.
  
- ★ **Recognition of the 2013 Tiger Football Playoff Team and Senior Tigers**  
First year coach in Red Oak Barry Bower continued the prior year's team success by leading the Tigers to a post season spot in the playoffs. This evening seniors from that squad are recognized for their hard work and leadership while challenged through coaching changes and changing expectations. Congratulations to all of the young men who have helped establish a new attitude of winning and commitment. Seniors recognized this evening include: Austin Streicher, Ryan Leininger, Phillip Decker, Evan Mellott, Derrick Linthicum, Marc Enderes, Dylan Anderson, Reza Sperling, Evan Drake, Keaton Kephart, Felipe Ramirez, Nick Black, Dakota Petty, Nathan Guffey and Eddie Perez.
  
- ★ **Recognition of the ROCSD Fine Arts Department and Student Achievements**  
The Fine Arts Department of Red Oak Schools is pleased to announce for Director Recognition two students who received State of Iowa Level Recognition. These include Laura Butz of Red Oak High School who was named to All-State Band and Miss Abigail Sherman of Red Oak Middle School who was named to OPUS Middle School Honor Choir.
  
- ★ **Recognition of the 2013 -2014 National Honor Society Inductees**  
Always the Red Oak Board of Directors likes to bring special attention to those students who have met the academic, leadership, service, and character requirements to enjoy local, state, and national attention vis-à-vis the National Honor Society. Those recognized this year include:

Hayden Berry, Sabrina Guerra, Maranda Gowdy and Paige Vannausdle.

#### **4.2 Visitors and Presentations**

Please welcome the Red Oak and Stanton FFA Chapter Members who will provide an update about current chapter activities and highlights from the 2013 National Convention conducted at Louisville, KY on October 29 – November 2, 2013.

#### **4.3 Affirmations and Commendations**

At various times it is important to recognize those who have gone “above and beyond” to assist, help, honor, or to facilitate success for learners. When these events take place it is appropriate to bring attention to the governing body.

#### **4.4 Correspondence**

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

## 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 November 25 and December 10, 2013**

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**

Payment vouchers are ready for approval. Since this is the only official meeting business meeting for the month of December, there could be an above average number of vouchers for approval. Keep in mind in advance of the meeting Accounting Clerk Jeanice Lester ([lesterj@roschools.com](mailto:lesterj@roschools.com)) or Business Manager Shirley Maxwell ([maxwells@roschools.com](mailto:maxwells@roschools.com)) are available to answer any questions concerning the expenditures.

### **5.3 Educational Services Agreement Approval**

Enclosed is an education services agreement from the Council Bluffs Community School District for your consideration and approval.

### **5.4 Open Enrollment Request for 2014 – 2015**

Requests for open enrollment must be processed not later than March 1 for grades 1-12 while the deadline date for 2014 – 2015 kindergarten students is September 1. Found on the board table this evening is a request for open enrollment to the Cumberland-Anita Massena CSD to participate in their online education programs. It is recommended for approval.

### **5.5 Personnel Considerations – Acceptance of Resignation Letters**

**Resignations:** Enclosed is a letter of resignation from transportation department employee Kevin Crouch.

### **5.6 Request for Early Graduation**

High School Principal Jedd Sherman has recommended the approval of Miss ShiaLynn Wilkening for early graduation. Enclosed is the supporting documentation.

Item 5.0 – continued

**5.7 Approval of School Pictures Contract with Lifetouch School Portraits of Williamsburg, IA**

The annual contract for school photography services in grades Pre K – 12 is ready for your approval. It is found enclosed.

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

- Minutes from November 25 and December 10, 2013
- Monthly business reports as presented
- Education Services Agreement with the Council Bluffs Community School District
- Open enrollment request as presented
- Resignation letter from Kevin Crouch, Transportation Department
- Request for early graduation as presented for Miss ShiaLynn Wilkening
- Approval of a contract for Lifetouch School Portraits in 2014 - 2015

**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, November 25, 2013

This regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Lee Fellers at 5:00 p.m.

**PRESENT:**

**Directors:** Lee Fellers, Paul Griffen, Kathy Walker, Bill Drey, Warren Hayes,  
Terry Schmidt, Superintendent and Shirley Maxwell, Board Secretary

**APPROVAL OF AGENDA**

Motion by Director Drey 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.

**CONSENT AGENDA**

Director Drey moved with a second by Director Walker to approve the consent agenda as presented.

- Review and Approval of Minutes from November 11, 2013
- Review and Approval of Monthly Business Reports

**SCHOOL FINANCE AND BUDGETING WORKSHOP – FACILITATOR BOB LONGMUIR**

The Board of Directors welcomed Mr. Robert Longmuir, facilitator of the school finance budget workshop.

**SCHOOL FACILITIES PLANNING AND MARKETING PROPOSAL**

Superintendent Schmidt reported that he has made contact with a firm recommended by School Architect Randy West. A representative from the firm will be in attendance at the December 16<sup>th</sup> meeting.

**PERSONNEL CONSIDERATIONS**

Director Walker moved with a second by Director Drey to approve the resignation of Rita Leinen from the Administrative Assistant position effective January 2, 2014 with regret. The motion carried unanimously.

Director Drey moved with a second by Director Hayes to accept the retirement notice effective immediately from Barb Trumble from the position of paraeducator at Inman Primary School. The motion carried unanimously.

Director Drey moved with a second by Director Walker to authorize a coaching contract for Arryn Gillespie as assistant high school girls' basketball coach for the 2013-2014 season. Motion carried unanimously.

Director Drey moved with a second by Director Walker to approve Chris Gilbert as a volunteer coach for the high school girls' basketball team for the 2013-2014 season. Motion carried unanimously.

**FUTURE WORKSHOP**

The Red Oak Board of Directors will meet on Tuesday, December 10<sup>th</sup> at 5:30 p.m. at the Sue Wagaman Board Room for a workshop. Motion carried unanimously.

**ADJOURNMENT**

Director Drey moved with a second by Director Walker to adjourn the meeting at 7:35 p.m. The motion carried unanimously. A special meeting will be held on Monday, December 10, 2013, at 5:30 p.m. in the Sue Wagaman Board Room, Administrative Center in the Technology Building. The next regular board meeting will be held on Monday, December 16, 2013 at 6:00 p.m. in the Sue Wagaman Board Room Red Oak CSD Administrative Center.

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Lee Fellers, President

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Shirley Maxwell, Board Secretary

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

**Meeting Location: Sue Wagaman Board Room,  
Red Oak CSD Administrative Center-Red Oak Technology Center-Red Oak High School Campus  
Tuesday, December 10, 2013**

**PRESENT: Directors:** Lee Fellers, Paul Griffen, Kathy Walker, Warren Hayes, Bill Drey  
Terry Schmidt, Superintendent; and Shirley Maxwell, Board Secretary

**APPROVAL OF AGENDA**

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

**CLOSED SESSION: PARENT-STUDENT APPEAL HEARING FOR GOOD CONDUCT POLICY VIOLATION**

Motion by Director Drey with a second by Director Griffen to go into closed session under Iowa Code Section 21.5(1)(a) of the open meetings law to review to discuss records which are required or authorized to be kept confidential. Those to be included in the closed session are Directors, the Superintendent of Schools, the High School Building Principal, the High School Assistant Principal/Director of Activities, parent(s) and student if in attendance. Motion carried unanimously. The board went into closed session at 5:02 p.m. The board came out of closed session at 6:01 p.m. Motion by Director Walker with a second by Director Griffen to reverse a decision made for a student regarding Board Policy 503.4 Good Conduct Rule. Motion carried unanimously.

**CLOSED SESSION:** Motion by Director Drey with a second by Director Hayes to go into a closed session as authorized by Iowa Code Section 21.5(1)(a) of the open meetings law to review to discuss records which are required or authorized to be kept confidential. Those to be included in the closed session are Directors, the Superintendent of Schools and legal counsel for the Red Oak Community School District. Motion carried unanimously. The board went into closed session at 6:18 p.m. The board came out of closed session at 8:04 p.m.

**PERSONNEL CONSIDERATIONS AND REPORTS**

Motion by Director Drey with a second by Director Walker to approve Michael Webb as assistant varsity bowling coach for the 2013-2014 school year. Motion carried unanimously.

**ADJOURNMENT:**

Director Drey moved with a second by Director Hayes to adjourn the meeting at 8:11 p.m. The next regular board meeting will be held on December 16, 2013. The motion carried unanimously.

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Lee Fellers, President

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Shirley Maxwell, Board Secretary



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
ACADEMIC THERAPY PUBLICATIONS	185874	79.20
10 0010 1200 219 0000 612	TOM AND RICKY MYSTERY SERIES SET 1	24.00
10 0010 1200 219 0000 612	TOM AND RICKY MYSTERY SERIES SET 2	24.00
10 0010 1200 219 0000 612	UNUSUAL EVENTS SET 1	24.00
10 0010 1200 219 0000 612	SHIPPING	7.20
Vendor Name ACADEMIC THERAPY PUBLICATIONS		<u>79.20</u>
ART SELLERS - SELLERS PEST CONTROL	19982	130.00
10 0010 2600 000 0000 425	DISTRICT WIDE PEST CONTROL	130.00
ART SELLERS - SELLERS PEST CONTROL	20080	130.00
10 0010 2600 000 0000 425	PEST CONTROL	130.00
Vendor Name ART SELLERS - SELLERS PEST CONTROL		<u>260.00</u>
BATTEN SANITATION SERVICE	11292013	4,047.50
10 0010 2600 000 0000 421	GARBAGE PICK UP	4,047.50
Vendor Name BATTEN SANITATION SERVICE		<u>4,047.50</u>
BLOMSTEDT, DEB	11272013	139.78
10 3230 1000 100 0000 580	TRAVEL REIMBURSEMENT	139.78
Vendor Name BLOMSTEDT, DEB		<u>139.78</u>
BP BUSINESS SOLUTIONS	12062013	60.06
10 0010 2650 000 0000 626	GAS	60.06
BP BUSINESS SOLUTIONS	303802	51.12
10 0020 2700 000 0000 626	GAS	51.12
Vendor Name BP BUSINESS SOLUTIONS		<u>111.18</u>
BROAD REACH	ARU0138352	127.88
10 3230 2222 000 0000 643	Dropping Out of School	30.76
10 3230 2222 000 0000 643	Eating Disorder	25.68
10 3230 2222 000 0000 643	Vaccines	25.68
10 3230 2222 000 0000 643	Shipping/Handling	15.00
10 3230 2222 000 0000 643	Book	30.76
Vendor Name BROAD REACH		<u>127.88</u>
BRUCE, JEN	12042013	49.22
10 1901 1000 100 8001 612	REIMBURSEMENT	49.22
Vendor Name BRUCE, JEN		<u>49.22</u>
BUILDING SYSTEMS SOLUTIONS INC	2132	1,616.26
10 0010 2600 000 0000 430	REPAIR WORK IPS	1,616.26
Vendor Name BUILDING SYSTEMS SOLUTIONS INC		<u>1,616.26</u>
CAPITAL SANITARY SUPPLY CO.	0003212	24.69
10 0010 2600 000 0000 618	SUPPLIES	24.69
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>24.69</u>
CASEY'S	11302013	1,861.51
10 0020 2700 000 0000 626	MONTH GAS CHARGES	1,861.51
Vendor Name CASEY'S		<u>1,861.51</u>

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
CENTURY LINK	12012013	132.00	
10 0020 2490 000 0000 530	TRANSMITTER LINE		132.00
Vendor Name CENTURY LINK			<u>132.00</u>
CITY OF RED OAK	11302013	1,362.80	
10 0010 2600 000 0000 411	DISTRICT WATER		1,362.80
Vendor Name CITY OF RED OAK			<u>1,362.80</u>
COUNCIL BLUFFS COMM SCHOOLS	11262013	17,256.00	
10 0010 1200 217 3303 561	SP ED CHARGES		17,256.00
Vendor Name COUNCIL BLUFFS COMM SCHOOLS			<u>17,256.00</u>
COUNSEL OFFICE & DOCUMENTS	ARIN068958	237.42	
10 1901 1000 100 0000 359	TONER		237.42
COUNSEL OFFICE & DOCUMENTS	ARIN069007	471.60	
10 3230 1000 100 0000 359	COPIER SUPPLIES		471.60
COUNSEL OFFICE & DOCUMENTS	CNIN127735	85.50	
10 1902 1000 100 0000 359	COPER LEASE		85.50
COUNSEL OFFICE & DOCUMENTS	CNIN127736	45.00	
10 2020 1000 100 0000 359	LEASE CONTRACT NO. 4608 FOR THE MS MEDIA		45.00
COUNSEL OFFICE & DOCUMENTS	CNIN127737	85.50	
10 2020 1000 100 0000 359	LEASE CONTRACT NO. 5362 FOR MS OFFICE CO		85.50
COUNSEL OFFICE & DOCUMENTS	CNIN127743	145.00	
10 1901 1000 100 0000 359	Lease contract #6371 10/25/13 thru 11/24		96.67
10 0010 1200 219 0000 612	Lease contract #6371 10/25/13 thru 11/24		48.33
COUNSEL OFFICE & DOCUMENTS	CNIN127744	74.00	
10 1901 1000 100 0000 359	Lease contract #6492 10/30/13 thru 11/29		74.00
COUNSEL OFFICE & DOCUMENTS	CNIN128389	207.00	
10 0010 2520 000 0000 618	COPIER LEASE		207.00
COUNSEL OFFICE & DOCUMENTS	CNIN128397	198.07	
10 3230 1000 100 0000 359	COPIER CHARGES		198.07
COUNSEL OFFICE & DOCUMENTS	CNIN128398	85.50	
10 1902 1000 100 0000 359	COPIER LEASE		85.50
COUNSEL OFFICE & DOCUMENTS	CNIN128399	173.56	
10 1902 1000 100 0000 359	PRINTER CHARGES		173.56
Vendor Name COUNSEL OFFICE & DOCUMENTS			<u>1,808.15</u>
DENTLINGER, CONNIE	11252013	73.86	
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT		73.86
Vendor Name DENTLINGER, CONNIE			<u>73.86</u>
DETER, BOB	12102013	118.77	
10 0010 2235 000 0000 580	TRAVEL REIMBURSEMENT		118.77
Vendor Name DETER, BOB			<u>118.77</u>
DEVITO, HENRY	11302013	59.99	
10 0010 2236 000 0000 536	REIMBURSEMENT		59.99
Vendor Name DEVITO, HENRY			<u>59.99</u>
DHS CASHIER 1ST FLOOR	10088194	14,130.65	

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 4634 219 4634	NOVEMBER PROVIDER'S SHARE	14,130.65
Vendor Name DHS CASHIER 1ST FLOOR		<u>14,130.65</u>
DOLLAR GENERAL	1000255532	255.30
10 0010 2600 000 0000 618	CLEANING SUPPLIES	255.30
DOLLAR GENERAL	1000261190	17.50
10 0010 2600 000 0000 618	SUPPLIES	17.50
Vendor Name DOLLAR GENERAL		<u>272.80</u>
DRIVE TEK	RDK1324	5,780.00
10 3230 1000 121 0000 320	DRIVER'S ED CHARGES	5,780.00
Vendor Name DRIVE TEK		<u>5,780.00</u>
EASTERN NE. HUMAN SERVICES AGC	12329	2,850.00
10 0010 1200 217 3303 569	SP ED CHARGES	2,850.00
Vendor Name EASTERN NE. HUMAN SERVICES AGC		<u>2,850.00</u>
ECHO GROUP INC	S5716973.001	49.96
10 0010 2600 000 0000 618	BALLASTS	49.96
ECHO GROUP INC	S5726045.001	423.42
10 0010 2600 000 0000 618	LIGHTS	423.42
ECHO GROUP INC	S5746205.001	161.27
10 0010 2600 000 0000 618	BALLASTS	161.27
ECHO GROUP INC	S5756045.001	423.42
10 0010 2600 000 0000 618	LIGHTS	423.42
Vendor Name ECHO GROUP INC		<u>1,058.07</u>
ECONO LODGE	11232013	74.66
10 0010 2213 100 3376 580	LODGING	74.66
Vendor Name ECONO LODGE		<u>74.66</u>
EGAN SUPPLY COMPANY	203195	808.85
10 0010 2600 000 0000 618	ROLL TOWELS/LINERS	808.85
Vendor Name EGAN SUPPLY COMPANY		<u>808.85</u>
EHMKE, STEPHANIE	11212013	17.12
10 1902 1920 100 1920 618	REIMBURSEMENT	17.12
Vendor Name EHMKE, STEPHANIE		<u>17.12</u>
ENGEL LAW OFFICE	11302013	913.75
10 0010 2310 000 0000 320	PROFESSIONAL SERVICES NOVEMBER	913.75
Vendor Name ENGEL LAW OFFICE		<u>913.75</u>
ESSEX COMMUNITY SCHOOL DIST.	11222013	6,001.00
10 0010 1000 100 0000 567	OPEN ENROLLMENT 1ST QTR	6,001.00
Vendor Name ESSEX COMMUNITY SCHOOL DIST.		<u>6,001.00</u>
FAREWAY FOOD STORES	11042013/14	37.59
10 3230 1300 340 0000 612	groceries	37.59
FAREWAY FOOD STORES	11042013/36	33.17
10 3230 1300 340 0000 612	groceries	33.17
FAREWAY FOOD STORES	11082013/42	9.16

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 3230 1300 340 0000 612	groceries	9.16
FAREWAY FOOD STORES	11122013/4	74.31
10 3230 1300 340 0000 612	groceries	74.31
FAREWAY FOOD STORES	11202013/12	11.00
10 1901 1920 100 1920 618	SUPPLIES	11.00
FAREWAY FOOD STORES	11212013/15	12.83
10 3230 1300 340 0000 612	groceries	12.83
FAREWAY FOOD STORES	11212013/23	11.90
10 2020 1000 100 0000 612	SUPPLIES	11.90
FAREWAY FOOD STORES	11252013/24	22.20
10 2020 1300 340 0000 612	GAIN DISH WASHING LIQUID SOAP	10.95
10 2020 1300 340 0000 612	BUTTER	2.96
10 2020 1300 340 0000 612	FLOUR 25#	8.29
FAREWAY FOOD STORES	11252013/30	39.50
10 3230 1300 340 0000 612	groceries	39.50
Vendor Name FAREWAY FOOD STORES		<u>251.66</u>
FARMERS MERCANTILE	11302013	4,504.94
10 0010 2700 217 3303 626	#18	29.06
10 0010 2700 217 3303 626	#19	56.05
10 0010 2700 217 3303 626	#25	72.04
10 0010 2700 217 3303 626	#27	45.03
10 0010 2700 217 3303 627	#14	402.11
10 0020 2700 000 0000 627	DIESEL	4,316.78
10 0020 2700 000 0000 627	CREDIT	(416.55)
10 0020 2700 000 0000 627	ADDITL CHARGE	67.81
10 0020 2700 000 0000 626	GAS	145.61
10 0020 2700 000 0000 626	CREDIT	(272.98)
10 0010 2650 000 0000 626	GAS	59.98
Vendor Name FARMERS MERCANTILE		<u>4,504.94</u>
FASTENAL COMPANY	IARED43262	47.55
10 0010 2600 000 0000 618	SUPPLIES	47.55
Vendor Name FASTENAL COMPANY		<u>47.55</u>
FELLERS, LEE	11252013	73.08
10 0010 2310 000 0000 580	TRAVEL REIMBURSEMENT	73.08
Vendor Name FELLERS, LEE		<u>73.08</u>
FIRST BANKCARD	11142013	14.83
10 0010 2321 000 0000 532	CONFERENCING	14.83
FIRST BANKCARD	11192013	95.00
10 3230 1000 110 0000 320	Notelight online music composition softw	95.00
FIRST BANKCARD	11212013	386.69
10 0010 2310 000 0000 580	IASB CONVENTION	386.69
FIRST BANKCARD	1152013-1	225.86
10 1901 1000 100 0000 612	40 Reading Intervention Strategies for K	225.86
FIRST BANKCARD	12082013	104.78
10 0010 2231 000 0000 580	LODGING	104.78
Vendor Name FIRST BANKCARD		<u>827.16</u>
FOLLETT LIBRARY RESOURCES	314310F-6	255.81

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 1902 2222 000 0000 643	50 books w/cataloging....free shipping	255.81
Vendor Name FOLLETT LIBRARY RESOURCES		<u>255.81</u>
FRANK RIEMAN MUSIC, INC.	1813294	24.20
10 3230 1000 110 0000 612	Bard Cord - 2 pack - Ludwig/Musser E4441	24.20
FRANK RIEMAN MUSIC, INC.	1824551	150.00
10 2020 2600 910 6220 430	REPAIR BUNDY BASS CLARINET	150.00
FRANK RIEMAN MUSIC, INC.	1832479	9.10
10 2020 2600 910 6220 430	LABOR TO REPLACE VALVE STEM ON SOUSAPHON	4.00
10 2020 2600 910 6220 430	VALVE STEM PART FOR SOUSAPHONE	5.10
Vendor Name FRANK RIEMAN MUSIC, INC.		<u>183.30</u>
GIGSTAD, ANN	11222013	18.18
10 0010 1200 219 0000 580	TRAVEL REIMBURSEMENT	18.18
Vendor Name GIGSTAD, ANN		<u>18.18</u>
GREEN HILLS AEA	23182	315.00
10 0010 2310 000 0000 611	ABSENCE FORMS	315.00
Vendor Name GREEN HILLS AEA		<u>315.00</u>
GREEN VALLEY AEA	23192	10.00
10 1902 1000 100 0000 612	PRINTING ENVELOPES	10.00
Vendor Name GREEN VALLEY AEA		<u>10.00</u>
HALL, HEATHER	11302013	29.29
10 0010 2134 000 0000 580	TRAVEL REIMBURSEMENT	29.29
Vendor Name HALL, HEATHER		<u>29.29</u>
HARDY, KEITH	12032013	33.91
10 1902 1000 100 8002 618	REIMBURSEMENT	33.91
Vendor Name HARDY, KEITH		<u>33.91</u>
HAWKEYE FORD MERCURY, INC	45792	24.48
10 0020 2700 000 0000 430	REPAIR #22	24.48
Vendor Name HAWKEYE FORD MERCURY, INC		<u>24.48</u>
HENRY DOORLY ZOO	5344	65.25
10 3230 1000 100 0000 320	ADMISSION CHARGES	65.25
Vendor Name HENRY DOORLY ZOO		<u>65.25</u>
HY VEE FOOD STORES	12012013	0.08
10 0010 2310 000 0000 611	BALANCE DUE	0.08
HY VEE FOOD STORES	2128590867	10.36
10 3230 1300 340 0000 612	groceries	10.36
HY VEE FOOD STORES	2128638324	16.65
10 3230 1300 340 0000 612	groceries	16.65
HY VEE FOOD STORES	2128737695	39.46
10 3230 1300 340 0000 612	groceries	39.46
HY VEE FOOD STORES	2129100305	24.60

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 2020 1300 340 0000 612	FOOD SUPPLIES	24.60
HY VEE FOOD STORES	2129106467	24.47
10 3230 1300 340 0000 612	groceries	24.47
HY VEE FOOD STORES	2129113607	27.98
10 3230 1000 100 0000 612	AAA batteries	27.98
HY VEE FOOD STORES	2129119976	3.16
10 3230 1300 340 0000 612	groceries	3.16
HY VEE FOOD STORES	2129382722	36.53
10 3230 1300 340 0000 612	groceries	36.53
HY VEE FOOD STORES	2129433607	27.98
10 0010 2600 000 0000 618	SUPPLIES	27.98
HY VEE FOOD STORES	2129451458	44.99
10 1901 1000 100 0000 612	SUPPLIES	44.99
HY VEE FOOD STORES	2129473711	54.19
10 2020 1300 340 0000 612	18 CT EGGS	6.38
10 2020 1300 340 0000 612	BUTTER	3.36
10 2020 1300 340 0000 612	VEGETABLE	1.58
10 2020 1300 340 0000 612	MILK	7.70
10 2020 1300 340 0000 612	FLOUR	3.76
10 2020 1300 340 0000 612	BAKING POWDER	1.49
10 2020 1300 340 0000 612	SHREDDED CHEESE	7.52
10 2020 1300 340 0000 612	OLDHAM SAUSAGE	22.40
HY VEE FOOD STORES	2129484381	43.42
10 3230 1300 340 0000 612	groceries	43.42
HY VEE FOOD STORES	2129710555	26.85
10 3230 1300 340 0000 612	groceries	26.85
HY VEE FOOD STORES	2129729001	26.94
10 0010 2310 000 0000 611	SUPPLIES	26.94
HY VEE FOOD STORES	2129751838	62.74
10 0010 2310 000 0000 611	SUPPLIES	62.74
HY VEE FOOD STORES	2129767153	18.19
10 3230 1300 340 0000 612	groceries	18.19
HY VEE FOOD STORES	2130256936	7.52
10 2020 1300 340 0000 612	HAAS AVOCADO	3.00
10 2020 1300 340 0000 612	POMEGRANATE	2.00
10 2020 1300 340 0000 612	RED PLUMS	1.73
10 2020 1300 340 0000 612	TEXAS RIO STAR GRAPEFRUIT	0.79
HY VEE FOOD STORES	2130271935	5.98
10 0010 2213 100 3376 613	SUPPLIES	5.98
HY VEE FOOD STORES	2130536435	64.32
10 0010 2310 000 0000 611	MEETING SUPPLIES	64.32
Vendor Name HY VEE FOOD STORES		<u>566.41</u>
IOWA ASSOC. OF SCHOOL BOARDS	19851	130.00
10 0010 2310 000 0000 320	REG FEE	130.00
Vendor Name IOWA ASSOC. OF SCHOOL BOARDS		<u>130.00</u>
IOWA WORKFORCE DEVELOPMENT	14469	125.00
10 0010 2600 000 0000 430	INSPECTION/PERMIT FEE	125.00
Vendor Name IOWA WORKFORCE DEVELOPMENT		<u>125.00</u>
JONES, KELLEY	11052013	71.29
10 1901 1000 100 8001 612	REIMBURSEMENT	71.29
JONES, KELLEY	12092013	41.36
10 0010 1000 490 8028 612	REIMBURSEMENT	41.36

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name JONES, KELLEY		112.65
LAMB, ROXANNE	12042013	33.71
10 1901 1000 108 0000 612	REIMBURSEMENT	33.71
Vendor Name LAMB, ROXANNE		33.71
LEADING EDGE LAMINATING	19276	229.90
10 1901 1000 100 0000 612	IPS laminating film	183.92
10 0010 1000 860 3117 612	Laminating film for preschool	45.98
Vendor Name LEADING EDGE LAMINATING		229.90
LIL TIGERS PRESCHOOL	11302013	300.00
10 0010 1000 100 3311 563	EMPOWERMENT PYMT NOV	300.00
Vendor Name LIL TIGERS PRESCHOOL		300.00
LION PRODUCTS	8488	611.94
10 0010 2600 000 0000 618	BATH TISSUE	611.94
Vendor Name LION PRODUCTS		611.94
LOOKOUT BOOKS	ARU138526	299.34
10 3230 2222 000 0000 643	Exercise and Fitness	29.88
10 3230 2222 000 0000 643	Obesity	29.88
10 3230 2222 000 0000 643	Life during Midieval Times	28.12
10 3230 2222 000 0000 643	Life during he Roman Empire	28.12
10 3230 2222 000 0000 643	Life in Ancient mesopotamia	28.12
10 3230 2222 000 0000 643	Life in Charles Dickens's	28.12
10 3230 2222 000 0000 643	life in the North During	28.12
10 3230 2222 000 0000 643	Life in the South During The	28.12
10 3230 2222 000 0000 643	American Mythology	27.93
10 3230 2222 000 0000 643	Egyptian Mythology	27.93
10 3230 2222 000 0000 643	shipping/handling	15.00
Vendor Name LOOKOUT BOOKS		299.34
MACGILL & COMPANY, WILLIAM V.	IN0463230	3,957.53
10 0010 2134 000 0000 739	DEFIBRILLATORS (2)	3,957.53
Vendor Name MACGILL & COMPANY, WILLIAM V.		3,957.53
MAIL FINANCE	H4347082	349.38
10 0010 2410 000 0000 531	LEASE POSTAGE METER	349.38
Vendor Name MAIL FINANCE		349.38
MARATHON SYSTEMS	9707B	206.95
10 0010 2600 000 0000 618	SUPPLIES	206.95
Vendor Name MARATHON SYSTEMS		206.95
MATHESON TRI-GAS	07136174	131.62
10 3230 1300 370 0000 612	Parts and labor for repair of spot welde	131.62
MATHESON TRI-GAS	08136194	55.46
10 3230 1300 370 0000 612	Refil for Oxygen Tank	55.46
MATHESON TRI-GAS	08136195	93.20
10 3230 1300 370 0000 612	44 lb. spool of .035 welding wire for th	93.20

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name MATHESON TRI-GAS		280.28
MEASUREMENT INC.	1575	161.24
10 3230 1200 420 8008 612	TESTING MATERIALS	161.24
Vendor Name MEASUREMENT INC.		161.24
MEDIA COM	13701013	1,575.24
10 0010 2236 000 0000 536	INTERNET/PHONE CHARGES OCT.	1,575.24
MEDIA COM	13701113	1,575.24
10 0010 2236 000 0000 536	INTERNET/PHONE CHARGES NOV.	1,575.24
MEDIA COM	13701213	2,541.24
10 0010 2236 000 0000 536	INTERNET/PHONE CHARGES DEC.	2,541.24
Vendor Name MEDIA COM		5,691.72
MIDWEST TECH PRODUCTS	2053239-00	47.28
10 3230 1300 370 0000 612	Replacement grinding wheels for the hand	47.28
Vendor Name MIDWEST TECH PRODUCTS		47.28
NASCO	614574	106.43
10 0010 1000 300 4531 612	EXTRA LG DIGITAL CONV OVEN	106.43
Vendor Name NASCO		106.43
NATIONAL AUTISM RESOURCES	509286	116.51
10 0010 1200 219 0000 612	DISCOUNT	(5.00)
10 0010 1200 219 0000 612	SUPER CHEWS/ GREEN	5.49
10 0010 1200 219 0000 612	SUPER CHEWS/ RED	5.49
10 0010 1200 219 0000 612	PRIMARY LACING BEADS	8.99
10 0010 1200 219 0000 612	PENCIL FIDGET TOPPER SET OF 3	5.95
10 0010 1200 219 0000 612	DISCOUNT SITTING WEDGE	24.95
10 0010 1200 219 0000 612	SHIPPING	15.30
10 0010 1200 219 0000 612	CHEWABLE PENCIL TOPPERS (CHEWYS PENCIL T	11.98
10 0010 1200 219 0000 612	LIQUID TIMER	16.47
10 0010 1200 219 0000 612	ORGANIC FABRIC CHEWABLE WRISTBAND SET OF	11.90
10 0010 1200 219 0000 612	CHEWEASE: CLIP ON CHEWY TUBE	14.99
Vendor Name NATIONAL AUTISM RESOURCES		116.51
NEBRASKA AIR FILTER, INC.	0297496-IN	140.16
10 0010 2600 000 0000 618	FILTERS	140.16
Vendor Name NEBRASKA AIR FILTER, INC.		140.16
NISHNA PRODUCTIONS	12112013	1,323.36
10 0010 1200 214 3302 563	JOB COACHING	1,323.36
Vendor Name NISHNA PRODUCTIONS		1,323.36
NSAN, INC	1828	1,008.00
10 0010 2310 000 0000 320	RENEWAL IA REAP	1,008.00
Vendor Name NSAN, INC		1,008.00
O'KEEFE ELEVATOR COMPANY	00401368	263.74
10 0010 2600 000 0000 430	ELEVATOR MAINTANCE	263.74



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
AGREEMENT		
Vendor Name	O'KEEFE ELEVATOR COMPANY	263.74
OFFICE DEPOT	683022192001	106.80
10 0010 2310 000 0000 611	FOLDERS	106.80
OFFICE DEPOT	683022584001	24.19
10 0010 2310 000 0000 611	CERTIFICATES	24.19
Vendor Name	OFFICE DEPOT	130.99
OMAHA DOOR & WINDOW CO.	M61755	585.14
10 0010 2600 000 0000 618	CLOSER	585.14
Vendor Name	OMAHA DOOR & WINDOW CO.	585.14
OREILLY AUTO PARTS	0298-306504	8.18
10 0010 2600 000 0000 618	VELCRO TAPE	8.18
Vendor Name	OREILLY AUTO PARTS	8.18
ORSCHELN	003407	59.99
10 0010 2600 000 0000 618	TRUCK HANDLE	59.99
ORSCHELN	021496	24.99
10 0010 2600 000 0000 618	STEEL HANDLES	24.99
Vendor Name	ORSCHELN	84.98
PARSCALE, GERRI	12052013	916.00
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT	116.00
10 0010 2213 100 3376 330	EMPLOYEE TRAINING	800.00
Vendor Name	PARSCALE, GERRI	916.00
PEGG, ASHLEY	11252013	36.75
10 1901 1000 100 8001 612	REIMBURSEMENT	36.75
Vendor Name	PEGG, ASHLEY	36.75
PEPPER & SON, INC.	11923489	10.95
10 2020 1000 109 0000 612	PERFORMANCE ASSESSMENT AND REFLECTION IN	10.95
PEPPER & SON, INC.	11924691	234.95
10 2020 1000 110 0000 612	S'VIVON PERCUSSION ENSEMBLE	9.95
10 2020 1000 110 0000 612	FANFARE HEROICA BAND SET & SCORE	40.00
10 2020 1000 110 0000 612	JESTER DANCE BAND SET & SCORE	40.00
10 2020 1000 110 0000 612	FREEDOMS ROAD BAND SET & SCORE	35.00
10 2020 1000 110 0000 612	ADVANCE MARCH BAND SET & SCORE	60.00
10 2020 1000 110 0000 612	NIGHTSONG BAND SET & SCORE	50.00
Vendor Name	PEPPER & SON, INC.	245.90
PLIBRICO COMPANY LLC	89081	2,050.00
10 0010 2600 000 0000 430	MAINTENANCE AGREEMENT	2,050.00
PLIBRICO COMPANY LLC	89126	5,560.00
10 0010 2600 000 0000 430	CONTRACT UPGRADE WASHINGTON	5,560.00
Vendor Name	PLIBRICO COMPANY LLC	7,610.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
PRECISION DIESEL INJECTION	45549	434.31
10 0020 2700 000 0000 430	OIL CHANGE/REPAIR #2A	434.31
PRECISION DIESEL INJECTION	45599	357.06
10 0020 2700 000 0000 430	OIL CHANGE/REPAIR #21A	357.06
Vendor Name	PRECISION DIESEL INJECTION	<u>791.37</u>
QUILL CORP.	13655	141.78
10 1902 1000 100 0000 612	ELMER'S RUBBER CEMENT	10.50
10 1902 1000 100 0000 612	SCOTCH REMOVABLE ADHESIVE PUTTY	6.36
10 1902 1000 100 0000 612	QUILL MAGNETIC CLIPS	54.36
10 1902 1000 100 0000 612	OFFICEMATE FILE CABINET MAGNETS	9.58
10 1902 1000 100 0000 612	PENCIL CAP ERASERS	4.79
10 1902 1000 100 0000 612	QUILL ROUND-RING BINDERS, 1 1/2", BLUE	11.16
10 1902 1000 100 0000 612	LOOSE-LEAF BINDER RINGS- 1"	9.57
10 1902 1000 100 0000 612	PINK PEARL ERASERS	7.03
10 1902 1000 100 0000 612	PENTEL R.S.V.P. BALLPOINT STICK PENS WIT	7.59
10 1902 1000 100 0000 612	QUILL ROUND-RING BINDERS, BLACK, 1"	8.72
10 1902 1000 100 0000 612	QUILL ROUND-RING BINDERS, 1 1/2", RED	12.12
QUILL CORP.	16442	11.98
10 1902 1000 100 0000 612	LANYARDS - ASSORTED COLORS	6.63
10 1902 1000 100 0000 612	METAL WHISTLES	5.35
Vendor Name	QUILL CORP.	<u>153.76</u>
R & R PLUMBING	7451	1,293.93
10 0010 2600 000 0000 430	WINTERIZE FIELDS/CONCESSION/LOCKER ROOM	1,293.93
Vendor Name	R & R PLUMBING	<u>1,293.93</u>
READ NATURALLY	185717	110.00
10 1901 2410 000 0000 320	LICENSE CODES DISC	110.00
Vendor Name	READ NATURALLY	<u>110.00</u>
RED COACH INN	266852	55.95
10 0010 2213 100 3376 580	MEETING MEALS	55.95
Vendor Name	RED COACH INN	<u>55.95</u>
RED OAK CHRYSLER PLYMOUTH	141502	26.45
10 0020 2700 000 0000 430	OIL CHANGE/MISC	26.45
RED OAK CHRYSLER PLYMOUTH	142286	28.95
10 0020 2700 000 0000 430	OIL CHANGE #19	28.95
Vendor Name	RED OAK CHRYSLER PLYMOUTH	<u>55.40</u>
RED OAK COMMUNITY SCHOOL DIST	10202013	114.40
10 0010 2213 100 3376 580	TRANSP CHARGES	114.40
RED OAK COMMUNITY SCHOOL DIST	10212013	244.00
10 0010 2213 100 3376 580	TRANSP CHARGES	244.00
RED OAK COMMUNITY SCHOOL DIST	10222013	84.80
10 0010 2235 000 0000 580	TRANSP CHARGES	84.80
RED OAK COMMUNITY SCHOOL DIST	10282013	43.20

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 1000 860 3117 580	TRANSP CHARGES	43.20
RED OAK COMMUNITY SCHOOL DIST	11042013	96.00
10 0010 2213 100 3376 580	TRANSP CHARGES	96.00
RED OAK COMMUNITY SCHOOL DIST	11132013	197.60
10 3230 2410 000 0000 580	TRANSP CHARGES	197.60
RED OAK COMMUNITY SCHOOL DIST	11202013	115.60
10 0010 2510 000 0000 580	TRANSP CHARGES	115.60
RED OAK COMMUNITY SCHOOL DIST	12042013	36.40
10 0010 1200 219 0000 580	TRANSP CHARGES	36.40
RED OAK COMMUNITY SCHOOL DIST	12042013-1	228.12
10 1901 1000 100 8001 612	Transportation for Kindergarten's 3 Bee	228.12
RED OAK COMMUNITY SCHOOL DIST	12112013	276.40
10 1900 1200 430 4501 580	TRANSPORTATION CHARGES	70.80
10 1900 1200 430 4501 580	TRANSPORTATION CHARGES	205.60
Vendor Name RED OAK COMMUNITY SCHOOL DIST		<u>1,436.52</u>
RED OAK DIESEL CLINIC INC.	4091517 154	4,049.41
10 0020 2700 000 0000 430	REPAIR #5	4,049.41
RED OAK DIESEL CLINIC INC.	4091517170	274.02
10 0020 2700 000 0000 618	FUEL CONDITIONER	274.02
RED OAK DIESEL CLINIC INC.	4091517171	156.08
10 0020 2700 000 0000 430	REPAIR #5	156.08
RED OAK DIESEL CLINIC INC.	4091517172	1,346.42
10 0020 2700 000 0000 430	REPAIR #1	1,346.42
Vendor Name RED OAK DIESEL CLINIC INC.		<u>5,825.93</u>
RED OAK EXPRESS	11302013	358.82
10 0010 2572 000 0000 540	PUBLICATION CHARGES	358.82
Vendor Name RED OAK EXPRESS		<u>358.82</u>
RED OAK GLASS	09692-1	262.08
10 0010 2600 000 0000 430	REPAIR DOOR GLASS	262.08
Vendor Name RED OAK GLASS		<u>262.08</u>
RED OAK HARDWARD HANK	171400	44.93
10 0010 2600 000 0000 618	HS SUPPLIES	44.93
RED OAK HARDWARD HANK	171401	17.76
10 0010 2600 000 0000 618	WASHINGTON SUPPLIES	17.76
RED OAK HARDWARD HANK	171402	155.88
10 0010 2600 000 0000 618	MS SUPPLIES	155.88
RED OAK HARDWARD HANK	171403	22.96
10 0010 2600 000 0000 618	WEBSTER SUPPLIES	22.96
RED OAK HARDWARD HANK	171404	7.98
10 0010 2600 000 0000 618	IPS SUPPLIES	7.98
RED OAK HARDWARD HANK	171405	34.13
10 0010 2600 000 0000 618	BANCROFT SUPPLIES	34.13
Vendor Name RED OAK HARDWARD HANK		<u>283.64</u>
RED OAK PRINTING CO.	12052013	27.00
10 0010 2310 000 0000 611	PAPER RESIZING	27.00
Vendor Name RED OAK PRINTING CO.		<u>27.00</u>
ROLENC, STACEY	07022013	50.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2134 000 0000 271	PHYSICAL REIMBURSEMENT	50.00
Vendor Name	ROLENC, STACEY	50.00
10 3230 1000 100 0000 612	apron	44.60
Vendor Name	SARGENT-WELCH SCIENTIFIC CO.	44.60
10 0020 2700 000 0000 618	SUPPLIES	39.18
Vendor Name	SCHOOL BUS SALES	39.18
10 2020 1000 100 0000 612	INSTRUCTIONAL SUPPLIES	76.79
10 0010 1200 219 0000 612	Rainbow mat	162.12
Vendor Name	SCHOOL SPECIALTY LATTA DIV.	238.91
10 0010 2600 000 0000 422	SALT/SAND	1,000.00
Vendor Name	SCOTT WILSON - THE GREEN TREE COMPANY	1,000.00
10 0010 2310 000 0000 320	NOTARY PUBLIC FEE	30.00
Vendor Name	SECRETARY OF STATE	30.00
10 0010 2236 000 0000 536	WEB SITE HOST	121.22
Vendor Name	SOCS/FES	121.22
10 0010 2600 000 0000 421	NOV RECYCLING PICK UP	1,000.00
Vendor Name	SOUTHWEST IOWA RECYCLING	1,000.00
10 0020 2700 000 0000 340	BUS DRIVER TRAINING	85.00
Vendor Name	SOUTHWESTERN COMMUNITY COLLEGE	85.00
10 2020 1000 100 0000 359	SERVICE ON MS OFFICE COPIER	100.00
Vendor Name	SPECIALTY UNDERWRITERS LLC	100.00
10 0010 2134 000 0000 271	BALANCE SCHOOL PHYSICAL	20.00
Vendor Name	STANLEY, JULIE	20.00
10 0010 1000 100 0000 567	OPEN ENROLLMENT 2ND QTR	42,007.00
Vendor Name	STANTON COMMUNITY SCHOOL DIST.	42,007.00
10 0020 2700 000 0000 672	4 TIRES	1,055.80
Vendor Name	SW IA TIRE & SERVICE	1,055.80

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name SW IA TIRE & SERVICE		1,055.80
TIMBERLINE BILLING SERVICE LLC	3446	(86.24)
10 0010 2510 217 3303 350	MEDICAID BILLING	(86.24)
TIMBERLINE BILLING SERVICE LLC	3710	1,556.59
10 0010 2510 217 3303 350	MEDICAID BILLING	1,556.59
Vendor Name TIMBERLINE BILLING SERVICE LLC		1,470.35
UNITED PARCEL SERVICE	0000537022473	130.86
10 2020 2410 000 0000 531	UPS CHARGES	22.00
10 1902 2410 000 0000 531	UPS CHARGES	22.00
10 1901 2410 000 0000 531	UPS CHARGES	22.00
10 3230 2410 000 0000 531	UPS CHARGES	64.86
Vendor Name UNITED PARCEL SERVICE		130.86
VANNAUSDLE, TRACY	11252013	22.38
10 1901 1000 100 8001 612	REIMBURSEMENT	22.38
Vendor Name VANNAUSDLE, TRACY		22.38
WALFORD, KIMBERLY	11162013	45.43
10 0010 1000 490 8028 612	REIMBURSEMENT	45.43
Vendor Name WALFORD, KIMBERLY		45.43
WALKER, KATHY	12042013	76.56
10 0010 2310 000 0000 580	TRAVEL REIMBURSEMENT	76.56
Vendor Name WALKER, KATHY		76.56
WATKINS TRUE VALUE	225529	54.61
10 0010 2600 000 0000 618	SUPPLIES FOR CAMERA INSTALLATION	54.61
WATKINS TRUE VALUE	226242	8.48
10 0010 2600 000 0000 618	SUPPLIES	8.48
WATKINS TRUE VALUE	226375	8.99
10 0010 2600 000 0000 618	SOCKETS	8.99
WATKINS TRUE VALUE	226783	21.57
10 0010 2600 000 0000 618	SWITCHES	21.57
WATKINS TRUE VALUE	226786	30.96
10 0010 2600 000 0000 618	DUST PANS/BROOMS	30.96
WATKINS TRUE VALUE	227019	7.99
10 0010 2600 000 0000 618	TAPE	7.99
WATKINS TRUE VALUE	227228	62.93
10 0010 2310 000 0000 611	SANDISKS	62.93
Vendor Name WATKINS TRUE VALUE		195.53
WEB.COM, INC.	20615998	22.95
10 0010 2236 000 0000 536	DOMAIN NAME	22.95
Vendor Name WEB.COM, INC.		22.95
WORTHINGTON DIRECT	312859	145.74
10 0020 2700 000 0000 618	office chair	111.95
10 0020 2700 000 0000 618	shipping	33.79
Vendor Name WORTHINGTON DIRECT		145.74

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
YOUNG AUTO PARTS INC.	178833	7.49
10 0010 2600 000 0000 618	SUPPLIES	7.49
YOUNG AUTO PARTS INC.	178932	36.98
10 0010 2600 000 0000 618	SUPPLIES	36.98
Vendor Name YOUNG AUTO PARTS INC.		<u>44.47</u>
Fund Number 10		<u>151,955.15</u>
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST
SCHOOL DUDE	S-018051	1,074.27
33 0010 2235 000 0000 734	ITDirect/ITDirect Trining--First Term Pr	1,074.27
Vendor Name SCHOOL DUDE		<u>1,074.27</u>
Fund Number 33		<u>1,074.27</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
TIME MANAGEMENT SYSTEMS, INC	INV66344	1,590.00
36 0010 2235 000 0000 734	2 PIN ENTRY ETHERNET TERMINALS	1,590.00
Vendor Name TIME MANAGEMENT SYSTEMS, INC		<u>1,590.00</u>
Fund Number 36		<u>1,590.00</u>
Checking Account ID 1		<u>154,619.42</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
HY VEE FOOD STORES	2129158909-1	20.63
61 1901 3110 000 0000 618	SUPPLIES	1.19
61 1901 3110 000 0000 631	FOOD SUPPLIES	19.44
HY VEE FOOD STORES	2129439892	26.92
61 1901 3110 000 0000 631	FOOD SUPPLIES	26.92
HY VEE FOOD STORES	2129488173	62.55
61 1901 3110 000 0000 631	FOOD SUPPLIES	62.55
HY VEE FOOD STORES	2129488211	65.33
61 3230 3110 000 0000 631	FOOD SUPPLIES	65.33
HY VEE FOOD STORES	2129488244	44.48
61 2020 3110 000 0000 631	FOOD SUPPLIES	44.48
HY VEE FOOD STORES	2129488294	62.55
61 1901 3110 000 0000 631	FOOD SUPPLIES	62.55
HY VEE FOOD STORES	2129488321	65.33
61 3230 3110 000 0000 631	FOOD SUPPLIES	65.33
HY VEE FOOD STORES	2129488343	44.48
61 2020 3110 000 0000 631	FOOD SUPPLIES	44.48
HY VEE FOOD STORES	2129541645	34.78
61 1901 3110 000 0000 631	FOOD SUPPLIES	34.78
HY VEE FOOD STORES	2129714450	62.55
61 1901 3110 000 0000 631	FOOD SUPPLIES	62.55
HY VEE FOOD STORES	2129714476	65.33
61 3230 3110 000 0000 631	FOOD SUPPLIES	65.33
HY VEE FOOD STORES	2129714498	44.48
61 2020 3110 000 0000 631	FOOD SUPPLIES	44.48
HY VEE FOOD STORES	2129744237	31.04
61 1901 3110 000 0000 631	FOOD SUPPLIES	24.37
61 1901 3110 000 0000 618	SUPPLIES	6.67
HY VEE FOOD STORES	2129770194	5.97
61 1901 3110 000 0000 631	FOOD SUPPLIES	5.97
HY VEE FOOD STORES	2130108351	7.98
61 1902 3110 000 0000 631	FOOD SUPPLIES	7.98

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
HY VEE FOOD STORES	2130154967	4.78	
61 3230 3110 000 0000 618	SUPPLIES		4.78
HY VEE FOOD STORES	2445943	236.00	
61 0010 3110 000 4557 631	FOOD SUPPLIES		236.00
HY VEE FOOD STORES	2445945	212.00	
61 0010 3110 000 4557 631	FOOD SUPPLIES		212.00
Vendor Name HY VEE FOOD STORES			<u>1,097.18</u>
KECK, INC.	11122013	1,977.09	
61 1901 3110 000 0000 631	FOOD SUPPLIES		1,977.09
KECK, INC.	11122013-1	2,558.95	
61 3230 3110 000 0000 631	FOOD SUPPLIES		2,558.95
Vendor Name KECK, INC.			<u>4,536.04</u>
MARTIN BROS.	4931988	88.71	
61 0010 3110 000 4557 631	FOOD SUPPLIES		88.71
MARTIN BROS.	4931989	146.30	
61 0010 3110 000 4557 631	FOOD SUPPLIES		146.30
MARTIN BROS.	4941331	202.90	
61 0010 3110 000 4557 631	FOOD SUPPLIES		202.90
MARTIN BROS.	4950794	266.10	
61 0010 3110 000 4557 631	FOOD SUPPLIES		266.10
MARTIN BROS.	4955770	2,117.80	
61 1901 3110 000 0000 618	SUPPLIES		234.67
61 1901 3110 000 0000 631	FOOD SUPPLIES		1,883.13
MARTIN BROS.	4955771	90.00	
61 0010 3110 000 4557 631	FOOD SUPPLIES		90.00
MARTIN BROS.	4955775	1,615.23	
61 3230 3110 000 0000 631	FOOD SUPPLIES		1,480.47
61 3230 3110 000 0000 632	FOOD SUPPLIES		74.54
61 3230 3110 000 0000 618	SUPPLIES		60.22
MARTIN BROS.	4955776	882.15	
61 2020 3110 000 0000 618	SUPPLIES		45.67
61 2020 3110 000 0000 631	FOOD SUPPLIES		836.48
MARTIN BROS.	4960706	258.84	
61 1901 3110 000 0000 631	FOOD SUPPLIES		235.01
61 1901 3110 000 0000 618	SUPPLIES		23.83
MARTIN BROS.	4969010	1,916.19	
61 1901 3110 000 0000 618	SUPPLIES		530.67
61 1901 3110 000 0000 631	FOOD SUPPLIES		1,227.09
61 0010 3110 000 4557 631	FOOD SUPPLIES		158.43
MARTIN BROS.	4969011	510.74	
61 0010 3110 000 4557 631	FOOD SUPPLIES		510.74
MARTIN BROS.	4969012	933.56	
61 3230 3110 000 0000 631	FOOD SUPPLIES		933.56
MARTIN BROS.	4974112	1,849.79	
61 1901 3110 000 0000 618	SUPPLIES		106.79
61 1901 3110 000 0000 631	FOOD SUPPLIES		1,743.00
MARTIN BROS.	4974114	3,023.41	
61 3230 3110 000 0000 631	FOOD SUPPLIES		2,187.63
61 3230 3110 000 0000 632	FOOD SUPPLIES		466.10
61 3230 3110 000 0000 618	SUPPLIES		369.68
MARTIN BROS.	4974115	1,426.81	
61 2020 3110 000 0000 618	SUPPLIES		232.41
61 2020 3110 000 0000 631	FOOD SUPPLIES		1,194.40

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
Vendor Name	MARTIN BROS.		15,328.53
NELSON, PAMELA	11272013	5.51	
61 2020 3110 000 0000 580	TRAVEL REIMBURSEMENT		5.51
Vendor Name	NELSON, PAMELA		5.51
REINHART FOOD SERVICE LLC	481757	250.00	
61 592 000 0000 000	DISHWASHER LEASE		250.00
Vendor Name	REINHART FOOD SERVICE LLC		250.00
ROBERTS DAIRY COMPANY	127060-2	(80.96)	
61 1901 3110 000 0000 631	IPS CREDIT		(80.96)
ROBERTS DAIRY COMPANY	128363	144.68	
61 3230 3110 000 0000 631	HS MILK		144.68
ROBERTS DAIRY COMPANY	128365	133.86	
61 2020 3110 000 0000 631	MS MILK		133.86
ROBERTS DAIRY COMPANY	128366	122.62	
61 1902 3110 000 0000 631	WASHINGTON MILK		122.62
ROBERTS DAIRY COMPANY	128403	82.31	
61 3230 3110 000 0000 631	HS MILK		82.31
ROBERTS DAIRY COMPANY	128404	164.62	
61 1901 3110 000 0000 631	IPS MILK		164.62
ROBERTS DAIRY COMPANY	128405	133.44	
61 2020 3110 000 0000 631	MS MILK		133.44
ROBERTS DAIRY COMPANY	128406	100.98	
61 1902 3110 000 0000 631	WASHINGTON MILK		100.98
ROBERTS DAIRY COMPANY	128435	82.31	
61 3230 3110 000 0000 631	HS MILK		82.31
ROBERTS DAIRY COMPANY	128436	267.30	
61 1901 3110 000 0000 631	IPS MILK		267.30
ROBERTS DAIRY COMPANY	128437	144.26	
61 2020 3110 000 0000 631	MS MILK		144.26
ROBERTS DAIRY COMPANY	128438	112.65	
61 1902 3110 000 0000 631	WASHINGTON MILK		112.65
ROBERTS DAIRY COMPANY	128439	51.55	
61 1912 3110 000 0000 631	WEBSTER MILK		51.55
ROBERTS DAIRY COMPANY	128480	166.30	
61 3230 3110 000 0000 631	FOOD SUPPLIES		166.30
ROBERTS DAIRY COMPANY	128481	270.91	
61 1901 3110 000 0000 631	IPS MILK		270.91
ROBERTS DAIRY COMPANY	128483	123.39	
61 1902 3110 000 0000 631	WASHINGTON MILK		123.39
ROBERTS DAIRY COMPANY	128484	30.63	
61 1912 3110 000 0000 631	WEBSTER MILK		30.63
ROBERTS DAIRY COMPANY	128520	124.73	
61 3230 3110 000 0000 631	FOOD SUPPLIES		124.73
ROBERTS DAIRY COMPANY	128521	176.36	
61 1901 3110 000 0000 631	IPS MILK		176.36
ROBERTS DAIRY COMPANY	128522	102.83	
61 2020 3110 000 0000 631	MS MILK		102.83
ROBERTS DAIRY COMPANY	128523	82.26	
61 1902 3110 000 0000 631	WASHINGTON MILK		82.26
ROBERTS DAIRY COMPANY	128555	(10.51)	
61 1902 3110 000 0000 631	WASHINGTON MILK		(10.51)
ROBERTS DAIRY COMPANY	128556	144.40	



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
61 1902 3110 000 0000 631	WASHINGTON MILK	144.40
ROBERTS DAIRY COMPANY	229573	21.52
61 1902 3110 000 0000 631	WASHINGTON MILK	21.52
Vendor Name ROBERTS DAIRY COMPANY		<u>2,692.44</u>
Fund Number 61		<u>23,909.70</u>
Checking Account ID 2		23,909.70
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ATHLETICA INC.	INV85312	37.92
21 3230 1400 950 7461 618	SHORT TAILED BOW	27.93
21 3230 1400 950 7461 618	SHIPPING	9.99
Vendor Name ATHLETICA INC.		<u>37.92</u>
BLOMSTEDT, JOHN	11212013	75.00
21 0010 1400 920 6710 320	OFFICIAL	75.00
Vendor Name BLOMSTEDT, JOHN		<u>75.00</u>
DANCEWEAR SOLUTIONS	141137310	265.97
21 3230 1400 950 7457 618	CHAMBER SHOES	256.00
21 3230 1400 950 7457 618	SHIPPING	9.97
Vendor Name DANCEWEAR SOLUTIONS		<u>265.97</u>
ECONO LODGE	11232013	350.90
21 3230 1400 910 6210 580	LODGING	175.45
21 3230 1400 910 6220 580	LODGING	175.45
Vendor Name ECONO LODGE		<u>350.90</u>
FARMERS MERCANTILE	0175409	30.64
21 3230 1400 910 6110 618	SUPPLIES FOR FALL PLAY SET	30.64
Vendor Name FARMERS MERCANTILE		<u>30.64</u>
FIRST BANKCARD	11142013-1	356.16
21 0010 1400 920 6600 580	LODGING	356.16
FIRST BANKCARD	11182013	11.66
21 0010 1400 920 6600 580	LODGING	11.66
FIRST BANKCARD	11222013	99.00
21 0010 1400 920 6845 320	REG FEE	99.00
FIRST BANKCARD	11252013	3,124.66
21 0010 1400 920 6815 580	LODGING	3,124.66
FIRST BANKCARD	11252013-1	246.30
21 2020 1400 910 6221 618	LODGING	246.30
FIRST BANKCARD	12042013	592.00
21 0010 1400 920 6790 618	WRESTLING TICKETS	592.00
FIRST BANKCARD	12062013	105.28
21 0010 1400 920 6840 580	LODGING	105.28
Vendor Name FIRST BANKCARD		<u>4,535.06</u>
FOLLETT LIBRARY RESOURCES	311800F-4	162.75
21 3230 1400 950 7415 618	BOOKS	162.75
Vendor Name FOLLETT LIBRARY RESOURCES		<u>162.75</u>
GRAPHIC EDGE, THE	731584	378.28
21 0010 1400 920 6815 618	VARSITY PULLOVERS AND PANTS	378.28

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
GRAPHIC EDGE, THE	736093	1,598.75
21 0010 1400 920 6810 619	SEASON TEE SHIRTS/SWEATSHIRTS/HOODIES	1,598.75
GRAPHIC EDGE, THE	737416	172.12
21 3230 1400 950 7461 618	UNIFORM TEES	172.12
Vendor Name GRAPHIC EDGE, THE		<u>2,149.15</u>
GTM SPORTSWEAR	7439587	456.00
21 3230 1400 950 7461 618	UNIFORM JACKETS	456.00
GTM SPORTSWEAR	7461564	265.00
21 3230 1400 950 7459 618	UNIFORMS	265.00
GTM SPORTSWEAR	7471260	18.00
21 3230 1400 950 7459 618	UNIFORM	18.00
Vendor Name GTM SPORTSWEAR		<u>739.00</u>
HEYWOOD, GARY	12062013	95.00
21 0010 1400 920 6710 320	OFFICIAL	95.00
Vendor Name HEYWOOD, GARY		<u>95.00</u>
HY VEE FOOD STORES	2129548162	425.60
21 2020 1400 950 7421 618	JUICE BOXES FOR STUDENTS DURING IOWA ASS	168.00
21 2020 1400 950 7421 618	GRANOLA BARS FOR STUDENTS DURING IOWA AS	257.60
Vendor Name HY VEE FOOD STORES		<u>425.60</u>
IOWA FCCLA	1314-87	25.00
21 3230 1400 950 7408 320	REG FEE	25.00
Vendor Name IOWA FCCLA		<u>25.00</u>
JARRETT, DON	11212013	75.00
21 0010 1400 920 6710 320	OFFICIAL	75.00
Vendor Name JARRETT, DON		<u>75.00</u>
K MART	2497	67.41
21 3230 1400 950 7457 618	PROPS	67.41
Vendor Name K MART		<u>67.41</u>
NATIONAL FBLA	285621	60.00
21 3230 1400 950 7408 320	MEMBERSHIP DUES	60.00
Vendor Name NATIONAL FBLA		<u>60.00</u>
NATIONAL FFA ORGANIZATION	OE-699577	149.25
21 3230 1400 950 7407 618	GREENHAND FFA DEGREE PINS	37.50
21 3230 1400 950 7407 618	CHAPTER FFA DEGREE PIN	18.75
21 3230 1400 950 7407 618	GREENHAND CERTIFICATES	12.50
21 3230 1400 950 7407 618	Chapter Certificates	12.50
21 3230 1400 950 7407 618	OFFICER PIN SET	31.00
21 3230 1400 950 7407 618	SHIPPING	37.00
Vendor Name NATIONAL FFA ORGANIZATION		<u>149.25</u>
NATIONAL FFA ORGANIZATION	OE-689339	598.00
21 3230 1400 950 7407 618	FFA SUPPLIES	598.00
Vendor Name NATIONAL FFA ORGANIZATION		<u>598.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
NATIONAL SPORTS CLINIC	11262013	115.00
21 0010 1400 920 6835 320	CLINIC	115.00
Vendor Name	NATIONAL SPORTS CLINIC	<u>115.00</u>
PROMOTIONAL CONCEPTS	13514	2,166.25
21 0010 1400 920 6815 619	STATE VB TEE SHIRTS	2,166.25
Vendor Name	PROMOTIONAL CONCEPTS	<u>2,166.25</u>
RAE, JERRY	12062013	95.00
21 0010 1400 920 6710 320	OFFICIAL	95.00
Vendor Name	RAE, JERRY	<u>95.00</u>
RED OAK COMMUNITY SCHOOL DIST	11302013	111.06
21 2020 1400 950 7426 618	REFUND TO ACCT/CHARACTER COUNTS	111.06
RED OAK COMMUNITY SCHOOL DIST	12032013	117.60
21 3230 1400 950 7408 580	TRANSPORTATION TO FBIA LEADERSHIP CONFER	117.60
Vendor Name	RED OAK COMMUNITY SCHOOL DIST	<u>228.66</u>
ROBINSON, JOHN	12062013	95.00
21 0010 1400 920 6710 320	OFFICIAL	95.00
Vendor Name	ROBINSON, JOHN	<u>95.00</u>
SHOPKO	5582	29.96
21 2020 1400 950 7421 618	SUPPLIES	29.96
Vendor Name	SHOPKO	<u>29.96</u>
SOUTHEASTERN PERFORMANCE APPAREL	304144	1,166.30
21 3230 1400 950 7457 618	MINNISINGER OUTFITS - PRESA DRESS - PURP	850.00
21 3230 1400 950 7457 618	CAVALIER PLEASTED PANT - BLACK	36.00
21 3230 1400 950 7457 618	ENSEMBLE FT	171.00
21 3230 1400 950 7457 618	MENS POPLIN VEST - BLACK	23.00
21 3230 1400 950 7457 618	SATIN 4-IN-HAND TIE - BLACK	10.00
21 3230 1400 950 7457 618	SHIPPING	76.30
Vendor Name	SOUTHEASTERN PERFORMANCE APPAREL	<u>1,166.30</u>
SWIBA	11192013	125.00
21 3230 1400 910 6220 320	SWIBA JAZZ FESTIVAL REGISTRATION	125.00
Vendor Name	SWIBA	<u>125.00</u>
TROPHIES PLUS	341155	137.94
21 0010 1400 920 6815 618	REGIONAL CHAMPION CHENILLES	137.94
Vendor Name	TROPHIES PLUS	<u>137.94</u>
Fund Number	21	<u>14,000.76</u>
Checking Account ID	3	<u>14,000.76</u>

Invoice List Detail  
NOVEMBER PREPAID CHECKS LISTING, 2013

Vendor ID: AMERITAS	AMERITAS	PO Number:	Invoice Number: 11012013	Amount:	134.76
Description: SERVICES		Invoice Date: 11/01/2013	Due Date: 11/30/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 165335	Check Date: 11/07/2013	
<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		134.76		N
					In Full
					Final
Vendor ID: IAGIRL	IA GIRLS H.S. ATHLETIC UNION	PO Number: 074705	Invoice Number: 10312013	Amount:	4,494.00
Description: SUPPLIES		Invoice Date: 10/31/2013	Due Date: 11/30/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 23986	Check Date: 11/01/2013	
<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 6600 619	REGIONAL VB		4,494.00		N
					In Full
					Final
Vendor ID: IAGIRL	IA GIRLS H.S. ATHLETIC UNION	PO Number: 074698	Invoice Number: 11122013	Amount:	840.00
Description: SUPPLIES		Invoice Date: 11/12/2013	Due Date: 11/30/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 23998	Check Date: 11/12/2013	
<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 6600 619	STATE VB TICKETS		840.00		N
					In Full
					Final
Vendor ID: IOWAD9	IOWA DIVISION OF CRIMINAL INV	PO Number:	Invoice Number: 11062013	Amount:	500.00
Description: SERVICES		Invoice Date: 11/06/2013	Due Date: 11/30/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 165334	Check Date: 11/06/2013	
<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 2310 000 0000 340	BACKGROUND CHECKS		500.00		N
					In Full
					Final
Vendor ID: IOWAH2	IOWA HIGH SCHOOL ATHLETIC ASSO	PO Number: 074706	Invoice Number: 11042013	Amount:	174.00
Description: SERVICES		Invoice Date: 11/04/2013	Due Date: 11/30/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 23987	Check Date: 11/04/2013	
<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 6600 619	FB TICKET SALES		174.00		N
					In Full
					Final
Vendor ID: IOWAHI	IOWA HIGH SCHOOL MUSIC ASSOC	PO Number: 074707	Invoice Number: 11062013	Amount:	16.50
Description: SERVICES		Invoice Date: 11/06/2013	Due Date: 11/30/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 23997	Check Date: 11/08/2013	
<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 3230 1400 910 6220 320	REG FEE		16.50		N
					In Full
					Final
Vendor ID: IOWAMUSIC	IOWA MUSIC EDUCATORS ASSOCIATION	PO Number: PETERSON27	Invoice Number: 11112013	Amount:	95.00
Description: SERVICES		Invoice Date: 11/11/2013	Due Date: 11/30/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 165352	Check Date: 11/11/2013	
<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 3230 1000 110 0000 320	2013 IMEA PD Conference Registration fee		95.00		N
					In Full
					Final
Vendor ID: MERCER	MERCER HEALTH & BENEFITS ADMIN LLC	PO Number:	Invoice Number: 11022013	Amount:	7,047.08
Description: SERVICES		Invoice Date: 11/02/2013	Due Date: 11/30/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 165336	Check Date: 11/07/2013	

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Invoice List Detail  
 NOVEMBER PREPAID CHECKS LISTING, 2013

<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>	<u>In Full</u>
10 0010 1000 100 8018 270	INSURANCE		7,047.08		N	Final

Vendor ID: MONTGOMEAN MONTGOMERY, ANGELA

PO Number: 3231487 Invoice Number: 11082013 Amount: 1,512.00

Description: REIMBURSEMENT Invoice Date: 11/08/2013 Due Date: 11/30/2013 Status: PP 1099 Amount: 0.00

Sequence: 1 Check Type: Check Checking Account ID: 3 Check Number: 23996 Check Date: 11/08/2013

<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>	<u>In Full</u>
21 0010 1400 920 6815 580	MEAL MONEY FOR STATE		1,512.00		N	Final

Vendor ID: USCELLULAR US CELLULAR

PO Number: Invoice Number: 0013800957 Amount: 5.60

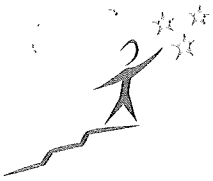
Description: SERVICES Invoice Date: 11/03/2013 Due Date: 11/30/2013 Status: PP 1099 Amount: 0.00

Sequence: 1 Check Type: Check Checking Account ID: 1 Check Number: 165353 Check Date: 11/12/2013

<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>	<u>In Full</u>
10 0010 2410 000 0000 532	CELL PHONE CHARGES		5.60		N	Final

Report 1099 Total: 0.00

Report Total: 14,818.94



Council Bluffs  
Community School District

RECEIVED  
DEC 05 2013  
BY: \_\_\_\_\_

COPY

December 3, 2013

Terry Schmidt, Superintendent  
Red Oak Community School District  
2011 North 8<sup>th</sup>  
Red Oak, IA 51566

Dear Superintendent Schmidt,

Please find enclosed two copies of a special education contract for  
Please have a representative sign both copies of the contract, retain one  
copy for your records and return the other copy 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 my assistant, Diane Copenhaver, at 712-328-6424.

Sincerely,

Becky Zorn  
Director of Special Education

Attachments  
BZ/djc

*...Where Dreams Begin!*



# 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 2013-14 school year.**

We the undersigned agencies for \_\_\_\_\_ who is being provided services or programs by Council Bluffs Community School District attending Heartland School, 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:

John J. Harvey  
Authorized Designee, Receiving Agency

Date: 11-26-2013

\_\_\_\_\_  
Authorized Designee, Sending Agency

Date: \_\_\_\_\_

1315 Sunnyslope Dr.  
Red Oak, Iowa 51566  
December 7, 2013

DEC 12 2013

BY: \_\_\_\_\_

COPY

Carlos Guerra  
Transportation Director  
Red Oak Community School District  
Red Oak, Iowa 51566

Dear Carlos,

I am tendering my resignation as a full-time bus driver for the Red Oak Community School District. I appreciate the opportunity to serve students and the schools as a driver.

Sincerely,

  
Kevin Crouch





## RED OAK COMMUNITY HIGH SCHOOL

---

2011 N. 8th Street  
Red Oak, Iowa 51566  
Tel: 712-623-6610  
Fax: 712-623-6613

Jedd Sherman, Principal  
Jeff Spotts, Assistant Principal/AD

November 19, 2013

To: Mr. Terry Schmidt and Board of Directors

From: Jedd Sherman, Principal

I am recommending ShiaLynn Willkening for early graduation from Red Oak High School.

ShiaLynn moved into our district September 16, 2013.

Attached you will find her Early Graduation Request form.

Sincerely,

A handwritten signature in cursive script that reads "Jedd Sherman".

Jedd Sherman

Principal

The Red Oak Community School District, in partnership with the community, commits to excellence: and we dedicate ourselves to creatively enhance diverse opportunities for each learner to grow to his or her maximum intellectual and social potential within an ever-changing world.

Red Oak Community High School  
Early Graduation Request

Name Shia Lynn Wilkening Year 2013-14

Date of Parent Meeting With School Counselor 10/22/13

Reason for Request of Early Graduation:

(Please indicate the specific reason you wish to graduate early and how this will fit in to your college or career plans.)

I'm moving out of the district in January & would like to finish school at Red Oak. Also my dad just found out he has cancer and they gave him 3 months to live.

Number of credits currently earned: 41

Number of credits still needed to meet graduation requirements: 11

Required classes I must complete to graduate:

- |                   |                   |
|-------------------|-------------------|
| 1. <u>Sen Eng</u> | 2. <u>Sen Eng</u> |
| 3. <u>Govt</u>    | 4. <u>Econ</u>    |
| 5. _____          | 6. _____          |
| 7. _____          | 8. _____          |

List the courses you are planning to take during the school year that you are requesting 1<sup>st</sup> Semester:

- |  |                               |
|--|-------------------------------|
| 1. <u>Sen Eng Brit Lit</u>             | 2. <u>Sen Eng cr Recovery</u> |
| 3. <u>Govt</u>                         | 4. <u>Econ cr Recovery</u>    |
| 5. <u>Psychology</u>                   | 6. <u>Span II</u>             |
| 7. <u>Credit Recovery 5 additional</u> | 8. _____                      |

Student Signature [Signature]

Parent Signature \_\_\_\_\_

Approved  Disapproved \_\_\_\_\_

Principal Signature Michelle Wilkening

Reason: As Judd Sherman  
10/28/13

NOV 13 2013

*Lifetouch*® **COPY**  
**SCHOOL  
PORTRAITS**

PO Box 778  
Williamsburg, IA 52361  
Toll Free: 800.338.7222  
Fax: 319.668.8329

November 8, 2013

Mr. Terry Schmidt, Superintendent  
Red Oak Community Schools  
~~904 Broad St.~~ *2011 N 8th St, Tech Bldg.*  
Red Oak, IA 51566

*\*Portrait Agreement\**

Thank you for allowing Lifetouch to photograph your students. Enclosed is your commission check for this fall's picture program.

We enjoy serving you, and look forward to returning next fall. Accordingly, we have reserved, subject to your approval, the date of:

Yes, reserve this date.

**Thursday, August 28, 2014 & Thurs, Sept 11,  
2014 (Inman Primary)**

Subject to date approval.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and to our office at 319-668-8329.

Thank you for agreeing to have Lifetouch photograph your school for the Fall of 2014. If you have any questions, please feel free to call.

Sincerely,

LIFETOUCH NATIONAL SCHOOL STUDIOS

*Jeff Rogers*

Jeff Rogers  
Territory Manager

## SCHOOL FOOD PROGRAM

The school district will operate a school lunch and breakfast program in each attendance center. The school food program services will include hot lunches through participation in the National School Lunch Program and supplementary foods for students during the school day. Students may bring their lunches from home and purchase milk or juice and other incidental items.

School food service facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the food service director for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with board policy.

The school food program is operated on a nonprofit basis. The revenues of the school food program will be used only for paying the regular operating costs of the school food program. Supplies of the school food program will only be used for the school food program.

The board will set, and periodically review, the prices for school lunches, breakfast and special milk programs. It is the responsibility of the superintendent to make a recommendation regarding the prices of school lunch, breakfast and milk.

It is the responsibility of the food service director to administer the program and to cooperate with the superintendent and head cook for the proper functioning of the school food program.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.* (2010).  
7 C.F.R. Pt. 210 *et seq.* (2010).  
Iowa Code Ch. 283A (2011).  
281 I.A.C. 58.

Cross Reference: 710 School Food Services  
905 Use of School District Facilities and Equipment

Approved

Reviewed November 11, 2013

Revised November 11, 2013

FREE OR REDUCED COST MEALS ELIGIBILITY

Students enrolled and attending school in the school district, who are unable to afford the special milk program, the cost or a portion of the cost of the school lunch, breakfast and supplemental foods, will be provided the school food program services at no cost or at a reduced cost.

It is the responsibility of the building principal to determine if a student qualifies for free or reduced cost school food services. Students, whom the principal believes are improperly nourished, will not be denied the school food program services simply because the paperwork has not been completed.

Employees, students and others will be required to purchase tickets for meals consumed.

It is the responsibility of the superintendent to develop administrative regulations for implementing this policy.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.* (2010).  
7 C.F.R. Pt. 210 *et seq.* (2010).  
Iowa Code Ch. 283A (2011).  
281 I.A.C. 58.

Cross Reference: 710 School Food Services

Approved

Reviewed November 11, 2013

Revised November 11, 2013

VENDING MACHINES

Food served or purchased by students during the school day and food served or purchased for other than special circumstances is approved by the superintendent. Vending machines in the school building are the responsibility of the building principal. Purchases from the vending machines, other than juice machines, will not be made during the lunch periods.

It is the responsibility of the superintendent to develop administrative regulations for the use of vending machines and other sales of food to students.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.* (2010).  
7 C.F.R. Pt. 210 *et seq.* (2010).  
Iowa Code Ch. 283A (2011).  
281 I.A.C. 58.

Cross Reference: 504.5 Student Fund Raising  
710 School Food Services

Approved

Reviewed November 11, 2013

Revised November 11, 2013

## STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

The board shall annually approve bus routes upon the recommendation of the superintendent and the transportation director. Routes will be determined after considering the number of students to be transported in each area of the district, the seating capacity of the buses, the distance to be traveled, safety factors, efficiency and economy of the routes, and such other factors as deemed pertinent. The superintendent or the superintendent's designee may temporarily adjust routes as deemed necessary.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of a student to and from a special education support service is a function of that service, and is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Approved

Reviewed November 11, 2013

Revised November 11, 2013

Page 1 of 2

STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

Legal Reference: 20 U.S.C. §§ 1401, 1701 *et seq.* (2010).  
34 C.F.R. Pt. 300 *et seq.* (2010).  
Iowa Code §§ 256B.4; 285; 321 (2011).  
281 I.A.C. 41.98; 43.

Cross Reference: 501.16 Homeless Children and Youth  
507.8 Student Special Health Services  
603.3 Special Education  
711 Transportation



## STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the transportation director and building administrator.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras may be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy, and administrative regulations.

After one violation of the bus conduct rules, or for a serious violation of bus conduct rules, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

It is the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2011).

Cross Reference: 503 Student Discipline  
506 Student Records

Approved

Reviewed November 11, 2013

Revised November 11, 2013

STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating in extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent. Students attending extracurricular events, other than those held at the school district facilities may be transported to the extracurricular event by school district transportation vehicles.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

It is the responsibility of the superintendent to make a recommendation to the board annually as to whether the school district will provide the transportation authorized in this policy. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

Legal Reference: Iowa Code §§ 256B.4; 285.1-.4; 321 (2011).  
281 I.A.C. 41.98; 43.

Cross Reference: 504 Student Activities  
711 Transportation

Approved

Reviewed November 11, 2013

Revised November 11, 2013

SUMMER SCHOOL PROGRAM TRANSPORTATION SERVICE

The school district may use school vehicles for transportation to and from summer extracurricular activities. The superintendent will make a recommendation to the board annually regarding their use.

Transportation to and from the student's attendance center for summer school instructional programs is within the discretion of the board. It is the responsibility of the superintendent to make a recommendation regarding transportation of students in summer school instructional programs at the expense of the school district. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students involved in summer school programs, and other factors deemed relevant by the board or the superintendent.

Legal Reference: Iowa Code § 285.10 (2011).  
281 I.A.C. 43.10.

Cross Reference: 603.2 Summer School Instruction  
711 Transportation

Approved

Reviewed November 11, 2013

Revised November 11, 2013

TRANSPORTATION OF NONRESIDENT AND NONPUBLIC SCHOOL STUDENTS

The board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. Nonresident students paying tuition may be, and resident students attending a nonpublic school accredited by the State Department of Education, will be transported on an established public school vehicle route as long as such transportation does not interfere with resident public students' transportation. Nonresident and nonpublic school students will obtain the permission of the superintendent prior to being transported by the school district.

Parents of resident students who provide transportation for their children attending a nonpublic school accredited by the Iowa Department of Education will be reimbursed at the established state rate. This reimbursement is paid only if the school district receives the funds from the state. If less than the amount of funds necessary to fully reimburse parents of the nonpublic students is received by the school district, the funds will be prorated.

The charge to the nonresident students is determined based on the students' pro rata share of the actual costs for transportation. The parents of these students are billed for the student's share of the actual costs of transportation. The billing is according to the schedule developed by the superintendent. It is the responsibility of the superintendent to determine the amount to be charged and report it to the board secretary for billing.

Continued transportation of nonresident and nonpublic school students on a public school vehicle route will be subject to resident public school students' transportation needs. The superintendent will make a recommendation annually to the board regarding the method to be used. In making a recommendation to the board, the superintendent will consider the number of students to be transported, the capacity of the school vehicles, the financial condition of the school district and other factors deemed relevant by the board or the superintendent.

Nonresident and nonpublic school students are subject to the same conduct regulations as resident public students as prescribed by board policy, and to other policies, rules, or regulations developed by the school district regarding transportation of students by the school district.

Legal Reference: Iowa Code §§ 285.1-.2, .10, .16 (2011).

Cross Reference: 711 Transportation

Approved

Reviewed November 11, 2013

Revised November 11, 2013

TRANSPORTATION OF NONSCHOOL GROUPS

Only in unusual circumstances will the board make school district transportation vehicles available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from nonschool-sponsored activities in the state.

In the event school district transportation vehicles are made available to local nonprofit entities, it is the responsibility of the superintendent to develop administrative regulations for application for, use of, and payment for using the school district transportation vehicles.

Legal Reference: Iowa Code §§ 285.1(21), .10(9), (10) (2011).  
281 I.A.C. 43.10.

Cross Reference: 711 Transportation  
900 Principles and Objectives for Community Relations

Approved Reviewed November 11, 2013 Revised November 11, 2013

SCHOOL BUS SAFETY INSTRUCTION

The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year for students who utilize school district transportation.

Each school bus vehicle will have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This will include, but not be limited to, students with disabilities.

School district vehicle drivers are required to attend each safety drill.

Employees are responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 321 (2011).  
281 I.A.C. 43.40.

Cross Reference: 503 Student Discipline  
507 Student Health and Well-Being  
804.2 Warning Systems and Emergency Plans

Approved

Reviewed November 11, 2013

Revised November 11, 2013

TRANSPORTATION IN INCLEMENT WEATHER

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent. The superintendent will be assisted by the actual "on location" decisions and reports of the drivers.

Bus drivers will report weather and road conditions by bus radio when requested to do so. Other employees and students will be notified by commercial radio when school is cancelled or temporarily delayed. When school is cancelled because of weather anywhere in the school district, all schools will be closed.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced by commercial radio. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 601.2 School Day

Approved

Reviewed November 11, 2013

Revised November 11, 2013

DISTRICT VEHICLE IDLING

The board recognizes that it has a role in reducing environmental pollutants and in assisting students and others be free from pollutants that may impact their respiratory health. Unnecessary vehicle idling emits pollutants and wastes fuel. The board directs the superintendent and the director of transportation to collaborate and provide appropriate training and directives to bus drivers in an effort to reduce school vehicle idling time.

Legal References: Iowa Code §279.8 (2011).

Cross References: 403 Employee Health and Well-Being  
507 Student Health and Well-Being  
711 Transportation

Approved

Reviewed November 11, 2013

Revised November 11, 2013

**Red Oak Community School District**



Item 6.1.1 Intruder Drill Proposal for Red Oak High School

– Guidance Counselor John Brabec, et al

**BACKGROUND INFORMATION:** This evening ROHS Guidance Counselor John Brabec accompanied by one or more members of the ROHS Student Council will update the governing body on proposed plans to complete an “intruder drill” at ROHS in early January. Please allow a few minutes for this presentation update and discussion.

**SUGGESTED BOARD ACTION:** (to be determined)

Item 6.1.2 ACT Test Prep and Effects on the 2013 Testing Program

– Guidance Counselor John Brabec and Administrators Sherman and Spotts

**BACKGROUND INFORMATION:** Due to the continued drop in ACT scores and a need to take an assertive / proactive position, the Board of Directors authorized the use of the John Baylor Test Prep Program.

*John Baylor Test Prep* is the in-person and on-line ACT® Prep course that is purported to boost ACT scores an average of more than two points following the first JBTP ACT® Prep course and more on later ACT® tests.

This evening Guidance Counselor John Brabec is present to review the available results from the fall testing period. According to Counselor Brabec all scores have been received less two or three that are missing for one reason or another.

**SUGGESTED BOARD ACTION:** (to be determined)

We have ACT scores from a total of forty two members of our senior class (2014). The average score for those 42 students is 20.095. Twelve seniors took the ACT more than one time and participated in the John Baylor Test Prep program. The average change for those students was an increase of 1.667.

I was able to obtain data points for seven students who took the test multiple times, without the John Baylor program. Those scores increased by 3.0. Some of these were the result of several tests.

Based on this data, it is difficult to draw conclusions. Our sample number is small and there was no control for the effort put in by the students in using the test prep program. That being said, the increase in scores may be due to a combination of the test preparation and the effects of taking the test more than one time.

The average score of 20.095 is higher than the average score from last year's senior class (19.7); however, it is still lower than the average score for the State of Iowa (22.1).

John Brabec

Item 6.2.1 School Facilities Improvement Initiatives Update and Proposal for Expanded Services – Architect Randy West, BLDD and Rod Wright, UNICOM•ARC Integrated Communications Solutions

**BACKGROUND INFORMATION:** Please welcome back from BLDD Architect Randy West whose firm is guiding the Directors through the facility improvement initiative. The most recent discussions by the Directors advanced the idea of inviting numerous community members to an information exchange night. It was suggested by Lead Architect Randy West the district should consider the services of a professional communications group to assist in a quality information program that could be most effective in working with all community groups.

A firm frequently used by Lead Architect Randy West is called UNICOM•ARC of St. Louis, MO. Company President Rodney Wright is present this evening to review the services of his company and to determine if the Directors have an interest in moving along the communications program for a facility improvement effort in Red Oak. Please allow the necessary time for his PowerPoint presentation. Background information about this company can be located at <http://www.unicomarc.com/> .

**SUGGESTED BOARD ACTION:** (to be determined)

Item 6.2.2 Interest Based Bargaining Intent and Letters of Interest for the 2014 – 2015  
Contract Year

**BACKGROUND INFORMATION:** Each year the Directors appoint several members of the governing body to work through a process called ‘interest based bargaining’ with the Red Oak Education Association and the Red Oak Support Staff Association. Directors Paul Griffen and Kathy Walker work with the ROEA while Directors Lee Fellers and Bill Drey work with the ROSSA.

Considering the changing effects of the Affordable Health Care Act and the negative effects of the significant drop in student enrollment for 2013 – 2014, the process of working collaboratively with each bargaining group is critical.

Terry will provide at the board table letters of interest to be exchanged with both associations this evening.

**SUGGESTED BOARD ACTION:** (to be provided)

Item 6.2.3 Modified Allowable Growth for Drop-out Prevention 2014 – 2015

**BACKGROUND INFORMATION:** The annual process in determining proposed program guidelines and expenditures for at-risk students is now being finished. The program offered and authorized by the Iowa Department of Education is called the request for modified allowable growth for dropout prevention. Students as early as the primary grades are identified by the professional staff for at-risk behaviors (most often driven by levels of poverty – i.e. free/reduced lunch guidelines). Last year's program totaled \$362,100. From this amount nearly all expenses are assigned to personnel costs – counselors, identified teachers, attendance specialist, and some administrative time.

Enclosed is last year's approved application. At publication time members of the Administrative Cabinet were completing all final work for presentation / board approval tonight.

Please allow Business Manager Shirley Maxwell to lead this discussion and the approval presentation process.

**SUGGESTED BOARD ACTION:** (to be provided)



# Iowa Department of Education



SELECT Proposed Growth School Year: <input type="text" value="2013-2014"/> <input type="button" value="Go"/> Review Results from 2011-2012 on form "Service Report"	SELECT Form: <input type="text" value="04. Budget Proposal and MAG Request"/> <input type="button" value="Go"/> <input type="button" value="Exit"/>
District: 5463 School: 0000 Name: Red Oak Comm School District	
Current Application Open: Application for Modified Supplemental Amount for Dropout Prevention	

Iowa Department of Education  
 Bureau of School Improvement  
**2013-2014 Modified Allowable Growth Application for Dropout Prevention**  
**Budget Proposal and MAG Request**  
 District Application and Initial Certification Due December 15, 2012  
 State Approval Due January 15, 2013  
 State Certification Completed after SBRC Approval  
**Changes can no longer be made.**

Click the following links to see: [Financial/Accounting Help](#), [Uniform Administrative Procedures](#), [School Districts](#)

Click the following link for Help specific to the [Budget Proposal and MAG Request](#) web form.  
 Upon clicking the above HELP link, a new web page opens up in a new browser window. The current web browser window will remain open.

BUDGET ITEM	OBJECT CODE	Description	Amount	FTE
1.	121-129	Certified Staff Salaries	\$204,750	4.8
2.	130-139	Other Professional Salaries	\$82,003	1.9
3.	100-109	Paraprofessional Salaries	\$37,802	3
4.	111-119	Administrative Salaries (separate school only) By entering an amount in the box to the right, a written justification is required below.  To request district access to this budget line item, please email <a href="#">MAG Dropout Prevention</a> . NO - the district did not have access to this budget line item. (The State has access regardless of district access settings.)	\$0	0
			Administrative Salaries Current character count: 0.  Maximum number of characters allowed, including spaces and punctuation: 500.	
5.	150-159	Office/Clerical Salaries By entering an amount in the box to the right, a written justification is required below.  To request district access to this budget line item, please email <a href="#">MAG Dropout Prevention</a> . NO - the district did not have access to this budget line item. (The State has access regardless of district access settings.)	\$0	0
			Office/Clerical Salaries Current character count: 0.	

			Maximum number of characters allowed, including spaces and punctuation: 500.		
6.	170-179	<p><b>Salaries Paid to Operative Employees</b> By entering an amount in the box to the right, a written justification is required below.</p> <p>To request district access to this budget line item, please email <b>MAG Dropout Prevention</b>. NO - the district did not have access to this budget line item. (The State has access regardless of district access settings.)</p>	<table border="1"> <tr> <td>\$0</td> <td>0</td> </tr> </table>	\$0	0
\$0	0				
			<p>Salaries Paid to Operative Employees Current character count: 0.</p> <p>Maximum number of characters allowed, including spaces and punctuation: 500.</p>		
7.	210-249, 270-275	<p><b>Employee Benefits</b></p>	<table border="1"> <tr> <td>\$157,832</td> <td></td> </tr> </table>	\$157,832	
\$157,832					
8.	310-329	<p><b>Purchased Administrative and Educational Services</b> By entering an amount in the box to the right, a written justification is required below.</p>	<table border="1"> <tr> <td>\$0</td> <td></td> </tr> </table>	\$0	
\$0					
			<p>Purchased Administrative and Educational Services Current character count: 0.</p> <p>Maximum number of characters allowed, including spaces and punctuation: 500.</p>		
9.	330-339, 59x	<p><b>Dropout Prevention - Professional Development</b> If an amount greater than 0 is entered please complete the <i>Staff Development Provided</i> section of form 03. <i>Programs, Results and PD</i> for 2015.</p>	<table border="1"> <tr> <td>\$0</td> <td></td> </tr> </table>	\$0	
\$0					
10.	347, 349	<p><b>Other Purchased Professional Services</b> By entering an amount in the box to the right, a written justification is required below.</p> <p>To request district access to this budget line item, please email <b>MAG Dropout Prevention</b>. NO - the district did not have access to this budget line item. (The State has access regardless of district access settings.)</p>	<table border="1"> <tr> <td>\$0</td> <td></td> </tr> </table>	\$0	
\$0					
			<p>Other Purchased Professional Services Current character count: 0.</p> <p>Maximum number of characters allowed, including spaces and punctuation: 500.</p>		
11.	431, 433	<p><b>Equipment, Technology Repair Services</b> By entering an amount in the box to the right, a written justification is required below.</p> <p>To request district access to this budget line item, please email <b>MAG Dropout Prevention</b>. NO - the district did not have access to this budget line item. (The State has access regardless of district access settings.)</p>	<table border="1"> <tr> <td>\$0</td> <td></td> </tr> </table>	\$0	
\$0					
			<p>Equipment, Technology Repair Services Current character count: 0.</p> <p>Maximum number of characters allowed, including spaces and punctuation: 500.</p>		
12.	511-519, 561-569, 580-599	<p><b>Tuition, Travel, Shared Contracts</b> By entering an amount in the box to the right, a written justification is required below.</p> <p>To request district access to this budget line item, please email <b>MAG Dropout Prevention</b>. NO - the district did not have access to this budget line item. (The State has access regardless of district access settings.)</p>	<table border="1"> <tr> <td>\$0</td> <td></td> </tr> </table>	\$0	
\$0					
			<p>Tuition, Travel, Shared Contracts Current character count: 0.</p> <p>Maximum number of characters</p>		



			allowed, including spaces and punctuation: 500.
13.	610-619, 626, 627, 641- 669	<b>Books, Periodicals, Supplies</b> By entering an amount in the box to the right, a written justification is required below.  To request district access to this budget line item, please email <b>MAG Dropout Prevention</b> . YES - the district had access to this budget line item. (The State has access regardless of district access settings.)	\$500
school interventionist supplies			Books, Periodicals, Supplies Current character count: 31.  Maximum number of characters allowed, including spaces and punctuation: 500.
14.	734, 739	<b>Property (Equipment)</b> By entering an amount in the box to the right, a written justification is required below.  To request district access to this budget line item, please email <b>MAG Dropout Prevention</b> . NO - the district did not have access to this budget line item. (The State has access regardless of district access settings.)	\$0
			Property (Equipment) Current character count: 0.  Maximum number of characters allowed, including spaces and punctuation: 500.
15.	810-819	<b>Dues, Fees</b> By entering an amount in the box to the right, a written justification is required below.  To request district access to this budget line item, please email <b>MAG Dropout Prevention</b> . NO - the district did not have access to this budget line item. (The State has access regardless of district access settings.)	\$0
			Dues, Fees Current character count: 0.  Maximum number of characters allowed, including spaces and punctuation: 500.
16.	891-899	<b>Miscellaneous Expenses</b> By entering an amount in the box to the right, then a written justification is required below.  To request district access to this budget line item, please email <b>MAG Dropout Prevention</b> . NO - the district did not have access to this budget line item. (The State has access regardless of district access settings.)	\$0
			Miscellaneous Expenses Current character count: 0.  Maximum number of characters allowed, including spaces and punctuation: 500.
17.		<b>Total</b>	<b>\$482,887</b>

**District-Wide/Building-Wide Dropout Prevention Programming** (Universal Supports)

Iowa Code section 257.41(1)(d)  
 Up to five percent of the total budgeted amount received pursuant to subsection 1 may be used for purposes of providing district-wide or building-wide returning dropout and dropout prevention programming targeted to students who are not deemed at risk of dropping out.

Will the district use 5% (\$24,144.35) of the total budget amount (\$482,887) for district-wide or building-wide returning dropout and dropout prevention programming targeted to students who are not deemed at risk of dropping out?  
 Yes     No

If YES, Please list the number (#) and type (position/function) of staff to be utilized. Include a brief program description stating how this program is dropout prevention programming and is in addition to the core educational program and the targeted audience to be served:

use of funds shown on line 1/line 7 - salaries/benefits

Seminar Match Intervention (HS):  
 Students failing classes are matched with a teacher who is instructing them in that particular course.

The maximum number of characters allowed, including spaces and punctuation, is 1,000.  
 The current character count is 201.

<b>Modified Allowable Growth Request Calculation</b>			
<b>NOTE:</b> Each school district accessing modified allowable growth for services for returning dropouts and dropout prevention under Iowa Code Section 257.38-.41 must independently submit a budget request even if programs have been linked and sharing is occurring among districts. The program form will only allow whole dollars.			
MAG ITEM	Description	Amount	Calculation
1.	Total budget figure from <i>Budget Proposal</i> section, above	\$482,887	
2.	Carry forward from previous project 1119 should be entered here	\$0	
3.	Total budget less than other sources (subtract line 2 from line 1)	\$482,887	
4.	Minimum (25%) that must come from the regular district program cost (25 percent or more of line 3)	\$120,722	
5.	Budget Balance (subtract line 4 from line 3)		\$362,165
6.	District cost per pupil	\$6,001	
7.	Certified Enrollment for October 2012. Certified Enrollment for 2012-2013, for which the data is used in the Oct. 2012 Summary, was found and certified on 10/15/2012 11:03:32 PM.	1,206.8	
8.	Maximum modified allowable growth possible (5% x line 6 x line 7)		\$362,100
9.	Amount on line 5 or 8, whichever is lesser		\$362,100
* 10.	Modified Allowable Growth request Enter an amount greater than zero and equal to or less than: \$362,100	\$362,100	

\* Enter the amount on line 10, on your district's Aid and Levy Worksheet after the amount of modified allowable growth is approved by the School Budget Review Committee (SBRC).

<b>State Reader's Dialogue with District and Approval Process for the <u>Budget Proposal and MAG Request Form</u></b>	
Reader's Dialogue Last Modified by State: 1/21/2013 8:22:00 PM	
This section is completed by the State after the district certifies MAG/DoP. Following is the State's feedback to the district regarding the <u>Budget Proposal and MAG Request</u> form and what to do if all or part of the form is not approved by the State Reader.	
Is the Budget Proposal and MAG Request form approved by the State Reader?	YES
Items for review:	
State Reader's dialogue with district:	The proposed budget, as submitted, does not raise any flags.  However, reviewing the FY12 CAR and the Program Summary Report for alignment generated some questions from the Department readers. The FY12 CAR shows the expenditures for the dropout prevention account. The service summary report describes what programming the district states was provided with that funding.  Nurse - 19% There are no services listed on the service summaries to indicate exclusive time of the nurse that would equate to the percent of salaries and benefits

as of cost as shown on the FY12 CAR. For nurses to be paid from MAG funds, they must provide services exclusive to the identified population, that is not already required of them in their role as the nurse as required in IAC 281-12. There were no approved services.

Please make sure all nursing expenditures are NOT included on the FY13 CAR

For questions regarding this form, please contact:  
Email: [MAG Dropout Prevention](mailto:), Phone: 515-281-5718  
Bureau of School Improvement

Item 6.2.4 Board Policies Review and Update

**BACKGROUND INFORMATION:** Closer and closer the Directors are coming to the review completion of all current board policies. Thanks to the efforts of Administrative Assistant Rita Leinen the entire Section 800 Buildings and Sites is ready for review this evening.

Please allow Terry a few minutes to review this section, offer suggestions, and then seek Director input for "tentative approval". Enclosed are the current Series 800 policies along with any suggested changes for this series.

**Policy Code 800 Objectives of Buildings & Sites**

No change

**Policy Code 801.1 Buildings & Sites Long Range Planning**

Date change

**Policy Code 801.2 Building & Sites Surveys**

Date change

**Policy Code 801.3 Educational Specifications for Buildings & Sites**

Date change

**Policy Code 801.4 Site Acquisition**

Date change

**Policy Code 801.5 Bids and Awards for Construction Contracts**

Legal reference change at bottom and date change

**Policy Code 801.6 Selection of an Architect and/or Engineer**

No IASB Suggested

**Policy Code 802.1 Maintenance Schedule**

Verbage was added in 2005 to the "Current" policy, which is not in the IASB suggested.  
Dates change

**Policy Code 802.2 Requests for Improvements**

Date change. Note dollar amounts.

**Policy Code 802.3 Emergency Repairs**

Item 6.2.4 – continued

Verbage was added in 2005 to the “Current” policy, which is not in the IASB suggested.  
Dates change

**Policy Code 802.4 Capital Assets**

Date change

**Policy Code 802.5 Buildings & Sites Adaptation for Persons with Disabilities**

Date changes

**Policy Code 802.6 Vandalism**

Date change

**Policy Code 802.7 Energy Conservation**

Date change

**Policy Code 802.8 Use of Contract Services**

No IASB Suggested

**Policy Code 803.1 Disposition of Obsolete Equipment**

Verbage was added in 2005 to the “Current” policy, which is not in the IASB suggested.  
Date change

**Policy Code 803.2 Lease, Sale or Disposal of School District Buildings & Sites**

Verbage was added in 2005 to the “Current” policy, which is not in the IASB suggested.  
Date change

**Policy Code 804.1 Facilities Inspections**

Policy was reviewed in 2005. Date change

**Policy Code 804.2 Warning System and Emergency Plans**

Date change

**Policy Code 804.3 Bomb Threats**

Date change

**Policy Code 804.4 Asbestos Containing Material**

Date changes

**SUGGESTED BOARD ACTION:** To be provided

OBJECTIVES OF BUILDINGS & SITES

This series of the board policy manual sets forth the board objectives and goals for the school district's buildings and sites. It is the goal of the board to provide sufficient school district buildings and sites for the education program. The board will strive to provide an environment which will encourage and support learning.

In providing this environment the school district buildings and sites will accommodate the organizational and instructional patterns that support the education program. The board has final authority to determine what is necessary to meet the needs of the education program.

It is the responsibility of the superintendent to oversee the day-to-day operations of the school buildings and sites and to notify the board of areas in need of improvement.

Approved October 21, 1985

Reviewed October 9, 1989

Revised December 19, 2005

# IASB - SUGGESTED

Code No. 800

## OBJECTIVES OF BUILDINGS & SITES

This series of the board policy manual sets forth the board objectives and goals for the school district's buildings and sites. It is the goal of the board to provide sufficient school district buildings and sites for the education program. The board will strive to provide an environment which will encourage and support learning.

In providing this environment the school district buildings and sites will accommodate the organizational and instructional patterns that support the education program. The board has final authority to determine what is necessary to meet the needs of the education program.

It is the responsibility of the superintendent to oversee the day-to-day operations of the school buildings and sites and to notify the board of areas in need of improvement.

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

BUILDINGS & SITES LONG RANGE PLANNING

As part of the board's long range plan for the school district's education program, the board will include the buildings and sites needs for the education program. The long-term needs for building and will be discussed and determined by the board.

It is the responsibility of the superintendent to provide information including, but not limited to, enrollment projections and education program requirements to the board.

Legal Reference: Iowa Code §§ 280.3, .12, .14; 297 (2005).

Cross Reference: 103 Long-Range Needs Assessment

Approved December 19, 2005

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_



# IASB - SUGGESTED

Code No. 801.1

## BUILDINGS & SITES LONG RANGE PLANNING

As part of the board's long range plan for the school district's education program, the board will include the buildings and sites needs for the education program. The long-term needs for buildings and sites will be discussed and determined by the board.

It is the responsibility of the superintendent to provide information including, but not limited to, enrollment projections and education program requirements to the board.

Legal Reference: Iowa Code §§ 280.3, .12, .14; 297 (2011).

Cross Reference: 103 Long-Range Needs Assessment

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

BUILDINGS & SITES SURVEYS

The board may engage the services of consultants or other personnel to study the needs of the school district's buildings and sites in providing the education program. The results of these services will be considered in planning the education program and in making decisions about the improvement and acquisition of additional buildings and sites.

It is the responsibility of the superintendent to make a recommendation to the board regarding the need for such services and who should perform such services for the board.

Legal Reference: Iowa Code §§ 280.3, .14; 297(2005).

Cross Reference: 103 Long-Range Needs Assessment  
801 Site Acquisition and Building Construction

Approved October 21, 1985

Reviewed October 9, 1989

Revised December 19, 2005

Red Oak Community School District

# IASB - SUGGESTED

Code No. 801.2

## BUILDINGS & SITES SURVEYS

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It is the responsibility of the superintendent to make a recommendation to the board regarding the need for such services and who should perform such services for the board.

Legal Reference: Iowa Code §§ 280.3, .14; 297 (2011).

Cross Reference: 103 Long-Range Needs Assessment  
801 Site Acquisition and Building Construction

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## EDUCATIONAL SPECIFICATIONS FOR BUILDINGS &amp; SITES

Buildings and sites considered for purchase or construction by the board or currently owned by the school district and used for the education program must meet, or upon improvement be able to meet, the specifications set by the board. The board will make this determination.

Prior to remodeling or other construction of buildings and sites, the board may appoint a committee of consultants, employees, citizens, or others to assist the board in developing the specifications for the new or improved buildings and sites. These specifications will be consistent with the education program, and they will provide the architect with the information necessary to determine what is expected from the facility. It is within the discretion of the board to determine whether a committee is appointed.

The education specifications will include, but not be limited to, the financial resources available for the project, the definition and character of classrooms, the functional use to be made of the rooms, description of specialized needs, and other pertinent information as the board deems necessary.

It is the responsibility of the superintendent to make a recommendation to the board regarding the specifications of buildings and sites.

Legal Reference: Cedar Rapids Community School District, Linn County v. City of Cedar Rapids,  
252 Iowa 205, 106 N.W.2d 655 (1960).  
Iowa Code §§ 73A.2, .18; 280.3, .14; 297; 544A (2005).  
1974 Op. Att'y Gen. 529.

Cross Reference: 801 Site Acquisition and Building Construction

Approved October 21, 1985

Reviewed October 9, 1989

Revised December 19, 2005

Red Oak Community School District

# IASB - SUGGESTED

Code No. 801.3

## EDUCATIONAL SPECIFICATIONS FOR BUILDINGS & SITES

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The education specifications will include, but not be limited to, the financial resources available for the project, the definition and character of classrooms, the functional use to be made of the rooms, description of specialized needs, and other pertinent information as the board deems necessary.

It is the responsibility of the superintendent to make a recommendation to the board regarding the specifications of buildings and sites.

**NOTE:** For more detailed discussion of this issue, see *IASB's Policy Primer, Vol. 17 #5- September 9, 2003.*

Legal Reference: *Cedar Rapids Community School District, Linn County v. City of Cedar Rapids,*  
252 Iowa 205, 106 N.W.2d 655 (1960).  
Iowa Code §§ Ch 26; 280.3, .14; 297; 544A (2011).  
1974 Op. Att'y Gen. 529.

Cross Reference: 801 Site Acquisition and Building Construction

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

# CURRENT

Code No. 801.4

## SITE ACQUISITION

Sites acquired by the board will meet or, upon improvement, be able to meet the specifications set out by the board prior to using the site for the education program. The board may meet in closed session to discuss potential purchases of sites.

It is the responsibility of the superintendent to assist the board and to make recommendations concerning the acquisition of sites.

Legal Reference:

Iowa Code §§ 21.5(j); 297(2005).

Cross Reference:

212 Closed Sessions  
705.1 Purchasing - Bidding  
801 Site Acquisition and Building Construction

Approved October 21, 1985

Reviewed October 9, 1989

Revised December 19, 2005

Red Oak Community School District

# IASB - SUGGESTED

Code No. 801.4

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Legal Reference: Iowa Code §§ 21.5(j); 297 (2011).

Cross Reference: 212 Closed Sessions  
705.1 Purchasing - Bidding  
801 Site Acquisition and Building Construction

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS

The board supports economic development in Iowa, particularly in the school district community. Construction contracts will be made in the school district community or in Iowa from Iowa-based companies if the bids submitted are comparable in quality and can be received without additional cost in comparison to those submitted by other bidders. The board will have the authority to approve or retain construction contracts.

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. The public, competitive sealed bid requirement is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator will certify that the emergency repairs are necessary to prevent the closing of a school. The superintendent will comply with the competitive quote process for those projects subject to the competitive quote law. The superintendent will determine the process for obtaining quotes for projects below the competitive quote limit.

The award of construction contracts will, generally, be made to the lowest responsible bidder. The board, in its discretion, after considering factors relating to the construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the board, may choose a bid other than the lowest bid. The board will have the right to reject any or all bids, or any part thereof, and to enter into the contract or contracts deemed to be in the best interests of the school district.

It is the responsibility of the superintendent to make a recommendation and the reason for it to the board for construction contract bids. The board secretary shall recommend to the board which bid to accept.

Legal Reference: Iowa Code §§ 72; 73; 73A.2, .18; 297.7-.8 (2007).  
HF 2713 (2006)

Cross Reference: 705 Expenditures  
801 Site Acquisition and Building Construction

Approved October 9, 1989

Reviewed \_\_\_\_\_

Revised December 19, 2005  
May 29, 2007

Red Oak Community School District



BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS

The board supports economic development in Iowa, particularly in the school district community. Construction contracts will be made in the school district community or in Iowa from Iowa-based companies if the bids submitted are comparable in quality and can be received without additional cost in comparison to those submitted by other bidders. The board will have the authority to approve or reject construction contracts.

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. The public, competitive sealed bid requirement is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator will certify that the emergency repairs are necessary to prevent the closing of a school. The superintendent will comply with the competitive quote process for those projects subject to the competitive quote law. The superintendent will determine the process for obtaining quotes for projects below the competitive quote limit.

The award of construction contracts will, generally, be made to the lowest responsible bidder. The board, in its discretion, after considering factors relating to the construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the board, may choose a bid other than the lowest bid. The board will have the right to reject any or all bids, or any part thereof, and to enter into the contract or contracts deemed to be in the best interests of the school district.

It is the responsibility of the superintendent to make a recommendation and the reason for it to the board for construction contract bids. The board secretary (or other board officer) shall recommend, to the board, which bid to accept.

**NOTE: This policy is consistent with Iowa law regarding construction. Public, competitive sealed bids are only required on construction projects, including renovation and repair, if the cost exceeds \$100,000. In the case of emergency repairs, the requirement for public, competitive sealed bids is waived if the AEA administrator issues a certificate that the emergency repairs are necessary to prevent the closing of a school. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 19 #7-October 27, 2006.**

Legal Reference: Iowa Code §§ Ch 26; 72; 73; 297.7-.8 (2011).

Cross Reference: 705 Expenditures  
801 Site Acquisition and Building Construction

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

SELECTION OF AN ARCHITECT AND/OR ENGINEER

It shall be the responsibility of the superintendent or his/her designee to provide the board with appropriate criteria for the selection of an architect or engineer. Board approval shall be required for the specific project under consideration.

*No IASB Suggested*

Legal Reference: Iowa Code §§ 23.2; 23.5; 297.7 (2005).

Cross Reference: 801 Site Acquisition and Building Construction

Approved October 21, 1985

Reviewed October 9, 1989

Revised December 19, 2005

Red Oak Community School District

# CURRENT

Code No. 802.1

## MAINTENANCE SCHEDULE

The school district buildings and sites, including the grounds, buildings and equipment, will be kept clean and in good repair. Employees should notify the building principal when something is in need of repair or removal, including graffiti.

It is the responsibility of the superintendent to maintain the school district buildings and sites. As part of this responsibility, a maintenance schedule for the general care and housekeeping of all buildings, equipment, and grounds is created and adhered to in compliance with this policy. This schedule shall include provisions establishing the proper lines of authority in administering such schedule.

Legal Reference:

Iowa Code §§ 279.8; 280.3, .14 (2005).

Cross Reference:

502.2 Care of School Property/Vandalism  
502.5 Student Lockers  
802 Maintenance, Operation and Management  
804.1 Facilities Inspections

Approved October 21, 1985

Reviewed October 9, 1989

Revised July 21, 2003;  
December 19, 2005

Red Oak Community School District

# IASB - SUGGESTED

Code No. 802.1

## MAINTENANCE SCHEDULE

The school district buildings and sites, including the grounds, buildings and equipment, will be kept clean and in good repair. Employees should notify the building principal when something is in need of repair or removal, including graffiti.

It is the responsibility of the superintendent to maintain the school district buildings and sites. As part of this responsibility, a maintenance schedule is created and adhered to in compliance with this policy.

*NOTE: The sentence on graffiti is necessary because of the liability a school district could incur in a case involving harassment. The continued presence of graffiti could expose the school district to liability. It is recommended that school districts implement a procedure to discourage, report and remove graffiti in a timely manner.*

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2011).

Cross Reference: 502.2 Care of School Property/Vandalism  
502.5 Student Lockers  
802 Maintenance, Operation and Management  
804.1 Facilities Inspections

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

# CURRENT

Code No. 802.2

## REQUESTS FOR IMPROVEMENTS

Generally, except for emergency situations, requests for improvements or repairs are made to the superintendent by building principals and the head custodian. Requirements for requests outlined in the maintenance schedule will be followed.

Minor improvements, not exceeding a cost of \$5,000, may be approved by the superintendent. Improvements exceeding \$5,000 must be approved by the board. Routine maintenance and repairs outlined in the maintenance schedule will be followed.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2005).

Cross Reference: 802.1 Maintenance Schedule  
802.3 Emergency Repairs

Approved October 21, 1985

Reviewed October 9, 1989;  
December 19, 2005

Revised July 21, 2003

Red Oak Community School District

# IASB - SUGGESTED

Code No. 802.2

## REQUESTS FOR IMPROVEMENTS

Generally, except for emergency situations, requests for improvements or repairs are made to the superintendent by building principals and the head custodian. Requirements for requests outlined in the maintenance schedule will be followed.

Minor improvements, not exceeding a cost of \$\_\_\_\_\_, may be approved by the superintendent. Improvements exceeding \$\_\_\_\_\_ must be approved by the board. Routine maintenance and repairs outlined in the maintenance schedule will be followed.

*NOTE: The amount in the blanks should be consistent with the amounts in Policies 705.1 and 803.2.*

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2011).

Cross Reference: 802.1 Maintenance Schedule  
802.3 Emergency Repairs

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

EMERGENCY REPAIRS

When an emergency arises in the maintenance or operation of any district property that directly affects the learning environment and/or safety and welfare of personnel and students, the following actions shall be taken:

1. Insure the safety and welfare of the students.
2. Insure the safety and welfare of personnel.
3. Report such emergency condition to the appropriate administrator and/or maintenance staff for correction or to outside authorities.

In the event an emergency requiring repairs in excess of \$25,000 to a school district facility is necessary to correct or control the situation and to prevent the closing of school, the provisions relating to bidding will not apply. It is the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of \$25,000 were necessary to prevent the closing of school.

It is the responsibility of the superintendent to notify the board as soon as possible considering the circumstances of the emergency.

Legal Reference: Iowa Code §§ 280.3, .14; 297.8 (2005).

Cross Reference: 705.1 Purchasing - Bidding  
802 Maintenance, Operation and Management

Approved October 21, 1985

Reviewed October 9, 1989;  
December 19, 2005

Revised July 21, 2003

# IASB - SUGGESTED

Code No. 802.3

## EMERGENCY REPAIRS

In the event of an emergency requiring repairs, in excess of the state limit, to a school district facility are necessary to correct or control the situation and to prevent the closing of school, the provisions relating to bidding will not apply.

It is the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of the state limit were necessary to prevent the closing of school.

It is the responsibility of the superintendent to notify the board as soon as possible considering the circumstances of the emergency.

*NOTE: This policy reflects Iowa law regarding emergency repairs. The certification of the AEA administrator is a legal requirement.*

Legal Reference: Iowa Code §§ 26.3, 280.3, .14; 297.8 (2011).

Cross Reference: 705.1 Purchasing - Bidding  
802 Maintenance, Operation and Management

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_



## CAPITAL ASSETS

The school district will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the school district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law; to improve the school district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than **\$2,500**. The Federal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset.

All intangible assets with a purchase price equal to or greater than **\$2,500** with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

Phase III districts, as determined under GASB 34, will not retroactively report intangible assets. If actual historical cost cannot be determined for intangible assets due to lack of sufficient records, estimated historical cost will be used.

This policy applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to "net" the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government's personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

The capital assets management system must be updated monthly to account for the addition/acquisition, disposal, relocation/transfer of capital assets. It is the responsibility of the superintendent to count and reconcile the capital assets with capital assets management system on June 30 each year.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. It will also be the responsibility of the superintendent to educate employees about this policy and its supporting administrative regulations.

# IASB - SUGGESTED

Code No. 802.4

Page 1 of 2

## CAPITAL ASSETS

The school district will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the school district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law; to improve the school district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than (*\$ capitalization threshold*). The Federal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset.

All intangible assets with a purchase price equal to or greater than (*\$ capitalization threshold*) with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

Phase III districts, as determined under GASB 34, [*will/will not*] retroactively report intangible assets. If actual historical cost cannot be determined for intangible assets due to lack of sufficient records, estimated historical cost will be used.

This policy applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to "net" the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government's personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

The capital assets management system must be updated monthly to account for the addition/acquisition, disposal, relocation/transfer of capital assets. It is the responsibility of the superintendent to count and reconcile the capital assets with capital assets management system on June 30 each year.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. It will also be the responsibility of the superintendent to educate employees about this policy and its supporting administrative regulations.

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

# IASB - SUGGESTED

Code No. 802.4

Page 2 of 2

## CAPITAL ASSETS

*NOTE: It is suggested the board consider a capitalization threshold consistent with the GASB 34 Committee Recommendations which recommended "districts and AEAs implement capitalization levels that would capture at least 80% of the value of assets. However, the threshold should not be greater than \$5,000." In addition, Boards may wish to establish guidelines at lower thresholds for keeping track of capital assets for internal control and insurance purposes.*

*In determining the capital asset capitalization threshold, the size of the school district, the property insurance deductible and the time and effort necessary to account for and track capital assets with a lesser value should be considered. It is strongly recommended the board consult with the school auditor prior to setting the capitalization threshold.*

*An intangible asset should be recognized in the statement of net assets only if it is identifiable which means the asset is either separable or, arose from contractual or other legal rights, regardless of whether those rights are transferable or separable. The intangible asset must also possess all of the following characteristics/criteria:*

- *lack of physical substance;*
- *be of a nonfinancial nature (not in monetary form like cash or investment securities); and,*
- *the initial useful life extending beyond a single reporting period.*

*Examples of intangible assets include easements, land use rights, patents, trademarks and copyrights. In addition, intangible assets include computer software purchased, licensed or internally generated, including websites, as well as outlays associated with an internally generated modification of computer software. Intangible assets can be purchased or licensed, acquired through nonexchange transactions or internally generated. Intangible assets exclude assets acquired or created primarily for purposes of directly obtaining income, assets from capital lease transactions reported by lessees, and goodwill created through the combination of a government and another entity.*

*A school district could, and many do, use bar code identification tags to control capital assets, such as VCRs, technology equipment, etc., even though these capital assets have a cost below the capitalization threshold. In tracking these capital assets only the information necessary to control the location and use of them needs to be maintained. Some school districts video-tape each classroom/office annually to save time and effort tracking capital assets below the capitalization threshold. The video tape is also helpful for insurance claims. Whether a school district chooses to track capital assets with a cost below the capitalization threshold or not, capital assets with a cost below the capitalization threshold should not be included in the capital assets listing for reporting purposes.*

*This policy provides for valuing capital assets at historical cost as required by GAAP. This policy bases the capitalization threshold on the historical/acquisition cost of the individual asset. The school district can choose to use the historical cost of all the items included in a purchase order as the basis for determining whether to capitalize the capital asset. The cost of improvements may be added to the historical cost of a capital asset. Deciding whether to add the costs of an improvement to a capital asset's historical cost is a judgment call which should be made after consulting with the school auditor.*

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A (2011).

Cross Reference: 709 Insurance Program  
701.3 Financial Records

BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES

The board recognizes the need for access to its buildings and sites by persons with disabilities. School district buildings and sites currently in use will be altered to be accessible to persons with disabilities unless the alteration would cause an undue hardship for the school district. Renovated and new buildings and sites will be accessible to persons with disabilities.

It is the responsibility of the superintendent, upon board approval, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).  
42 U.S.C. §§ 12101 *et seq.* (1994).  
Iowa Code Chs. 104A; 216 (2005).

Cross Reference: 102 Equal Educational Opportunity  
603.3 Special Education

Approved July 21, 2003

Reviewed December 19, 2005

Revised \_\_\_\_\_

# IASB - SUGGESTED

Code No. 802.5

## BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES

The board recognizes the need for access to its buildings and sites by persons with disabilities. School district buildings and sites currently in use will be altered to be accessible to persons with disabilities unless the alteration would cause an undue hardship for the school district. Renovated and new buildings and sites will be accessible to persons with disabilities.

It is the responsibility of the superintendent, upon board approval, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities.

*NOTE: This policy reflects disability law as it relates to physical facilities. School districts are required to have a physical facilities transition plan that outlines when physical facilities will become accessible to persons with disabilities.*

Legal Reference: 29 U.S.C. §§ 621-634 (2010).  
42 U.S.C. §§ 12101 *et seq.* (2010).  
Iowa Code chs. 104A; 216 (2011).

Cross Reference: 102 Equal Educational Opportunity  
603.3 Special Education

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

# CURRENT

Code No. 802.6

## VANDALISM

The board believes everyone should treat school district buildings and sites and property with respect for the benefit of the education program. Users of school district property will treat it with care. Employees discovering vandalism should report it to the building principal as soon as possible.

Persons suspected, found or proven to have destroyed or otherwise harmed school district property may be subject to discipline by the school district, if the person is under the jurisdiction of the school district, and may be reported to local law enforcement officials. Persons who are not under the jurisdiction of the school district and who are suspected, found or proven to have destroyed or otherwise harmed school district property will be reported to the local law enforcement authorities.

Legal Reference:

Iowa Code § 279.8(2005).

Cross Reference:

502 Students Rights and Responsibilities  
903.4 Public Conduct on School Premises

Approved July 21, 2003

Reviewed December 19, 2005

Revised \_\_\_\_\_

Red Oak Community School District

# IASB - SUGGESTED

Code No. 802.6

## VANDALISM

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Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 502 Students Rights and Responsibilities  
903.4 Public Conduct on School Premises

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

ENERGY CONSERVATION

In concert with the board's goal to utilize public funds in an effective and efficient manner, employees and students will practice energy conservation methods when utilizing the school district's buildings and sites. These methods include, but are not limited to, turning off lights and equipment when not in use, reducing the temperature of the facility, particularly when it is not in use, and keeping windows and doors properly closed or open, depending upon the weather.

It is the responsibility of the superintendent to develop energy conservation guidelines for employees and students. Employees and students will abide by these guidelines.

Legal Reference: Iowa Code §§ 279.44; 473.19-.20 (2005).

Cross Reference: 700 Purpose of Noninstructional and Business Services

Approved October 9, 1989

Reviewed December 19, 2005

Revised July 21, 2003



# IASB - SUGGESTED

Code No. 802.7

## ENERGY CONSERVATION

In concert with the board's goal to utilize public funds in an effective and efficient manner, employees and students will practice energy conservation methods when utilizing the school district's buildings and sites. These methods include, but are not limited to, turning off lights and equipment when not in use, reducing the temperature of the facility, particularly when it is not in use, and keeping windows and doors properly closed or open, depending upon the weather.

It is the responsibility of the superintendent to develop energy conservation guidelines for employees and students. Employees and students will abide by these guidelines.

Legal Reference: Iowa Code §§ 279.44; 473.19-.20 (2011).

Cross Reference: 700 Purpose of Noninstructional and Business Services

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

# CURRENT

Code No. 802.8

## USE OF CONTRACT SERVICES

The superintendent or his/her designee shall use his/her judgment as conditions dictate as to the use of district maintenance personnel or contracting for a special service in the maintenance of the district's grounds, buildings, and equipment.

*No IASB Suggested*

Legal Reference: Iowa Code §§ 279.8 (2005).

Cross Reference: 700 Purpose of Noninstructional and Business Services

Approved October 9, 1989

Reviewed October 9, 1989  
December 19, 2005

Revised \_\_\_\_\_

Red Oak Community School District

DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, or supplies (hereafter equipment), will be disposed of when it is determined to be of no further use to the school district. It is the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

The disposal of obsolete equipment having a value of less than \$5,000 will be handled in one of two ways: offered for sale, or discarded. The sale of equipment, furnishings or supplies shall be published in a newspaper of general circulation. The publication of the sale shall be published with at least one insertion each week for two consecutive weeks.

A public hearing will be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the equipment.

It is the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

Legal Reference: Iowa Code §§ 297.22-.25 (2005).

Cross Reference: 704 Revenue  
705.1 Purchasing - Bidding  
803 Selling and Leasing

Approved October 21, 1985 Reviewed December 19, 2005 Revised October 9, 1989; July 21, 2003

# IASB - SUGGESTED

Code No. 803.1

## DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, or supplies (hereinafter equipment), will be disposed of when it is determined to be of no further use to the school district. It is the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment having a value of less than \$5,000 will be disposed of in a manner determined by the board. (*Insert method here.*) However, the sale of equipment, furnishings or supplies disposed of in this manner will be published in a newspaper of general circulation. The publication of the sale will be published with at least one insertion each week for two consecutive weeks.

A public hearing will be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the equipment.

It is the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

**NOTE:** *The language in the second and third paragraphs reflect Iowa law regarding the sale of personal property. Boards should add their procedures for disposition of personal property valued at less than \$5,000 in the second paragraph.*

Legal Reference: Iowa Code §§ 297.22-.25 (2011).

Cross Reference: 704 Revenue  
705.1 Purchasing - Bidding  
803 Selling and Leasing

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS & SITES

Decisions regarding the lease, sale, or disposal of school district real property are made by the board. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Prior to the board's final decision regarding real property with a value of \$5,000 or more, a public hearing will be held. The board will adopt a resolution announcing the proposed sale, which will contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in Iowa Code §§ 297.15-.25.

In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids will be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district facility, at a cost of \$5,000 or more, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent is responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property, including student-constructed buildings. It will also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Legal Reference: Iowa Code §§ 297.15-.25 (2005).

Cross Reference: 704 Revenue  
705.1 Purchasing - Bidding  
803 Selling and Leasing

Approved October 21, 1985

Reviewed December 19, 2005

Revised October 9, 1989; July 21, 2003

LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS & SITES

Decisions regarding the lease, sale, or disposal of school district real property are made by the board. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Prior to the board's final decision regarding real property, a public hearing will be held. The board will adopt a resolution announcing the proposed sale which will contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in IOWA CODE §§ 297.15-.25.

In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids will be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district facility, in an amount in excess of the statutory minimum required by law, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent is responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property, including student-constructed buildings. It will also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

*NOTE: The language in the second and third paragraph reflect Iowa law regarding the sale of real property.*

Legal Reference: Iowa Code §§ 297.15-.25 (2011).

Cross Reference: 704 Revenue  
705.1 Purchasing - Bidding  
803 Selling and Leasing

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

# CURRENT

Code No. 804.1

## FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds will be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection will be reported to the board at its annual meeting. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Legal Reference: Iowa Code § 279.8 (2005).

Cross Reference: 802 Maintenance, Operation and Management

Approved July 21, 2003

Reviewed December 19, 2005

Revised \_\_\_\_\_

Red Oak Community School District

# IASB - SUGGESTED

Code No. 804.1

## FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds will be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection will be reported to the board at its annual meeting. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 802 Maintenance, Operation and Management

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_



WARNING SYSTEM AND EMERGENCY PLANS

The school district will maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system is maintained on a regular basis under the maintenance plan for school district buildings and sites.

Students are informed of this system according to board policy. Each classroom and office will have a plan for helping those in need of assistance to safety during an emergency. This will include, but not be limited to, students and employees with disabilities.

Licensed employees are responsible for instructing students on the proper techniques to be followed during an emergency. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code § 100.31 (2005).

Cross Reference: 507 Student Health and Well-Being  
711.7 School Bus Safety Instruction  
804 Safety Program

Approved July 21, 2003

Reviewed December 19, 2005

Revised \_\_\_\_\_

# IASB - SUGGESTED

Code No. 804.2

## WARNING SYSTEM AND EMERGENCY PLANS

The school district will maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system is maintained on a regular basis under the maintenance plan for school district buildings and sites.

Students are informed of this system according to board policy. Each classroom and office will have a plan for helping those in need of assistance to safety during an emergency. This will include, but not be limited to, students and employees with disabilities.

Licensed employees are responsible for instructing students on the proper techniques to be followed during an emergency. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code § 100.31 (2011).

Cross Reference: 507 Student Health and Well-Being  
711.7 School Bus Safety Instruction  
804 Safety Program

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

# CURRENT

Code No. 804.3

## BOMB THREATS

As soon as a bomb threat is reported to the administration, the school district facility should be cleared immediately. A thorough search will be made by the appropriate school district or law enforcement officials. Employees and students will remain outside the school district facility until it is determined that danger no longer exists.

It is the responsibility of the superintendent to file a report or keep a report of each incident for the school district records. All bomb threats will be reported to the Red Oak Fire Department.

Legal Reference: Iowa Code § 279.8 (2005)

Cross Reference: 804 Safety Program

Approved July 18, 1994

Reviewed December 19, 2005

Revised July 21, 2003

# IASB - SUGGESTED

Code No. 804.3

## BOMB THREATS

As soon as a bomb threat is reported to the administration, the school district facility should be cleared immediately. A thorough search will be made by the appropriate school district or law enforcement officials. Employees and students will remain outside the school district facility until it is determined that danger no longer exists.

It is the responsibility of the superintendent to file a report or keep a report of each incident for the school district records.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 804 Safety Program

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

ASBESTOS CONTAINING MATERIAL

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with nonasbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will annually notify, appoint and train appropriate employees as necessary.

Legal Reference:

20 U.S.C. §§ 3601 *et seq.* (1994).  
40 C.F.R. Pt. 763.84 (2002).  
Iowa Code §§ 279.52-.54 (2005).

Cross Reference:

403.4 Hazardous Chemical Disclosure  
802 Maintenance, Operation and Management

Approved October 21, 1985

Reviewed December 19, 2005 Revised October 9, 1989; July 21, 2003

Red Oak Community School District

# IASB - SUGGESTED

Code No. 804.4

## ASBESTOS CONTAINING MATERIAL

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with nonasbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will annually notify, appoint and train appropriate employees as necessary.

Legal Reference: 20 U.S.C. §§ 3601 *et seq.* (2010).  
40 C.F.R. Pt. 763.84 (2010).  
Iowa Code §§ 279.52-.54 (2011).

Cross Reference: 403.4 Hazardous Chemical Disclosure  
802 Maintenance, Operation and Management

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

Item 6.2.5 Review and Adoption of the Performance Review Document for School Principals in 2013 – 2014

**BACKGROUND INFORMATION:** Prior to Terry's experience in Red Oak Schools, a plan was put into place and implemented for the performance review of school principals. An archive review has failed to show any formal action taken since 2007 to approve the documents in place and in use.

By going to the Red Oak School District's website you can find the entire performance review process used for school principals in the school district under the school board's information with the school board packet 12.16.13. The Directors are asked this evening to once again give this process a quick review and then offer its formal approval.

**SUGGESTED BOARD ACTION:** It is recommended the Directors approve the document as presented.

Item 6.2.6 Personnel Considerations (as needed)

**BACKGROUND INFORMATION:** One or more items may be ready for consideration this evening.

**SUGGESTED BOARD ACTION:** (to be determined)



## Item 7.0 Reports

Each board meeting may have one or more reports from district staff; announcements of future meetings; or general announcements from organizations. Seldom will the information require formal board of director action. If formal action is needed on any item, a recommendation will be provided.

### **7.1 Administrative Reports**

As meeting summaries become available from the schools and other areas of the school districts, each will be shared.  
At publication time, no written reports or meeting summaries were ready to share with you.

### **7.2 Future Conferences, Workshops, Seminars**

The Red Oak Board of Directors will host a regional meeting at the Red Coach Inn & Restaurant on February 5, 2014.

#### **2014 IASB Legislative Conference**

**Jan. 27, 2014 9 a.m. - 5:00 p.m.**

Embassy Suites on the River, Des Moines  
101 E. Locust St.  
Des Moines, Iowa

Register now to attend the IASB 2014 Legislative Conference on Monday Jan. 27, 2014!

A strong presence at this conference will help legislators and the governor understand why regular, reliable and on-time funding is the best way to ensure our students are learning at the highest levels. Help ensure your legislators and the governor know that Iowa school board members, employees and parents are paying attention to state decisions and expect a voice in the decision-making. From funding decisions to mandated activities, there is a huge amount of decision making done in the Legislature that ultimately determines the capacity and resources of school boards to lead for equity and excellence for all Iowa students - you can't afford to miss this conference.

Highlights of the conference this year will include learning about IASB priorities and talking points, as well as panel discussions from Appropriations and Ways and Means committee leadership. You'll have the opportunity to travel with your colleagues to the Capitol and talk with your own legislators. Upon returning from the Capitol we have invited Governor Branstad to address this audience.

Also, don't forget to invite your legislators! A sample invitation letter is available on our Web site. Click [here](#) for a sample invitation letter.  
[Go here to register.](#)

Item 7.2 – continued

The cost is \$130 (\$160 after Jan. 19) per attendee.

**Tentative agenda:**

- 8 a.m. Registration
- 9 a.m. IASB Priorities and District Talking Points
- 9:30 a.m. State of the State Budget - Dave Roedered, Director, IA. Dept. of Management *(invited)*
- 10 a.m. Appropriations Leadership Panel
- 11 a.m. Education Leadership Panel
- 11:45 a.m. IASB Grassroots Advocacy
- 12:15 p.m. Lunch
- 1:00 p.m. Board buses to the Capitol
- 2:45 p.m. Buses Leave Capitol back to Embasst Suites
- 3:15 p.m. Governor Branstad *(invited)*
- 4:00 p.m. Senate Majority Leader, Michael Gronstal and Speaker of the House, Kraig Paulsen *(invited)*

*A Legislative Reception sponsored by IASB, SAI, ISEA, UEN and the AEAs immediately follows from 5-6:30 p.m.*

**7.3 Other Announcements**