



# ***Red Oak Community School District***

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

***Red Oak, Iowa 51566***

***www.redoakschooldistrict.com***

## **Regular Board of Directors Meeting**

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

Monday, June 9, 2014 – 5:30 pm

### ***- Amended 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 |
    - ★ Iowa Tennis Championships for Class 1A
    - ★ Dan Black – Participant, *Iowa Institute for Future Arts Leaders*
  - 4.2 Visitors and Presentations
  - 4.3 Affirmations and Commendations
  - 4.4 Correspondence
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  - 5.1 Review and Approval of Minutes from May 28, 2014 4-5
  - 5.2 Review and Approval of Monthly Business Reports
  - 5.3 Consideration of Open Enrollment Requests for 2014 - 2015
  - 5.4 Final Reading and Adoption of Board Policy Codes 501.6 Student Transfers In, 505.5 Graduation Requirements and Proposed Code 505.9 Valedictorian and Salutatorian 6-9
- 6.0 General Business for the Board of Directors
  - 6.1 Old Business

Red Oak Community School District Board of Directors Meeting  
6.9.2014

6.1.1 Board Policy Code 505.6 – Early Graduation 10 - 12

6.2 New Business

6.2.1 Litigation Strategy Discussion with Counsel: Probable Closed Session per Iowa Code Section 21.5(1)(c) and Potential Action Relating to the Closed Session 13

6.2.2 Parent and Student Request to Conference with the Board of Directors: Probable Closed Session per Iowa Code 21.5(1)(a) and Potential Action Relating to the Closed Session 14

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7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

7.3 Other Announcements

8.0 Next Board of Directors Meeting: Monday, June 23, 2014 – 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**

#### **★ Iowa Tennis Championships for Class 1A**

Activities Director Jeff Spotts will update the Board concerning post season tennis play. Boys' competition is now finished with Jordan Nelson finishing in eighth place and receiving a medal. Jordan, a recent graduate, is the son of Jeff and Teresa Nelson.

Girls' competition was during the week of June 2. At publication time, final results had not been announced.

#### **★ Dan Black – Participant, *Iowa Institute for Future Arts Leaders***

Dan Black was recently named to this elite group of 30 artists from across Iowa. One of the institute's founders is local arts activist Larry Brandstetter.

### **4.2 Visitors and Presentations**

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

### **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 May 28, 2014**

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**

Not available tonight

**5.3 Consideration of Open Enrollment Requests**

At the board table, Directors will find two requests.

- The first is a request from a family who resides in Shenandoah who works in the Red Oak Community. The request involves two students, a female in grade four and a female in grade six. The request should be granted based on the possible impending move or relocation.
- The second is a request for a student whose parents have submitted the form past the stated deadline provided in Iowa Code. In addition, the request states the student currently attending in Red Oak faces problems that are unfounded when researched by school leaders at Red Oak Middle. This request should be denied.

**5.4 Final Reading and Adoption of Board Policy Codes 501.6 Student Transfers In, 505.5 Graduation Requirements and Proposed Code 505.9 Valedictorian and Salutatorian**

Enclosed are copies of board policies that need a final reading and approval.

Item 5.0 - continued

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

- Minutes from May 28, 2014
- Requests for an open enrollment from Shenandoah to Red Oak be approved and a request for open enrollment from Red Oak to Stanton be disallowed
- Final reading and adoption of Board Policy Codes 501.6 Student Transfers In, 505.5 Graduation Requirements and Proposed Code 505.9

**Red Oak Community School District  
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  
Wednesday, May 28, 2014

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

**PRESENT:**

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

**APPROVAL OF AGENDA**

MOTION was made by Director Drey with a second by Director Griffen to approve the agenda with the order of agenda items at the discretion of the board president. The motion carried unanimously.

**COMMUNICATIONS**

- Washington students/staff received a grant to plant a garden plot. Pictures were shared of the students building/preparing the garden spot, purchasing the plants and seeds and planting their garden.
- The Red Oak Park and Tree Board donated about 18 trees to the school. Director Bill Drey and Red Oak students planted the trees at various locations around the community.
- Red Oak had three students qualify for the state track meet
- Eight Red Oak girls tennis players are projected to be in post-season play

**AFFIRMATIONS AND PRESENTATIONS**

- The End of Year Employee Recognition Breakfast was held on Tuesday, May 27<sup>th</sup> at the Inman Primary gymnasium.
- Best wishes are extended to retiring educators Jeanne Redel (28 years) and Diane Kurtz (15 years).

**CONSENT AGENDA**

MOTION was made by Director Drey with a second by Director Walker to approve the consent agenda as presented which included the following:

- Review and approval of minutes from May 12, 2014
- Review and approval of monthly business reports
- Education Service Agreements – review and approval

The motion carried unanimously

**BOARD POLICY CODES: 501.6 STUDENT TRANSFERS IN, 505.5 GRADUATION REQUIREMENTS, AND PROPOSED CODE 505.9 VALEDICTORIAN AND SALUTATORIAN**

MOTION was made by Director Drey with a second by Director Walker to approve the first reading and tentative approval for Board Policies: 501.6 Student Transfers In, 505.5 Graduation Requirements, and Proposed Code 505.9 Valedictorian and Salutatorian. Motion carried unanimously.

**PERSONNEL CONSIDERATIONS:**

Motion was made by Director Drey with a second by Director Hayes to accept the resignation of Kevin Kilpatrick, 5-8 Vocal Music Instructor, MS Fall Play Director, and MS Spring Play Director at the end of the 2013-2014 school year. Motion carried unanimously.

Motion was made by Director Griffen with a second by Director Drey to accept the resignation of Joe Erickson, Inman Primary School third grade instructor at the end of the 2013-2014 school year. Motion carried unanimously.

Motion was made by Director Walker with a second by Director Drey to accept the resignation of Janelle Erickson from student council sponsor at the end of the 2013-2014 school year. Motion carried unanimously.

**BUDGET ADJUSTMENTS AND UPDATES:**

Business Manager Shirley Maxwell presented the 2013-2014 Aid and Levy changes that were received from the Department of Management. Due to legislative actions the tax rate dropped from \$15.98774 to \$15.39285 per \$1,000 assessed valuation. Changes also resulted in a loss of approximately \$238,533 to the district.

**CALENDAR PLANNING DATES FOR 2014-2015—CONSIDERATION OF BOARD MEETING DATES/TIMES**

Directors agreed to leave the meeting dates on the second and fourth Monday beginning at 6:00 p.m. Also they wish to continue with an annual fiscal review workshop and to continue with board sponsored recognitions such as American Education Week and National Teacher Day Celebration.

**FACILITATING TEAM MANAGEMENT REPORT**

Director Fellers reported that the next Community Engagement Session meeting will be held on June 26<sup>th</sup>, 2014. Facilitating Team Management meetings will be held on June 10<sup>th</sup> and 24<sup>th</sup>. Team members will be going to civic organizations and groups to explain the work that has been taking place concerning the facilities study.

**FUTURE CONFERENCES, WORKSHOPS, SEMINARS**

A Fiscal Management Conference will be held on July 16, 2014 at Prairie Meadows Conference Center in Altoona, IA. This IASB sponsored conference will deal with the most relevant and timely school finance information available.

**ADJOURNMENT**

Motion was made by Director Drey, second by Director Griffen to adjourn the meeting at 6:35 p.m. The next regular board meeting will be held on Monday, June 9, 2014 at 6:00 p.m. in the Sue Wagaman Board Room at the District Administrative Center, Technology Building. The motion carried unanimously.

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Lee Fellers, Board President

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Shirley Maxwell, Board Secretary

STUDENT TRANSFERS IN

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district.

The school district will request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level. Students expelled or suspended from their previous school district will only be enrolled after approval of the board.

The superintendent, or the superintendent's designee will determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

The board may deny admission if the student is not willing to provide the board with the necessary information.

*Note: School districts do not need parental permission to request student records from previous school districts. The school district sending the records must notify the parents that the student's records have been sent.*

Legal Reference: 20 U.S.C. § 1232g (1994).  
Iowa Code §§ 139.9; 282.1, .3, .4; 299A (2005).

Cross Reference: 501 Student Attendance  
505.4 Student Honors and Awards  
507 Student Health and Well-Being  
604.1 Competent Private Instruction

Approved \_\_\_\_\_

Reviewed June 9, 2014

Revised May 12, 2014

**Red Oak Community School District**



## GRADUATION REQUIREMENTS

Graduation Requirements

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 52 credits prior to graduation. The following credits will be required:

- Language Arts                   **8 credits**
- Science                           **6 credits**, including Biology and Physical Science
- Mathematics                   **6 credits**, including Algebra I (or Algebra A and Algebra B)
- Social Studies                 **6 credits** (1 semester of Economics, 1 semester of Government, 1 year of American (U.S.) History, 1 semester of World Area Studies, and 1 additional semester of electives)
- Fine Arts                         **1 credit** (Music, Art, etc.)
- Physical Education           **4 credits** (required every other semester with 1 credit per year being given in grades 9-12). Students in grade twelve may be excused from physical education by the principal if requested in writing by the parent and if:
  1. The student is enrolled in a cooperative or work study program or other educational program authorized by the school which requires the student to leave the school premises during the school day, or
  2. The academic course is not available to the student.
- Vocational/Career Area       **2 credits** (Business, Ag, Computer, Industrial Technology, Family & Consumer Sciences, or MOC)
- Electives                         Sufficient credits to meet 52-credit requirement

The required courses of study will be reviewed by the board annually.

In addition to traditional science classes that will meet the requirement of the third year of science credit, such as Chemistry and Physics, the passing the following courses will meet the requirement: Principles of Technology, Electricity, Agribusiness III, Horticulture, Environmental Studies, and Science, Technology, and Society.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation starting with the IEP covering the time span in which the student turns 14 years of age and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team will determine whether the graduation criteria have been met.

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3, .14 (2013).  
281 I.A.C. 12.2; .5

Cross Reference: 505 Student Scholastic Achievement  
603.3 Special Education

Approved \_\_\_\_\_ Reviewed June 9, 2014 Revised May 12, 2014

## GRADUATION REQUIREMENTS REGULATION

Classification of Students

Students in the Red Oak Community High School shall be classified at the beginning of each year as follows:

- Freshman Those entering their first year of high school.
- Sophomore Those entering their second year of high school.
- Junior Those entering their third year of high school.
- Senior Those entering their fourth or more year(s) of high school.

Course Requirements

The following courses are required and should be taken at the level indicated:

**9<sup>th</sup>**

Composition Skills is required (1)  
 English Elective (1)  
 Math Elective (2)  
 World Area Studies is required (1)  
 Physical Science (2)  
 Physical Education (1)

**10<sup>th</sup>**

\*US History (2)  
 Social Studies Elective (1)  
 English Elective (2)  
 Biology (2)  
 Physical Education (1)  
 Math Elective (2)

**11<sup>th</sup>**

Math Elective (2)  
  
 \*US History (2)  
 Science Elective (2)  
 American Literature (2)  
 Physical Education (1)

**12<sup>th</sup>**

**English Elective (2 from the following):**  
*World Literature (1)*  
*A.P. English (2)*  
*British Literature (1)*  
*Senior English (1)*  
*College Bound Senior English*  
 Government (1)  
 Economics (1)  
 Physical Education (1)

\* Required during sophomore or junior year

Making up courses that have been failed

Whenever a student fails to obtain necessary credits in a required course, the course must be made up or retaken as soon as possible. Whenever a student fails an elective course, the particular course failed need not be made up or retaken; however, the student must be sure he/she will have enough credits to graduate. The best procedure to follow whenever a course is failed in each and every situation is for the student to visit with the counselor. No credit is given for courses failed.

Duplicating Courses

In most cases when a course is successfully completed it may not be retaken for credit. There are exceptions, and students should review each course description (e.g., studio art, pottery). Written permission from the principal and from the teacher is required to duplicate any course.

Valedictorian and Salutatorian

“Valedictorian” is an academic honor bestowed upon the graduating senior with the highest weighted GPA at Red Oak High School. This senior would have completed eight (8) semesters of education at accredited high schools with at least the entire senior year at Red Oak High School. During the student’s time at Red Oak High School, the student must have been a full-time student in accordance with the guidelines in the student handbook. Although a senior might graduate from Red Oak High School with a Red Oak diploma, the student is not eligible for this honor if his or her transcript includes grades from a non-accredited program.

“Salutatorian” is an academic honor bestowed upon the graduating senior with the second highest weighted GPA at Red Oak High School. This senior would have completed eight (8) semesters of education at accredited high schools with at least the entire senior year at Red Oak High School. During the student’s time at Red Oak High School, the student must have been a full-time student in accordance with the guidelines in the student handbook. Although a senior might graduate from Red Oak High School with a Red Oak diploma, the student is not eligible for this honor if his or her transcript includes grades from a non-accredited program.

In the event of a tie for first place, there will be co-valedictorians with no salutatorian that year. In the event that there is not a tie for first place, but there is a tie for second place, then there will be co-salutatorians.

At the graduation ceremony the salutatorian will speak first. The valedictorian will speak second. In the event of a tie for first, all co-valedictorians will be given an opportunity to deliver a valedictorian speech. In the event of a tie for second, all co-salutatorians will be given an opportunity to deliver a salutatorian speech.

Legal Reference:

Cross Reference:

Approved \_\_\_\_\_

Reviewed June 9, 2014

Revised May 12, 2014

Item 6.1.1 Board Policy Code 505.6 – Early Graduation

**BACKGROUND INFORMATION:** Enclosed is proposed policy 505.6 – Early Graduation. This was pulled a few weeks ago for further consideration. The components that needed further review are included in this section:

Code No. 505.6

EARLY GRADUATION

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises.

In considering early graduation, the student and his/her parents need to consider seriously the advantages and disadvantages of this option. There should be compelling reasons for pursuing such a course. It is the viewpoint of the board and the administration that students should take advantage of the opportunity to grow and mature intellectually as well as socially through four years of high school attendance. The benefits of interacting with one's peer group and enrolling in courses/activities that offer opportunity for participation in varied activities need to be given serious consideration. It is recognized, however, that a few students might better satisfy their particular needs by early completion of high school in order to pursue a career, enrollment in a post-secondary school, or to become involved in some other worthwhile endeavor. The process to accomplish early graduation is as follows:

1. Application for early graduation shall be submitted to the principal no later than **the last day of the fourth quarter of junior year**. No late requests will be considered except for transfer students entering after the start of the 4<sup>th</sup> quarter. In extreme circumstances exceptions to the above deadlines may be made upon the recommendation of the high school principal. It is strongly recommended that all students complete four years of high school.
2. The student must earn the required number of credits for graduation from this school that are in effect at the time of application. This includes specific required courses. The eighth semester of required physical education will be waived.
3. Prior to the time an application is filed, the student and his/her parents or guardian are required to meet with a school counselor to discuss the feasibility of early graduation. Such matters as the student's past record of scholastic achievement, attendance, attitude toward school/teachers, reason(s) for early graduation, and subjects to be pursued in earning credits need to be considered.
4. A request for early graduation is subject to the recommendation of the principal and the approval of the board.

Item 6.1.1 Board Policy Code 505.6 - Early Graduation continued

5. A student approved for early graduation forfeits his/her eligibility to participate in all school sponsored or sanctioned activities during the eighth semester and the following summer. This means you cannot participate in prom, class trip, or athletics.
6. Even though the student would earn a diploma ~~at early~~ **before the other students in his or her graduating class**, it would not be granted until graduation ceremonies at the end of the school year. The student could elect to take part or not take part in graduation ceremonies but in either case the principal would have to be notified of the decision by January 15.
7. School records would show the student as having met the requirements for graduation effective the last day of **their final semester**. Grade average and rank-in-class for the student would be determined and listed ~~both at the end of the seventh semester and at the end of the eighth semester~~. **A student graduating early will not be eligible for valedictorian or salutatorian**. If needed, the principal will certify early graduation by letter to any college or post high school institution or prospective employer requiring proof of graduation.
8. Any student who has been approved for early graduation will be expected to achieve passing marks in elected courses and to maintain regular school attendance. Course schedule changes will not be made to suit the convenience of the student. Course changes will not be made that will adversely affect the course/section balance.
9. Prior to his/her eighth semester, a student may reverse the decision of early graduation. The student would then be required to remain in school and enroll as a full-time student during the final eighth semester.

Approved October 14, 1996  
January 23, 2006

Reviewed April 13, 1998

Revised November 22, 1999

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2005).  
281 I.A.C. 12.2; .3(7); .5.

Cross Reference: 505 Student Scholastic Achievement

Item 6.1.1 Board Policy Code 505.6 – Early Graduation continued

Some consideration may be given to the time a diploma can be awarded – whether it must be held until commencement in May or if it can be awarded at the time of early graduation. Terry has requested a review by the policy department of IASB. This will be shared at the table.

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

Item 6.2.1 Litigation Strategy Discussion with Counsel: Probable Closed Session per Iowa Code Section 21.5(1)(c) and Potential Action Relating to the Closed Session

**BACKGROUND INFORMATION:** This early evening the Directors are asked to consider a closed session with Attorney Rick Engel who will attend via telecommunications. Following the closed session there may or may not be formal action by the Board.

The closed session will be conducted in the superintendent's office.

A suggested motion would be:

*"I move to enter a closed session at \_\_\_\_\_ p.m. per section 21.5(1)c [to discuss strategy with counsel in matters where litigation is imminent and where its disclosure would be likely to prejudice or disadvantage the position of this school district in that litigation]"*

Item 6.2.2 Parent and Student Request to Conference with the Board of Directors:  
Probable Closed Session per Iowa Code 21.5(1)(a) and Potential Action  
Relating to the Closed Session

**BACKGROUND INFORMATION:** This evening a soon-to-be sophomore student and his parents have requested a closed session with the Directors to discuss a high school class, the grading structure, and to seek input for possible remedy of the concerns. Also invited to attend the closed session with the Directors will be the high school administrators and guidance counselor.

The following motion could be used for this closed session:

*“I move to enter a closed session at \_\_\_\_\_ p.m. per section 21.5(1)a [to review or discuss records which are required or authorized to be kept confidential.]”*

**SUGGESTED BOARD ACTION:**



Item 6.2.3 Presentation for the 2014 ACT Report: Graduating Class of 2014

– Presented by Guidance Counselor John Brabec

**BACKGROUND INFORMATION:** This past academic year an aggressive goal for the Board of Directors was to see at least two (2) points increase in the composite scores of graduating seniors for the Class of 2014. The goal as stated:

***FY 14 1.2 ACT scores for the graduating class of 2014 will show a composite increase of two (2) points when compared to the graduating class of 2013.***

As part of the strategy to see scores increase, the Directors supported and funded a preparation program from **John Baylor Test Prep.**

This evening Red Oak High Guidance Counselor John Brabec is present to review the results of students who completed the ACT in 2013 – 2014. Specifically he will address the senior class of 2014 comparing them to the class of 2013.

Please allow a few minutes for this discussion.

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

Item 6.2.4 Review and Adoption of the 2014 – 2015 Student Handbooks, Activities Handbooks, and Staff Handbooks - Presented by Building Administrators and Department Directors

**BACKGROUND INFORMATION:** This evening the Directors have the annual task of reviewing and adopting revisions for various handbooks and publications used in the school district.

Each building administrator or department director has the opportunity to place suggested changes for Board consideration. Where available, memoranda of suggested changes have been included in this study book. A hard copy of each handbook being discussed this evening can be found at the board table. An electronic version was emailed by administrative center staff on Friday.

Please allow the necessary time for presentations from:

Inman Primary and the Red Oak Early Childhood Center – Gayle Allensworth

Washington Intermediate – Barb Sims

Red Oak Middle – Nate Perrien

Red Oak High – Jedd Sherman and Jeff Spotts

Red Oak Activities – Jeff Spotts

Other as available

**SUGGESTED BOARD ACTION:** The Directors are asked to review the suggested changes in the handbooks provided then take action as needed

# MEMO

To: Mr. Terry Schmidt and Red Oak Community School District Board of Directors

From: Mrs. Gayle Allensworth, Principal, IPS

Re: Inman Primary School Handbook changes for 2014-15 School Year

Date: June 2, 2014

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1. Theme: "Wild About Learning"
2. Updated staff names, room assignments, phone extensions
3. Hours - Change from 8:25am start time to 8:15am start time
4. Parent/Teacher Requests - addition of "Class Placement Consideration Form" (see attached)

# Memo

**To:** Red Oak School Board of Directors  
**From:** Barbara Sims  
**cc:** Terry Schmidt, Karla Wood  
**Date:** June 5, 2014  
**Re:** Handbook Changes for 2014-2015

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We are not making any changes to our student/parent handbook this year. We will only update names, dates, and pictures.

The change to our teacher handbook will be to change # 8 to:

## **8. Keys, Doors, and Locks**

Please lock your classroom when leaving the room unoccupied for any length of time. At the end of the day, also secure your windows.

Whenever it appears you are the only or last person to leave the building, be sure to pull the outside doors when leaving to assure they are locked.

NOTE: Be sure to instruct the students where they are to report to be admitted for evening meetings or activities. **The outside doors are never to be blocked open.**

**Do not loan your keys or key card to anyone, make copies, or give your keys or key card to students.**



***Red Oak Community Middle School***  
***308 East Corning Street***  
***Red Oak, Iowa 51566***  
***(712) 623-6620***

Memo

To: Board of Directors

Re: Handbook Changes

As directed, the MS handbook changes and explanations are below. With this upcoming school year being my 5<sup>th</sup> at ROMS, the changes are minimal as we are beginning to settle on schedules, everything else is the same as the previously approved calendar year's handbook. If you have any questions prior to the 6.9 meeting please do not hesitate to call and ask. Thanks, Mr. Perrien

**Changes:**

**Page 3** – Staff list is currently up to date. At the time of this report some positions have remained unfilled and will be updated on our master copy when filled.

**Page 8** – Added the inclusion of PBIS with the behavioral expectations with CHARACTER COUNTS! Section added is as follows:

A. Positive or Desired student behavior will be monitored and rewarded through a Positive Behavior Intervention & Supports program or **PBIS**. PBIS is a state recognized program that focuses on teaching students expected behaviors in common school areas, as well as in the classroom. Red Oak Middle School will use PBIS in coordination with CHARACTER COUNTS! to teach, model, identify & reward positive student behavior.

**Page 14** – Deleted the Required Summer School section for failing students as we discontinued that model for this summer. I anticipate a new form of summer school/counseling occurring in future summers, however formal planning has not taken place. When this is finalized it will be added to the 15-16 handbook.

**Page 12** – A new section has been added to the Cafeteria/Lunch Accounts. Last school year midway through the 2<sup>nd</sup> semester Food Service Director approached me about offering ala-carte items. This was implemented successfully and now has a section added as follows in the handbook:

**b. Ala-Carte**

Students will be allowed to purchase additional items to eat after they have consumed their regular school lunch. Items range in price from \$0.75 to \$1.65 and include foods such as; sports drinks, water, fruit snacks, snack bars & a second lunch entre. **STUDENTS MUST HAVE \$ in their lunch accounts to purchase ala-carte items.**

**\*\*Parents- please contact the office if you would like to prohibit your child from purchasing ala-carte items\*\***

## Interoffice Memo

To: Red Oak Community School Board of Directors and Superintendent  
From: Jedd Sherman, ROHS Principal  
RE: Student Handbook for 2014-15  
Date: June 5, 2014

### Changes:

- I. General School Information
  - a. Update with new names and staff changes.
  - b. Update with fee changes.
- II. Student Academics
  - a. Changed "Study Room" to "Study Table".
  - b. Changed "Mid-Year Graduation" to "Early Graduation" to conform with the board policy.
  - c. Updated changes from the revised "Early Graduation" policy into the student handbook.
  - d. Added to "graduation activities" a note regarding rounding.
- III. Student Activities (minor grammar changes)
- IV. Student Attendance
  - a. Removed the attendance incentive.
  - b. Removed list of examples for verified unexcused absences.
  - c. Removed fifth and tenth offense for truancy.
- V. Student Behavior and Student Discipline
  - a. None at this time

## Changes to Athletic Handbook

### Added:

**Pg. 5: All purchases . . .** We require bids on all purchases – please prove why we are not buying local.

**Pg. 8: Open Gym Policy - 2.** When students are participating in open gym in the hours immediately before or after school, school personnel must (will be) supervise. No student shall be in the gym at any time unsupervised.

### Changed

*Dates on front cover and any occurane within the handbook*

**Pg. 9: Open Gym Policy 2.** When students are participating in open gym in the hours immediately before or after school, school personnel must (will be) supervise.

**Pg.13** Updated Coaches Information – added and deleted

## Changes to Activities Handbook

**Pg. 5: All purchases must have prior approval by the A.D.** Every purchase must have a P.O. number. Receipts must be kept and left over monies turned into the Activities Office promptly. Should purchases be made without prior approval of the AD you could be held responsible for the purchase and will be subject to possible disciplinary actions. All money needs to be given to Activities Department for deposit.

### **Changed to**

***All purchases must have prior approval by the A.D.*** Every purchase must have a P.O. number. We require bids on all purchases – please prove why we are not buying local. Receipts and any leftover monies go to the Activities Office promptly. You could be held responsible for any purchase made without prior approval of the AD and may be subject to possible disciplinary actions. All money deposited through the Activities Department.

**Pg. 6:** In addition, please file the following with the district's secretary (Mrs. Shirley Maxwell)

### **Changed to**

. . . please file the following with the district office (Mrs. Deb Drey):

### **Travel Policy**

2. . . . In this case, the parent will sign a release form for their child and their child only. Forms are available at the Activities Department.

### **Added**

In this case, the parent will sign a release form for their child and their child only. Forms are available at the Activities Department and on the District's Athletic Website.

Item 6.2 5 Structuring Personnel Assignments for 2014 – 2015 and Recommendations for Employment in 2014 – 2015

**BACKGROUND INFORMATION:** As reported earlier to the Directors, the following are structured and completed for the budget reduction process: 1) Classroom teachers, 2) transportation department, and 3) food service department. Paraeducation department and office support department remain for consideration.

**1. Paraeducation:** The following positions can be reduced at this time with an understanding that recall could take place for the next school term dependent on student/instruction need. Those positions that can be reduced at this time include:

Paraeducator for a high needs kindergarten classroom in 2013 – 2014:

Sarah Williams

Paraeducator in the early childhood four year old classes was not filled when Brenda Black resigned several weeks ago. It will continue to be covered from sharing until such time a greater need develops.

The original plan was to reduce three (3) paras but that must be altered with the pre-enrollment completed for a very high needs three year old now planned for the special needs classroom at Webster.

Paraeducators in all other attendance centers will be assigned as needs dictate. Special Education Director Gayle Allensworth is completing and communicating those assignments at this time.

**2. Maintenance & Operations:**

The fulltime position now held by Dale Elwood for grounds mowing / maintenance / winter substitute work will be eliminated. This position will become seasonal and not be offered a regular contract. Conversations for this changing role were yet to be completed at publication time. A need to realign second shift workers at Red Oak Middle School is still under discussion. An update will be provided this evening. Again, timing is critical as all workers are currently needed for the summer group cleaning / maintenance effort that is underway. Terry will update you as needed this evening.

**3. Office Support and Secretarial:**

Terry and other administrators will update the governing body on current thinking for making any change at this time. Factors to consider include: 1) Will the combined leadership job for maintenance / transportation move from an “interim” status to a “permanent” status? How will that decision affect office support staffing?



Item 6.2.5 – continued

2) How will potential changes in building leadership positions affect needs for office support? Many issues surrounding this question cannot be answered for several weeks.

Terry will discuss these concerns in some depth with the Directors this evening.

**Other Personnel:**

All building level administrators are present this evening to discuss in some detail plans to complete the following vacancies:

- Secondary business education
- Secondary mathematics
- Primary instructor
- School guidance at Red Oak Middle, Washington, and Inman
- Vocal music at Red Oak Middle
- Secondary special education
- Other (as needed)

Terry will have a discussion memo to follow as this agenda item is presented.

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

Item 6.2.6 Establishing Compensation Structures for Administrators, Directors, and District Office Support Personnel

**BACKGROUND INFORMATION:** Prior to contract amounts recommended for these groups, Terry will need some parameters from the Board:

- District Administrative Center support personnel
- School administrators
- Department Directors / Business Manager

As a guideline with previous group amounts, the Director could consider:

- ✓ Settlement amount for the Red Oak Teachers Association
- ✓ Settlement amount for the Red Oak Support Staff Association

It is Terry's plan to bring proposed wage adjustments for the groups listed above to the June 23<sup>rd</sup> meeting.

**SUGGESTED BOARD ACTION:** (to be discussed and 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**

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

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

2014 Fiscal Management Conference

July 16, 2014

9:00 a.m. - 3:30 p.m.

Prairie Meadows Conference Center

1 Prairie Meadows Dr.

Altoona, IA

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

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

Planned general session and break-out topics will include:

- State Budget Picture
- Legislative Review
- Developing Financial Goals
- Hot Topics in Healthcare Insurance
- Student Trips and Fundraising - the Do's and Don'ts
- Restructuring, Reorganization, Sharing & Dissolution
- Financing Technology and Evaluating Results
- Advocating for Change in the School Finance Formula
- Superintendent Evaluations: Compliance and Beyond
- Increasing Private Funding for Public Schools
- Solving Your Segregation of Fiduciary Duties Questions
- School Facilities Safety
- Communicating School Finance to Your Public
- IA DE Updates

No matter what your role, you will find a wide variety of tips, insights and expertise to help you lead so your school district thrives.

Item 7.3 – continued

**7.3 Other Announcements**

Tuesday, June 10 – 6 pm: The District Facilitating Team will meet to plan the final Community Engagement Session for FY 14. It will be held on Thursday, June 26 at 6:30 pm.

This meeting will be focused on the concept of funding from both internal sources (general fund, PPEL, etc) and the second focus will be understanding Iowa Code for funding school improvements presented by Matt Gillespie.

Directors are encouraged to seek at least ten (1) district patrons that will be concerned and interested in the funding mechanisms for Red Oak schools' improvements.

# June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Golf Girls State SB/BB @ Shenandoah 5:30 p.m.	3 Golf Girls State TN Boys State Team SB/BB Glenwood Home 5:30 p.m.	4 SB Elkhorn Kimball- ton Home 3:30 p.m.	5 TN Girls Individual State SB/BB Lewis Central Home 5:30 p.m. <del>CES 4 6:30-8:30 p.m.</del>	6 TN Girls Individual State	7 TN Girls State Team SB @ Atlantic 10:00 a.m. BB @ Treynor/Corning 12:00 p.m.
8	9 School Board Meeting 6:00 p.m.	10 TN/Golf Coed State SB/BB @ Clarinda 5:30 p.m. FTM 6:00-8:00 p.m.	11 SB @ Corning 5:30 p.m.	12 SB/BB @ St. Albert 5:30 p.m.	13 BB Harlan Home 5:30 p.m. SB @ Creston Tour- nament 4:00 p.m.	14 SB @ Creston Tour- nament 8:09 a.m.
15	16 SB/BB @ Creston 5:30 p.m.	17 SB/BB Shenandoah Home 5:30 p.m.	18 SB Abe Lincoln Home 5:30 p.m.	19 SB @ Kuemper 5:30 p.m. <del>CES 5-6:30-8:30 p.m.</del>	20 BB @ Atlantic 5:30 p.m.	21 BB @ Clarinda Acad- emy 12:00 p.m.
22	23 SB/BB @ Glenwood 5:30 p.m. School Board Meeting 6:00 p.m.	24 FTM 6:00-8:00 p.m.	25	26 Band Junction Days Pa- rade Rehearsal 9:00-11:00 a.m. SB/BB Denison Home 5:30 p.m. CES 4 6:30-8:00	27 Band Junction Days Parade Rehearsal 9:00-11:00 a.m. BB @ Lewis Central 5:30 p.m. SB @ AL Tournament 9:00 a.m.	28 Band Junction Days Parade SB @ AL Tournament 9:00 a.m.
29	30 SB/BB Clarinda Home 5:30 p.m.					

# July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <i>SB/BB Creston Home</i> 5:30 p.m. CES 6 6:30-8:30 p.m.	2	3 <i>SB/BB @ Harlan 5:30</i> p.m.	4	5
6	7 <i>BB St. Albert Home</i> 5:30 p.m.	8 <i>SB Regional</i> FTM 6:00-8:00 p.m.	9	10	11 <i>SB Regional</i>	12 <i>BB District</i>
13	14 <i>SB Regional</i> School Board Meeting 6:00 p.m.	15 <i>BB District</i> FTM 6:00-8:00 p.m.	16	17	18 <i>BB District</i>	19
20	21 <i>SB State Tournament</i>	22 <i>SB State Tournament</i>	23 <i>SB State Tournament</i> <i>BB Substate</i>	24 <i>SB State Tournament</i>	25 <i>SB State Tournament</i> <i>BB State Tournament</i>	26 <i>BB State Tournament</i>
27	28 <i>BB State Tournament</i> School Board Meeting 6:00 p.m.	29 <i>BB State Tournament</i>	30 <i>BB State Tournament</i>	31 <i>BB State Tournament</i>		