

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

Regular Board of Directors Meeting

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

Monday, September 23, 2013 – 6:00 pm

- Agenda -

1.0 Call to Order – Board of Directors President Lee Fellers

2.0 Roll Call – Board of Directors Secretary Shirley Maxwell

3.0 Approval of the Agenda – President Lee Fellers

4.0 Communications *Pg. 1*

4.1 Visitors and Presentations

- Ms. Brandy Powers, Iowa Cancer Consortium Community Assistant
“Tobacco-Free Environment Policy” *2*
- Lane Plugge, Chief Administrator for the Green Hills Area Education Agency:
School Administrators Retreat Summary *3-5*
- Theo Fundermann, Student Support Coordinator for Red Oak CSD

4.2 Affirmations and Commendations

- Recently Re-elected Directors for Red Oak CSD: Vice-President Warren Hayes,
Director Paul Griffen, and Director Kathy Walker
- Director Paul Griffen: Iowa Association of School Boards Appointee: Iowa Alliance
for Arts Education

4.3 Good News from Red Oak Schools

4.4 Correspondence

5.0 Consent Agenda *6-7*

5.1 Review and Approval of Minutes from September 9, 2013 *8-9*

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5.2 Review and Approval of Monthly Business Reports *10-36*

5.3 Personnel Considerations (as needed)

5.4 Education Services Agreements (as needed) *37-38*

5.5 Final Approval of Board Policy: Code 404.2 Professionalism and Courtesy in the Workplace/ Communications *39*

6.0 General Business for the Board of Directors

6.1 Old Business - none

6.2 New Business

6.2.1 ACT Preparations and Update: ROHS Staff John Brabec, Jedd Sherman, and Jeff Spotts *40*

6.2.2 Red Oak Curriculum Council Report and Update – Administrator Barb Sims *41*

6.2.3 Board Policy Review and Recommendations *42-86*

6.2.4 Request for Overnight Travel: Washington Intermediate Springbrook Fieldtrip – Principal Barb Sims *87-90*

6.2.5 Review, Revision, and Direction: Instructional Support Levy *91-92*
– Presented by School Business Manager Shirley Maxwell

6.2.6 Presentation of the Certified Annual Report and the Special Education Supplemental Report - Presented by School Business Manager Shirley Maxwell *93*

7.0 Reports – None

8.0 Next Board of Directors Meeting: Monday, September 23, 2013
Time estimated at 8 pm
Sue Wagaman Board Room
Red Oak CSD Administrative Center

9.0 Adjournment of the 2012 – 2013 Board of Directors

**- Agenda for the New Board of Directors, FY 14 –
Monday, September 23, 2014 – Estimated Begin at 8 pm.**

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

2.0 Roll Call – Board of Directors Secretary Shirley Maxwell

3.0 Oath of Office for Newly Elected Directors: Paul Griffen, Warren Hayes, Kathy Walker –
Oath Administered by Board Secretary Shirley Maxwell

4.0 Election of Officers – Past President Lee Fellers

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

Board Secretary Shirley Maxwell will administer the oath:

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

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

Board Secretary Shirley Maxwell will administer the oath:

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

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

6.0 Consent Agenda – None

7.0 General Business for the Board of Directors

7.1 Old Business – None

7.2 New Business

7.2.1 Organizational Items for FY 14 94-97

7.2.2 Personnel Considerations 98

7.2.3 Network Security Audit from FY 13: Results and Findings 99
- Presented by Director of Technology Bob Deter

7.2.4 The Annual Goal Setting Workshop for the Board of Directors 100-110
- Review by Supt. Terry Schmidt

7.2.5 Proposed Working Agreement with the BLDD Architecture Company 111-115

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8.0 Reports – None

9.0 Next Board of Directors Meeting:

Regular Meeting:

Monday, October 14, 2013 – 6 pm

Sue Wagaman Board Room

Red Oak CSD Administrative Center

Special Workshop:

Board Goals Development

Wednesday, September 25, 2013 – 7 pm

10.0 Adjournment

Item 4.0 Communications

4.1 Visitors and Presentations

- **Ms. Brandy Powers, Iowa Cancer Consortium Community Assistant**
“Tobacco-Free Environment Policy”

Please welcome Ms. Powers as she discusses a need to update the district’s current policy. It is enclosed for your review.

- **Lane Plugge, Chief Administrator for the Green Hills Area Education Agency: School Administrators Retreat Summary**

Lane Plugge conducted a workshop with district administrators on August 19 as arranged by the Board of Directors. The goal was to increase team cohesiveness. Enclosed is the report that Lane will highlight tonight.

- **Theo Fundermann, Student Support Coordinator for Red Oak CSD**

Theo is present this evening to give a quick update on his initial work in the school district.

4.2 Affirmations and Commendations

- Recently Re-elected Directors for Red Oak CSD: Vice-President Warren Hayes, Director Paul Griffen, and Director Kathy Walker
- Director Paul Griffen: Iowa Association of School Boards Appointee: Iowa Alliance for Arts Education

4.3 Good News from Red Oak Schools

(Information will be shared)

4.4 Correspondence

(As needed, at the board table)

TOBACCO FREE ENVIRONMENT

School district facilities and grounds, including school vehicles, are off limits for tobacco use. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school district premises immediately. It is the responsibility of the school administration to enforce this policy.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
Iowa Code §§ 142B; 279.8, .9; 297 (2005).

Cross Reference: 905.1 Community Use of School District Buildings & Sites & Equipment

Approved January 10, 1994

Revised: Jan. 10, 2011

Reviewed:

Report to Red Oak CSD Board of Education
August 19, 2013

On August 19, 2013 the six members of the Red Oak CSD administrative team met for a team building work session. The primary purpose of the workshop was to strengthen how the administrative team functions. Utilizing the skills of the six individual administrators into a collaborative team will provide teaching and learning benefits for ROCSD students.

The planned outcomes for the session included:

1. Identification of what the Administrative Team does well to promote district goal attainment and team collaboration
2. Identification of barriers which impede team progress in attainment of Red Oak CSD goals and objectives
3. Develop strategies which increase administrative team collaboration in order to increase progress in attainment of district goals and objectives

The work session was completed in a half day morning session. During the session administrators were engaged in six protocols requiring self-examination, discussion and articulation of both individual and team perceptions of the current state of collaboration and the projected ideal characteristics of a high functioning and successful team.

Administrators identified what they did well as a team including:

- Thinking creatively
- Solving problems
- Modeling and supporting the concept of continuous learning
- Knowledge of best educational practices
- Ownership of our respective areas of responsibility
- Placing students first

Administrators identified the following means of improving what they currently do well:

- Share individual strengths to drive and lift up all buildings in the district
- Be open and contribute to other administrative team members
- Increase respect for teammates

- Hold each other accountable
- Adhere to mutually adopted team norms

The administrators generated a long list of meeting norms. The six administrators authored a total of 37 norms. Some of the norms were the same or quite similar. Because of the high number of norms generated I recommend the administrative team spend time to refine and reach consensus on a smaller number. These norms should be used to improve the effectiveness and efficiency of administrator meetings and lead to the strengthening of the team.

During a brainstorming activity the administrators worked on generating hypotheses as to why the group was not functioning as a cohesive team. Lack of trust and communication were the two most frequently listed hypotheses. The group determined that the best starting point to build trust and communication would be in establishing operational norms and adopting a protocol to address conflict.

During the concluding activity the six administrators were asked to envision what the ideal team meeting would look like, sound like and function like. They were asked to project to May of 2014 and describe such a meeting.

Members of the group stated that the meetings would focus on talking about student results. Progress on student growth would be shared and discussed. These progress reports would follow a common road map or protocol.

Administrators would develop strategies together, not just focusing on their specific buildings, but district wide progress. Administrators would ask one another for help and assistance, tapping into team members' areas of expertise and knowledge.

Administrators would challenge each other's thinking and actions in a respectful manner. When challenged no excuses would be offered. Administrators would be happy and smiling at the meeting.

In order for this administrative team meeting of the future to become a reality the administrators will need to work hard to become a cohesive team. Like any successful team they will need to practice the behaviors and characteristics they want to embody. Norms for team interaction must be established and followed. Only then will the team be able to build a common trust and focus on how best to serve Red Oak Community School District students.

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 September 9, 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. There could be some last minute bills for payment placed at the table prior to the meeting. Accounting Clerk Jeanice Lester (lesterj@roschools.com) or Business Manager Shirley Maxwell (maxwells@roschools.com) are available to answer any questions concerning the expenditures.

5.3 Personnel Considerations

At the September 9 meeting the Directors took formal action to terminate the working contract for transportation department employee Carolyn Lewis due to a change in needed driving assignments. Due to openings within the paraprofessional department and with experience by Ms. Lewis in a prior assignment as a paraprofessional, the following recommendation would be in order:

Recommendations: It is recommended the Directors rescind the employment termination motion for Carolyn Lewis and authorize a transfer to a paraprofessional assignment within the special education department.

5.4 Education Services Agreement

Enclosed is a recommended education services agreement with the Sioux City Community School District to provide special education services as contracted.

5.5 Final Approval of Board Policy: Code 404.2 Professionalism and Courtesy in the Workplace/ Communications

Enclosed is Policy Code 404.2 that is ready for final approval and implementation.

Item 5.0 – continued

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

- Minutes from September 9, 2013
- Monthly business reports as presented
- Rescind the employment termination motion for Carolyn Lewis and authorize a transfer to a paraprofessional assignment within the special education department.
- Approve an education services agreement with the Sioux City Community School District
- Final Approval of Board Policy: Code 404.2

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, September 9, 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 6:00 p.m.

PRESENT:

Directors: Lee Fellers, Paul Griffen, Kathy Walker, Warren Hayes, Bill Drey
 Terry Schmidt, Superintendent & 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 Griffen moved with a second by Director Walker to approve the consent agenda as presented.

- Approval of the minutes from August 26 & 28, 2013
- Approval of the monthly business reports as presented
- Approve the resignation of food service worker Shawnette Cooper
- Approval of an educational services contract to the Alpha School, Omaha, NE
- Approval of the final reading of board policies: Code No. 604.1 Competent Private Instruction, Code No. 604.2 Individualized Instruction, Code No. 604.3 Program for Talented and Gifted Students, Code No. 604.4 Program for At-Risk Students, Code No. 604.5 Religious-based Exclusion from a School Program, Code No. 604.6 Instruction at a Post-secondary Education Institution, Code No. 604.7 Dual Enrollment, Code No. 604.8 Foreign Students, Code 604.9 Home School Assistance Program, & Code No. 604.10 Virtual Online Courses

The motion carried unanimously.

NEW BUSINESS

PROPOSED BOARD POLICY

Director Drey moved with a second by Director Hayes to approve the first reading of the new board policy Code No. 404.2 Professionalism and Courtesy in the Workplace/Communications. The motion carried unanimously.

DIRECTOR CONTINUING EDUCATION

Mary Gannon and Steve Miller from the Iowa Association of School Boards joined the meeting electronically to discuss employment law.

CLOSED SESSION

Director Griffen moved with a second by Director Hayes to go into closed session at 7:33 p.m. per section 21.5(1)I To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. The motion carried unanimously.

The Board came out of closed session at 9:36 p.m.

PERSONNEL CONSIDERATIONS

Director Drey moved with a second by Director Walker to approve a contract to Larry "Brian" Orr to serve as the In School Suspension coordinator paraprofessional for the 2013-2014 school year. The motion carried unanimously.

Director Drey moved with a second by Director Walker to approve Darrell Berry as a volunteer volleyball coach for the 2013 season. The motion carried unanimously.

Director Drey moved with a second by Director Griffen to approve the termination of the contract with Carolyn Lewis as a special education van driver since this position is no longer necessary. The motion carried unanimously.

Director Griffen moved with a second by Director Drey to approve contracts for the following substitute drivers for the 2013-2014 school year: Bob Petersen, Michelle Cockburn, Chris Stephens, Dwight Nelson and Carolyn Lewis as bus drivers and Sharlee Owens as a van driver. The motion carried unanimously.

Director Drey moved with a second by Director Walker to approve Emily Fundermann as a paraprofessional at Kaleidoscope Preschool for the 2013-2014 school year. The motion carried unanimously.

Director Hayes moved with a second by Director Drey to extend the employment contract for Superintendent Terry Schmidt through the 2014-2015 school years with a 2.5% increase of the base salary for the 2013-2014 school year. The motion carried unanimously.

PROPOSAL FOR OUTDOOR LIGHTING

Director Drey moved with a second by Director Walker to approve the bid of \$13,850 from O'Neal Electric for the lighting at the Cage Project. The motion carried unanimously.

Director Hayes moved with a second by Director Walker for the Red Oak Board of Directors to cast their weighted vote for Charla Schmid as a director for the Green Hills Area Education Agency's Board of Directors. The motion carried unanimously.

ANNUAL GOALS WORK SESSION

The Directors established Wednesday, September 25 as the annual goals work session beginning at 7:00 p.m. in the Sue Wagaman Board Room of the District Administrative Center.

ADJOURNMENT

Director Hayes moved with a second by Director Drey to adjourn the meeting at 9:55 p.m. The next regular board meeting will be held on Monday, September 23, 2013 at 6:00 p.m. A special workshop: Board Goals Development is scheduled for Wednesday, September 25, 2013, at 7:00 p.m. in the Sue Wagaman Board Room, Administrative Center in the Technology Building. The motion carried unanimously.

Lee Fellers, President

Shirley Maxwell, Board Secretary

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AMERICAN CHORAL DIRECTORS	09112013	98.00
10 2020 1000 109 0000 320	RENEWAL MEMBERSHIP	98.00
Vendor Name AMERICAN CHORAL DIRECTORS		<u>98.00</u>
AMERICAN FIRE PROTECTION	12154	930.00
10 0010 2600 000 0000 618	NEW FIRE EXTINGUISHERS	930.00
Vendor Name AMERICAN FIRE PROTECTION		<u>930.00</u>
AMSAN	295563878	220.82
10 0010 2600 000 0000 618	SANITIZER	220.82
Vendor Name AMSAN		<u>220.82</u>
ART SELLERS - SELLERS PEST CONTROL	19744	130.00
10 0010 2600 000 0000 425	DISTRICT WIDE PEST CONTROL SERVICES	130.00
Vendor Name ART SELLERS - SELLERS PEST CONTROL		<u>130.00</u>
AUTISM PRODUCTS.COM	5708	72.87
10 0010 1200 219 0000 612	SHIPPING	8.95
10 0010 1200 219 0000 612	TENSION BAND FOR STEAM ROLLER	63.92
Vendor Name AUTISM PRODUCTS.COM		<u>72.87</u>
BATTEN SANITATION SERVICE	08312013	3,059.50
10 0010 2600 000 0000 421	DISTRICT GARBAGE PICK UP	3,059.50
Vendor Name BATTEN SANITATION SERVICE		<u>3,059.50</u>
BI STATE ELECTRONICS	4594	113.00
10 0020 2700 000 0000 430	SERVICE CALL	113.00
Vendor Name BI STATE ELECTRONICS		<u>113.00</u>
BILLINGS, MESHELL	08262013	69.13
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT	69.13
Vendor Name BILLINGS, MESHELL		<u>69.13</u>
BRITTEN, ANGIE	08122013	19.23
10 0010 8203 000 8203 618	REIMBURSEMENT	19.23
Vendor Name BRITTEN, ANGIE		<u>19.23</u>
BRUCE, JEN	09042013	54.81
10 1901 1000 100 8001 612	REIMBURSEMENT	54.81
Vendor Name BRUCE, JEN		<u>54.81</u>
CAPITAL SANITARY SUPPLY CO.	0001662	114.74
10 0010 2600 000 0000 618	PAINTER'S TAPE	114.74
CAPITAL SANITARY SUPPLY CO.	0002291	115.50
10 0010 2600 000 0000 618	DUSTERS	115.50
CAPITAL SANITARY SUPPLY CO.	0002291A	115.50
10 0010 2600 000 0000 618	DUSTERS	115.50
CAPITAL SANITARY SUPPLY CO.	0002298	(110.08)
10 0010 2600 000 0000 618	CREDIT	(110.08)
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>235.66</u>

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
CASEY'S	08082013	89.25	
10 0020 2700 000 0000 626	GAS		89.25
Vendor Name CASEY'S			<u>89.25</u>
CDW GOVERNMENT, INC.	DZ88335	40.25	
10 0010 2235 000 0000 618	TONER		40.25
Vendor Name CDW GOVERNMENT, INC.			<u>40.25</u>
CENTURY LINK	09012013	132.00	
10 0020 2490 000 0000 530	TRANSMITTER LINE		132.00
Vendor Name CENTURY LINK			<u>132.00</u>
CITY OF RED OAK	08312013	1,434.55	
10 0010 2600 000 0000 411	DISTRICT WIDE WATER		1,434.55
Vendor Name CITY OF RED OAK			<u>1,434.55</u>
CONSTRUCTIVE PLAYTHINGS	5130667600	49.94	
10 1901 1000 100 8001 612	Multit-colored plasti-pellets		49.94
CONSTRUCTIVE PLAYTHINGS	5130711700	334.81	
10 1901 2120 000 0000 618	MOB-102;Mobilo 120 pc. set		34.99
10 1901 1920 100 1920 618	SUM-03; Cash Register		44.99
10 1901 1920 100 1920 618	CHE-42; Foam Peel & Stick Alphabet		5.99
10 1901 1920 100 1920 618	GCB-38; Plastic Binding Spines		9.99
10 1901 1920 100 1920 618	KRP-223; Unit Block Roadway		119.99
10 1901 1920 100 1920 618	CPX-1130 Make-A-Wish		44.99
10 1901 1920 100 1920 618	CPX-773; Squeeze & Tweeze Sorting		17.99
10 1901 1920 100 1920 618	MTC-446;Magnetic Color Sorting		29.99
10 1901 1920 100 1920 618	JTM-40; Linking Letters & Numbers		15.99
10 1901 1920 100 1920 618	PAC-6555;Construction Paper		9.90
Vendor Name CONSTRUCTIVE PLAYTHINGS			<u>384.75</u>
COUNSEL OFFICE & DOCUMENTS	ARIN067534	391.48	
10 3230 1000 100 0000 359	COPIER SUPPLIES		391.48
COUNSEL OFFICE & DOCUMENTS	ARIN067613	84.20	
10 2020 1000 100 0000 359	TONER CARTRIDGES FOR THE MEDIA CENTER CO		84.20
COUNSEL OFFICE & DOCUMENTS	ARIN067618	37.08	
10 3230 1000 100 0000 359	TONER		37.08
COUNSEL OFFICE & DOCUMENTS	ARIN067663	364.32	
10 1902 1000 100 0000 359	TONER CARTRIDGES		364.32
COUNSEL OFFICE & DOCUMENTS	ARIN067943	185.92	
10 2020 1000 100 0000 359	BLACK TONER FOR THE MIDDLE SCHOOL OFFICE		185.92
COUNSEL OFFICE & DOCUMENTS	CNIN124291	85.50	
10 1902 1000 100 0000 359	COPIER LEASE		85.50
COUNSEL OFFICE & DOCUMENTS	CNIN124292	85.50	
10 2020 1000 100 0000 359	TONER CARTRIDGES FOR THE MEDIA CENTER CO		85.50
COUNSEL OFFICE & DOCUMENTS	CNIN124298	74.00	
10 1901 1000 100 0000 359	COPIER LEASE		74.00
COUNSEL OFFICE & DOCUMENTS	CNIN124299	145.00	

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 1901 1000 100 0000 359	COPIER LEASE	145.00
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COUNSEL OFFICE & DOCUMENTS	CNIN124998	72.13
10 1902 1000 100 0000 359	COPIER LEASE	72.13
COUNSEL OFFICE & DOCUMENTS	CNIN125154	207.00
10 0010 2520 000 0000 618	COPIER LEASE	207.00
COUNSEL OFFICE & DOCUMENTS	CNIN125419	34.00
10 0010 2520 000 0000 618	COPIER LEASE WEBSTER	34.00
Vendor Name	COUNSEL OFFICE & DOCUMENTS	<u>1,960.53</u>
CROUSE, SUEANN	09102013	121.76
10 1901 1000 100 8001 612	REIMBURSEMENT	121.76
CROUSE, SUEANN	09102013-1	84.67
10 1901 1000 100 8001 612	REIMBURSEMENT	84.67
Vendor Name	CROUSE, SUEANN	<u>206.43</u>
DEMCO LIBRARY SERVICES, INC	5059094	126.88
10 1901 2222 000 0000 618	Book Jacket Tape Stripes	25.95
10 1901 2222 000 0000 618	BOOK TAPE	44.24
10 1901 2222 000 0000 618	MEDIA DUE SLIPS	43.38
10 1901 2222 000 0000 618	SHIPPING	13.31
Vendor Name	DEMCO LIBRARY SERVICES, INC	<u>126.88</u>
DEMCO	5073148	120.92
10 3230 1000 100 0000 612	large roll orange paper	120.92
Vendor Name	DEMCO	<u>120.92</u>
DEPARTMENT OF EDUCATION	64530000	28.00
10 0020 2700 000 0000 340	BUS INSPECTION	28.00
Vendor Name	DEPARTMENT OF EDUCATION	<u>28.00</u>
DETER, BOB	09092013	21.38
10 0010 2235 000 0000 618	REIMBURSEMENT	21.38
Vendor Name	DETER, BOB	<u>21.38</u>
DEVELOPMENTAL STUDIES CENTER	79169	734.40
10 0010 1000 100 0000 641	BEING A WRITER FOR 1ST GRADE	734.40
Vendor Name	DEVELOPMENTAL STUDIES CENTER	<u>734.40</u>
DICK BLICK	2048983	32.77
10 3230 1000 106 0000 612	Scratch-Lite Stained Glass refill	32.77
Vendor Name	DICK BLICK	<u>32.77</u>
DICKEL DUIT OUTDOOR POWER, INC.	84944	120.29
10 0010 2600 000 0000 430	REPAIR LAWN MOWER	120.29
Vendor Name	DICKEL DUIT OUTDOOR POWER, INC.	<u>120.29</u>
EASTERN NE. HUMAN SERVICES AGC	12289	1,950.00
10 0010 1200 217 3303 569	SP ED CHARGES	1,950.00
Vendor Name	EASTERN NE. HUMAN SERVICES AGC	<u>1,950.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
ECHO GROUP INC	S5641051.001	299.26
10 0010 2600 000 0000 618	BULBS	299.26
ECHO GROUP INC	S5641051.002	47.67
10 0010 2600 000 0000 618	BULBS	47.67
Vendor Name ECHO GROUP INC		<u>346.93</u>
EGAN SUPPLY COMPANY	198623	29.24
10 0010 2600 000 0000 618	BROOM/PAN	29.24
EGAN SUPPLY COMPANY	198883	39.64
10 0010 2600 000 0000 618	PAD RETAINER	39.64
Vendor Name EGAN SUPPLY COMPANY		<u>68.88</u>
ENGEL LAW OFFICE	08312013	573.75
10 0010 2310 000 0000 320	AUGUST PROFESSIONAL SERVICES	573.75
Vendor Name ENGEL LAW OFFICE		<u>573.75</u>
EVERBIND/MARCO BOOK BINDERY	188059	308.45
10 3230 1000 105 0000 612	To Kill a Mockingbird novel	308.45
Vendor Name EVERBIND/MARCO BOOK BINDERY		<u>308.45</u>
FACTORY EXPRESS	0296523-IN	269.00
10 3230 2222 000 0000 618	Akiles Pro-Lam Plus 330 Pouch Laminator	269.00
Vendor Name FACTORY EXPRESS		<u>269.00</u>
FAMILY DOLLAR	523698	49.50
10 0010 1000 100 3202 613	SUPPLIES	49.50
Vendor Name FAMILY DOLLAR		<u>49.50</u>
FAREWAY FOOD STORES	08212013/27	81.49
10 0010 1000 100 3317 612	snacks for back up & other classroom sup	81.49
FAREWAY FOOD STORES	08212013/29	143.48
10 1900 1000 420 3238 618	snacks for Right Start	143.48
FAREWAY FOOD STORES	08262013/35	77.49
10 0010 2310 000 0000 611	SUPPLIES	77.49
FAREWAY FOOD STORES	08262013/48	26.48
10 3230 1300 340 0000 612	groceries	26.48
FAREWAY FOOD STORES	08282013/31	100.67
10 0010 1200 219 0000 612	SUPPLIES	100.67
FAREWAY FOOD STORES	08292013/42	74.69
10 3230 1300 340 0000 612	groceries	74.69
FAREWAY FOOD STORES	09042013/2	105.10
10 0010 2110 490 8027 618	FUNDRAISER SUPPLIES	105.10
FAREWAY FOOD STORES	09052013/9	3.58
10 0010 2110 490 8027 618	FUNDRAISER SUPPLIES	3.58
FAREWAY FOOD STORES	09062013/10	431.72
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FAREWAY FOOD STORES	09062013/11	6.98
10 0010 2110 490 8027 618	FUNDRAISER SUPPLIES	6.98
FAREWAY FOOD STORES	09062013/30	45.06
10 0010 2110 490 8027 618	FUNDRAISER SUPPLIES	45.06
FAREWAY FOOD STORES	09092013/13	14.24
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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
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10 0010 1000 490 8028 612	CHARACTER COUNT SUPPLIES MS	34.95
Vendor Name FAREWAY FOOD STORES		<u>1,145.93</u>
FARMERS MERCANTILE	0166833	1,078.65
10 2020 1300 350 0000 739	JET 14" WOOD-CUTTING BAND SAW WITH BASE	1,078.65
FARMERS MERCANTILE	0166833-1	549.97
10 2020 1920 100 8202 612	10 GALLON INDUSTRIAL SERIES SHOP VAC 965	109.99
10 2020 1920 100 8202 612	BLACK & DECKER SANDER Q5900	60.00
10 2020 1920 100 8202 612	PORTER CABLE ROUTER 690LR	179.99
10 2020 1920 100 8202 612	PORTER CABLE 0.8 HP AIR COMPRESSOR 6 GAL	199.99
FARMERS MERCANTILE	0167819	66.89
10 0010 2600 000 0000 618	SPRAYER	66.89
FARMERS MERCANTILE	0167873	105.98
10 0010 2600 000 0000 618	PAINT	105.98
FARMERS MERCANTILE	0167884	17.95
10 0010 2600 000 0000 618	SUPPLIES	17.95
FARMERS MERCANTILE	0168037	10.35
10 0010 2600 000 0000 618	KEYS	10.35
FARMERS MERCANTILE	0168343	2.79
10 0010 2600 000 0000 618	ADHESIVE	2.79
FARMERS MERCANTILE	0168708	51.55
10 0010 2600 000 0000 618	SUPPLIES	51.55
FARMERS MERCANTILE	0168931	628.33
10 2020 1920 100 8202 612	LUMBER/SUPPLIES	628.33
FARMERS MERCANTILE	0169095	5.96
10 0010 2600 000 0000 618	KEYS	5.96
FARMERS MERCANTILE	08312013	4,705.67
10 0020 2700 000 0000 627	DIESEL	3,204.79
10 0020 2700 000 0000 627	CREDIT	(48.45)
10 0020 2700 000 0000 626	GAS	714.09
10 0020 2700 000 0000 626	CREDIT	(2.28)
10 0020 2700 000 0000 626	CREDIT	(9.91)
10 0020 2700 000 0000 626	CREDIT	(29.52)
10 0010 2650 000 0000 626	GAS	144.19
10 0010 2650 000 0000 626	GAS	366.70
10 0010 2650 000 0000 626	GAS	227.37
10 0010 2700 217 3303 626	#18	75.65
10 0010 2700 217 3303 626	#19	39.64
10 0010 2700 217 3303 626	#27	23.40
Vendor Name FARMERS MERCANTILE		<u>7,224.09</u>
FIRST BANKCARD	09052013	123.04
10 3230 2410 000 0000 618	RTI Books	123.04
FIRST BANKCARD	09092013	236.77
10 1900 1200 430 4501 580	LODGING	236.77
Vendor Name FIRST BANKCARD		<u>359.81</u>
FRANK RIEMAN MUSIC, INC.	1754928	162.50
10 2020 2600 910 6220 430	PULLED STUCK NECK REPAIR SOUSAPHONE, CON	15.00
10 2020 2600 910 6220 430	CONN SOUSA NECK REPAIR MODEL 36K, SERIAL	147.50

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Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
FRANK RIEMAN MUSIC, INC.	1775032	12.60	
10 2020 2600 910 6220 430	REPAIR CLARINET SRL # 132847		12.00
10 2020 2600 910 6220 430	PARTS FOR REPAIR		0.60
FRANK RIEMAN MUSIC, INC.	1775042	31.50	
10 2020 2600 910 6220 430	REPAIR ALTO SAX SRL # 3906763		30.00
10 2020 2600 910 6220 430	PARTS FOR REPAIR		1.50
Vendor Name	FRANK RIEMAN MUSIC, INC.		<u>206.60</u>
GIGSTAD, ANN	09162013	427.96	
10 0010 1200 219 0000 612	REIMBURSEMENT		427.96
Vendor Name	GIGSTAD, ANN		<u>427.96</u>
GREEN HILLS AEA FIDUCIARY FUND	09122013	125.00	
10 0010 2321 000 0000 320	ASSOCIATION DUES		125.00
Vendor Name	GREEN HILLS AEA FIDUCIARY FUND		<u>125.00</u>
GREEN HILLS AEA	22824	20.00	
10 2020 1000 100 0000 612	PRINT MIDDLE SCHOOL RETURN ADDRESS ON 2		20.00
GREEN HILLS AEA	MP052956	2.10	
10 1902 1000 100 8002 618	LAMINATING		2.10
GREEN HILLS AEA	MP052973	1.40	
10 1902 1000 100 0000 612	LAMINATING		1.40
GREEN HILLS AEA	OT000074	30.00	
10 0010 1200 219 0000 320	REG FEE		30.00
Vendor Name	GREEN HILLS AEA		<u>53.50</u>
HALL, HEATHER	08312013	16.24	
10 0010 2134 000 0000 580	TRAVEL REIMBURSEMENT		16.24
Vendor Name	HALL, HEATHER		<u>16.24</u>
HAMBRIGHT, BEV	08152013	18.13	
10 1901 1000 100 8001 612	REIMBURSEMENT		18.13
Vendor Name	HAMBRIGHT, BEV		<u>18.13</u>
HARDY, KEITH	09032013	8.55	
10 1902 1000 100 0000 612	REIMBURSEMENT		8.55
Vendor Name	HARDY, KEITH		<u>8.55</u>
HAWKEYE FORD MERCURY, INC	44436	353.84	
10 0020 2700 000 0000 430	REPAIR #27		353.84
Vendor Name	HAWKEYE FORD MERCURY, INC		<u>353.84</u>
HOUGHTON MIFFLIN CO.	949735872	7,475.18	
10 0010 1000 100 0000 641	SAXON MATH K; 24 STUDENT REFILL		1,157.55
10 0010 1000 100 0000 641	SAXON MATH 1; 24 STUDENT REFILL		3,562.75
10 0010 1000 100 0000 641	SAXON MATH 1; MANIPULATIVES KIT		2,137.65
10 0010 1000 100 0000 641	SHIPPING		617.23
HOUGHTON MIFFLIN CO.	949823061	776.68	
10 0010 1000 100 0000 641	SAXON MATH K; 24 STUDENT REFILL		776.68

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
HOUGHTON MIFFLIN CO.	949840629	164.65
10 3230 1000 115 0000 612	History Companion with Class Prep CD-ROM	139.25
10 3230 1000 115 0000 612	Test Bank 978-0-618-47943-6	9.75
10 3230 1000 115 0000 612	SHIPPING	15.65
Vendor Name HOUGHTON MIFFLIN CO.		<u>8,416.51</u>
HY VEE FOOD STORES	2125694019	150.99
10 0010 1000 490 8028 612	PLANTS FOR CAGE PROJECT	150.99
HY VEE FOOD STORES	2125752700	2.82
10 0010 1000 490 8028 618	GRO PLANT CAGE PROJECT	2.82
HY VEE FOOD STORES	5642227558	8.22
10 3230 1300 340 0000 612	groceries	8.22
HY VEE FOOD STORES	5644224189	3.00
10 3230 1300 340 0000 612	groceries	3.00
HY VEE FOOD STORES	5645928039	88.55
10 3230 1300 340 0000 612	groceries	88.55
HY VEE FOOD STORES	5646516590	4.88
10 3230 1000 113 0000 612	Generic Alka Seltzer tablets for chemist	4.88
HY VEE FOOD STORES	5647187499	27.60
10 0010 2310 000 0000 611	SUPPLIES	27.60
HY VEE FOOD STORES	5653962340	10.99
10 3230 1000 113 0000 612	SUPPLIES	10.99
HY VEE FOOD STORES	5654054646	40.00
10 0010 1000 490 8028 612	CHARACTER COUNTS SUPPLIES MS	40.00
Vendor Name HY VEE FOOD STORES		<u>337.05</u>
INTERNATIONAL COMMUNICATION LEARNING INSTITUTE	3054-13	75.90
10 0010 1200 219 0000 612	SEE THE SOUND CARDS	44.00
10 0010 1200 219 0000 612	VISUAL PHONICS FONT CD	22.00
10 0010 1200 219 0000 612	SHIPPING	9.90
Vendor Name INTERNATIONAL COMMUNICATION LEARNING INSTITUTE		<u>75.90</u>
IOWA ASSOC. OF SCHOOL BOARDS	IASBSUB003163	700.00
10 0010 2310 000 0000 611	POLICIES ONLINE SUBSCRIPTION	700.00
Vendor Name IOWA ASSOC. OF SCHOOL BOARDS		<u>700.00</u>
JACOBS, PEG	08282013	183.00
10 1901 1000 100 0000 612	Visual Phonics Notebooks	100.00
10 1901 1000 100 0000 612	Visual Phonics Laminated Vowel Booklets	20.00
10 1901 1000 100 0000 612	Visual Phonics Laminated Alphabet Bookle	50.00
10 1901 1000 100 0000 612	Visual Phonics Font CD	13.00
Vendor Name JACOBS, PEG		<u>183.00</u>
JOHN BARONE COMPANY	RMR884229	2,772.00
10 0010 2600 000 0000 430	FIRE ALARM PHONE LINES	2,772.00
Vendor Name JOHN BARONE COMPANY		<u>2,772.00</u>
JOSEPHSON INSTITUTE/CHARACTER COUNTS NATIONAL OFFICE	INV0037835	25.99
10 1902 1000 100 0000 612	POSTERS: INTERMEDIATE GRADES (SET OF 7)	19.99

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 1902 1000 100 0000 612	SHIPPING	6.00
Vendor Name	JOSEPHSON INSTITUTE/CHARACTER COUNTS NATIONAL OFFICE	25.99
KING, RONALD	08262013	108.00
10 0020 2700 000 0000 271	REIMBURSEMENT DOT PHYSICAL	108.00
Vendor Name	KING, RONALD	108.00
LEADING EDGE LAMINATING	18519	229.90
10 1901 1000 100 0000 612	IPS laminating film	183.92
10 0010 1000 100 3317 612	Laminating film- for preschool	45.98
Vendor Name	LEADING EDGE LAMINATING	229.90
MACGILL & COMPANY, WILLIAM V.	IN0453363	796.01
10 0010 2134 000 0000 739	BRADLEY RECOVERY COUCH W/ LAMINATE BASE	796.01
MACGILL & COMPANY, WILLIAM V.	IN0453552	311.97
10 0010 2134 000 0000 618	BATTERIES/REPLACEMENT PADS/PADS	311.97
Vendor Name	MACGILL & COMPANY, WILLIAM V.	1,107.98
MAYES, KATHLEEN	09122013	11.83
10 2020 1000 100 0000 580	TRAVEL REIMBURSEMENT	5.91
10 3230 1000 100 0000 580	TRAVEL REIMBURSEMENT	5.92
Vendor Name	MAYES, KATHLEEN	11.83
MEDNIK RIVERBEND	W630505-IN	103.93
10 0010 2600 000 0000 618	WHITE HAND TOWELS	103.93
Vendor Name	MEDNIK RIVERBEND	103.93
MIDWEST TECH PRODUCTS	2049918-01	103.67
10 3230 1300 370 0000 612	Supply order for 13-14	31.17
10 3230 1300 370 0000 612	Replacement router base for damaged rout	72.50
Vendor Name	MIDWEST TECH PRODUCTS	103.67
MONTGOMERY CO. MEMORIAL HOSP.	08202013	30.00
10 0020 2700 000 0000 346	DRUG TESTING	30.00
Vendor Name	MONTGOMERY CO. MEMORIAL HOSP.	30.00
NASCO	483399	525.49
10 2020 1000 102 0000 612	INSTRUCTIONAL SUPPLPIES	525.49
Vendor Name	NASCO	525.49
NATIONAL AUTISM RESOURCES	503978	83.80
10 0010 1200 219 0000 612	Chewable Jewels Rectangle Necklace/ Blue	18.95
10 0010 1200 219 0000 612	SHIPPING	3.99
10 0010 1200 219 0000 612	Chewelry Necklace Pack of 3	21.93
10 0010 1200 219 0000 612	Chewelry Bracelet pack of 3	19.98
10 0010 1200 219 0000 612	Chewable Jewels Rectangle Necklace/ Camo	18.95
Vendor Name	NATIONAL AUTISM RESOURCES	83.80

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
NEBRASKA AIR FILTER, INC.	0293789-IN	249.98
10 0010 2600 000 0000 618	FILTERS	249.98
NEBRASKA AIR FILTER, INC.	0293802-IN	310.79
10 0010 2600 000 0000 618	FILTERS	310.79
Vendor Name NEBRASKA AIR FILTER, INC.		<u>560.77</u>
NEVCO SCOREBOARD COMPANY	0000134022	31.00
10 0010 2600 000 0000 618	COVER PLATE	31.00
Vendor Name NEVCO SCOREBOARD COMPANY		<u>31.00</u>
NOLTE, CORNMAN & JOHNSON P.C.	09032013	3,500.00
10 0010 2310 000 0000 320	40% AUDIT FEES PER CONTRACT	3,500.00
Vendor Name NOLTE, CORNMAN & JOHNSON P.C.		<u>3,500.00</u>
O'NEAL ELECTRIC CO. CONTRACTOR	5200-4908	1,892.56
10 0010 2600 000 0000 430	PROJECTORS INSTALLED	1,892.56
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5105	297.25
10 0010 2600 000 0000 430	ADD OUTLETS	297.25
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5150	296.37
10 0010 2600 000 0000 430	INSTALL CIRCUITS	296.37
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5151	967.26
10 0010 2600 000 0000 430	REPLACE BALLASTS IN GYM	967.26
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5152	322.55
10 0010 2600 000 0000 430	ADD OUTLETS	322.55
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5157	285.72
10 0010 2600 000 0000 430	REPAIR WORK	285.72
Vendor Name O'NEAL ELECTRIC CO. CONTRACTOR		<u>4,061.71</u>
OMAHA WORLD HERALD	323231	247.80
10 3230 2222 000 0000 644	OWH Newspapers in Education program - 20	247.80
Vendor Name OMAHA WORLD HERALD		<u>247.80</u>
ORSCHELN	010151	399.80
10 0010 2600 000 0000 618	FERTILIZER	399.80
Vendor Name ORSCHELN		<u>399.80</u>
PAPER CORPORATION	33089-00	6,411.35
10 0010 2520 000 0000 618	DISTRICT BULK PAPER ORDER	641.13
10 0010 1000 100 0000 618	DISTRICT BULK PAPER ORDER	5,770.22
Vendor Name PAPER CORPORATION		<u>6,411.35</u>
PEPPER & SON, INC.	11892991	238.40
10 3230 1000 109 0000 612	Music and Music Theory materials	238.40
Vendor Name PEPPER & SON, INC.		<u>238.40</u>
PERIPOLE BERGERAULT INC	130124	284.76
10 1902 1000 109 0000 612	SOPRANO RECORDERS	261.25
10 1902 1000 109 0000 612	SHIPPING	23.51
Vendor Name PERIPOLE BERGERAULT INC		<u>284.76</u>
PLIBRICO COMPANY LLC	88600	860.00
10 0010 2600 000 0000 618	REPAIR AIR CONDITIONERS	860.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
PLIBRICO COMPANY LLC	88601	1,226.90
10 0010 2600 000 0000 618	REPLACE BEARINGS	1,226.90
Vendor Name	PLIBRICO COMPANY LLC	<u>2,086.90</u>
PLUMB SUPPLY	2614020	3.09
10 0010 2600 000 0000 618	REPAIR KIT	3.09
PLUMB SUPPLY	2614131	12.36
10 0010 2600 000 0000 618	REPAIR KIT	12.36
Vendor Name	PLUMB SUPPLY	<u>15.45</u>
PRO-ED	B0207150	32.95
10 0010 1200 219 0000 612	SOCIAL SKILLS	32.95
Vendor Name	PRO-ED	<u>32.95</u>
PROMOTIONAL CONCEPTS	11605	333.00
10 0010 8203 000 8203 618	Tiger Striped Tshirts ordered to sell -	281.00
10 0010 8203 000 8203 618	Tiger Striped Tshirts ordered to sell -	12.90
10 0010 8203 000 8203 618	Tiger Stripe Tshirts ordered to sell; Sc	25.00
10 0010 8203 000 8203 618	Shipping and handling	14.10
Vendor Name	PROMOTIONAL CONCEPTS	<u>333.00</u>
PUBLIC HEALTH NURSING--MONT CO	1029	60.00
10 0010 2134 000 0000 618	HEP B SHOT	60.00
Vendor Name	PUBLIC HEALTH NURSING--MONT CO	<u>60.00</u>
QUILL CORP.	3906851-1	(7.80)
10 1902 1000 100 8002 618	BLUE GREEN, 9X12	(7.80)
QUILL CORP.	5076685	7.80
10 1902 1000 100 8002 618	BLUE GREEN, 9X12	7.80
10 1902 1000 100 8002 618	WASHABLE TEMPERA, YELLOW	0.00
10 1902 1000 100 8002 618	WASHABLE TEMPERA, VIOLET	0.00
QUILL CORP.	5082015	467.98
10 1902 1000 100 0000 612	SANDUSKY EXTRA-DEEP STEEL BOOKCASES, 72"	467.98
QUILL CORP.	5234050	6.96
10 1902 1000 100 8002 618	RIVERSIDE CONSTRUCTION PAPER, LIGHT BLUE	0.00
10 1902 1000 100 8002 618	BLUE GREEN, 9X12	0.00
10 1902 1000 100 8002 618	WASHABLE TEMPERA, YELLOW	6.96
QUILL CORP.	5247887	37.44
10 3230 2222 000 0000 618	Brother® TZe Series Tape; 1/2", Black Le	37.44
Vendor Name	QUILL CORP.	<u>512.38</u>
RAPID REFILL	2814	139.99
10 3230 2222 000 0000 618	HP 4014n printer ink cartridge	139.99
RAPID REFILL	2818	129.98
10 0010 2110 490 8027 618	INK CARTRIDGE FOR HP LASER JET CP 1215,	64.99
10 0010 2110 490 8027 618	INK CARTRIDGE FOR HP LASER JET CP 1215,	64.99
RAPID REFILL	2819	145.99

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 1902 1000 100 0000 612	TONER CARTRIDGE FOR HP LASER JET P4014N	145.99
RAPID REFILL	2828	149.99
10 2020 1000 100 0000 612	PRINTER CARTRIDGE TONER FOR MIDDLE SCHOO	149.99
RAPID REFILL	2829	89.99
10 3230 2120 000 0000 618	TONER	89.99
Vendor Name RAPID REFILL		<u>655.94</u>
RED OAK COMMUNITY SCHOOL DIST	09112013	100.00
10 0010 2110 490 8027 618	INSURANCE COVERAGE	100.00
Vendor Name RED OAK COMMUNITY SCHOOL DIST		<u>100.00</u>
RED OAK DO IT CENTER	088351	3.29
10 0010 2600 000 0000 618	SUPPLIES	3.29
RED OAK DO IT CENTER	088357	18.04
10 0010 2600 000 0000 618	SUPPLIES	18.04
RED OAK DO IT CENTER	088385	15.58
10 0010 2600 000 0000 618	SUPPLIES	15.58
RED OAK DO IT CENTER	088444	5.79
10 0010 2600 000 0000 618	SUPPLIES	5.79
RED OAK DO IT CENTER	088458	14.49
10 0010 2600 000 0000 618	SUPPLIES	14.49
RED OAK DO IT CENTER	088477	0.89
10 0010 2600 000 0000 618	SUPPLIES	0.89
RED OAK DO IT CENTER	088495	11.86
10 0010 2600 000 0000 618	SUPPLIES	11.86
RED OAK DO IT CENTER	088565	8.79
10 0010 2600 000 0000 618	BOWL CLEANER	8.79
RED OAK DO IT CENTER	88552	13.49
10 0010 2600 000 0000 618	SUPPLIES	13.49
RED OAK DO IT CENTER	88566	1.49
10 0010 2600 000 0000 618	SUPPLIES	1.49
RED OAK DO IT CENTER	88602	9.53
10 0010 2600 000 0000 618	SUPPLIES	9.53
RED OAK DO IT CENTER	88603	12.42
10 0010 2600 000 0000 618	SUPPLIES	12.42
Vendor Name RED OAK DO IT CENTER		<u>115.66</u>
RED OAK DO IT CENTER	88369	131.28
10 0010 2600 000 0000 618	CEILING TILE/MISC	131.28
Vendor Name RED OAK DO IT CENTER		<u>131.28</u>
RED OAK EXPRESS	08312013	109.52
10 0010 2572 000 0000 540	PUBLICATIONS/ADV CHARGES	109.52
Vendor Name RED OAK EXPRESS		<u>109.52</u>
RED OAK FABRICATION INC.	4670	32.57
10 0010 2600 000 0000 430	REPAIR TABLE	32.57
RED OAK FABRICATION INC.	4725	25.00
10 0010 2600 000 0000 618	FIELD SUPPLIES	25.00
Vendor Name RED OAK FABRICATION INC.		<u>57.57</u>
RED OAK HARDWARD HANK	166134	381.75

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
10 0010 2600 000 0000 618	MS SUPPLIES		381.75
RED OAK HARDWARD HANK	166135	2.99	
10 0010 2600 000 0000 618	WASH SUPPLIES		2.99
RED OAK HARDWARD HANK	166136	64.99	
10 0010 2600 000 0000 618	IPS SUPPLIES		64.99
RED OAK HARDWARD HANK	166138	92.29	
10 0010 2600 000 0000 618	HS SUPPLIES		92.29
RED OAK HARDWARD HANK	166139	72.18	
10 0010 2600 000 0000 618	WEBSTER SUPPLIES		72.18
RED OAK HARDWARD HANK	77072	60.00	
10 0010 1000 490 8028 612	CHARACTER COUNT SUPPLIES MS		60.00
Vendor Name	RED OAK HARDWARD HANK		<u>674.20</u>
RED OAK PRINTING CO.	13076	52.85	
10 0010 2113 420 1119 618	BUSINESS CARDS		52.85
Vendor Name	RED OAK PRINTING CO.		<u>52.85</u>
RED OAK WELDING SUPPLIES	12468	23.50	
10 0010 2600 000 0000 618	CO2 FOR FIELD		23.50
Vendor Name	RED OAK WELDING SUPPLIES		<u>23.50</u>
ROGERS PLUMBING & HEATING	21358	91.30	
10 0010 2600 000 0000 430	REPAIRED LEAK HOT WATER LINE		91.30
Vendor Name	ROGERS PLUMBING & HEATING		<u>91.30</u>
SAFEGUARD BUSINESS SYSTEMS	029157272	110.73	
10 0010 2310 000 0000 611	CHECKS		110.73
Vendor Name	SAFEGUARD BUSINESS SYSTEMS		<u>110.73</u>
SARGENT-WELCH SCIENTIFIC CO.	8055244528	51.15	
10 3230 1000 113 0000 612	SCIENCE SUPPLIES		51.15
SARGENT-WELCH SCIENTIFIC CO.	8055244529	485.20	
10 3230 1000 113 0000 612	SCIENCE SUPPLIES		485.20
SARGENT-WELCH SCIENTIFIC CO.	8055244530	117.65	
10 3230 1000 113 0000 612	SCIENCE SUPPLIES		117.65
Vendor Name	SARGENT-WELCH SCIENTIFIC CO.		<u>654.00</u>
SCAN-TRON CORPORATION	6241707	153.00	
10 3230 1000 100 0000 612	scantron forms		153.00
Vendor Name	SCAN-TRON CORPORATION		<u>153.00</u>
SCHMITT MUSIC	798602	62.00	
10 2020 2600 910 6220 430	REPAIR ESTIMATE FOR A BACH MERCEDES MELL		62.00
Vendor Name	SCHMITT MUSIC		<u>62.00</u>
SCHOLASTIC, INC.	M5104142	110.06	
10 1901 1000 100 8001 612	Scholastic News 2 for classroom		110.06
Vendor Name	SCHOLASTIC, INC.		<u>110.06</u>
SCHOOL SPECIALTY LATTA DIV.	208110681276	18.30	
10 1901 1920 100 1920 618	RUBBER STRIPS		18.30
SCHOOL SPECIALTY LATTA DIV.	208111191994	85.32	

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 1200 219 0000 612	MAGNETIC COLOR-CODED WORDS AND BOARDS SE	85.32
SCHOOL SPECIALTY LATTA DIV.	208111253782	38.59
10 0010 1200 219 0000 612	DRY ERASE TABS	19.95
10 0010 1200 219 0000 612	EXPOS ERASER REFILL	4.24
10 0010 1200 219 0000 612	Velcro	14.40
SCHOOL SPECIALTY LATTA DIV.	208111277790	59.72
10 0010 1200 219 0000 612	GET A GRIP ON PATTERNS	59.72
SCHOOL SPECIALTY LATTA DIV.	208111300	57.64
10 2020 1000 100 0000 612	ADHESIVE PUTTY 2.5 OZ	5.08
10 2020 1000 100 0000 612	PAD COMMUNICATION CORRIDOR PASS 3X5 CANA	22.16
10 2020 1000 100 0000 612	EXPO DRY ERASE ERASER	21.12
10 2020 1000 100 0000 612	SHIELD TAB PRECUT 1.5" ASSORTED PACK OF	9.28
SCHOOL SPECIALTY LATTA DIV.	208111300939	2,158.92
10 2020 3200 000 8202 739	SCHOOL SMART LAMINATING SYSTEM WITH CART	1,877.32
10 2020 3200 000 8202 739	SHIPPING	281.60
SCHOOL SPECIALTY LATTA DIV.	208111300941	163.80
10 0010 1200 219 0000 612	Wireless Mouse	163.80
SCHOOL SPECIALTY LATTA DIV.	308101723738	331.84
10 0010 1000 100 3317 612	INSTRUCTIONAL SUPPLIES	331.84
Vendor Name SCHOOL SPECIALTY LATTA DIV.		<u>2,914.13</u>
SCHOOL TECH INC	559344	227.36
10 1902 1000 100 8002 618	ULTRA REFLECTIVE SAFETY PATROL CAPE, CHI	196.00
10 1902 1000 100 8002 618	SHIPPING	31.36
Vendor Name SCHOOL TECH INC		<u>227.36</u>
SERVICER REPRODUCTION COMPANY	374231	35.80
10 3230 1300 370 0000 612	Mechanical Pencils - Leadholders #45-100	31.00
10 3230 1300 370 0000 612	Circl Templates #60-5074	4.80
Vendor Name SERVICER REPRODUCTION COMPANY		<u>35.80</u>
SHOPKO	4597	47.98
10 0010 1000 100 3317 612	ink for Lexmark color printer	47.98
Vendor Name SHOPKO		<u>47.98</u>
SMALLWOOD LOCK SUPPLY	443139	18.45
10 0010 2600 000 0000 618	CONTROL KEY	18.45
Vendor Name SMALLWOOD LOCK SUPPLY		<u>18.45</u>
SMITS, MELINDA	09102013	21.99
10 1901 1000 100 8001 612	REIMBURSEMENT	21.99
SMITS, MELINDA	09102013-1	8.03
10 1901 1000 100 8001 612	REIMBURSEMENT	8.03
SMITS, MELINDA	09102013-2	11.06
10 1901 1000 100 8001 612	REIMBURSEMENT	11.06
SMITS, MELINDA	09102013-3	79.39
10 1901 1000 100 8001 612	REIMBURSEMENT	79.39
SMITS, MELINDA	09102013-4	31.79
10 1901 1000 100 8001 612	REIMBURSEMENT	31.79

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
SMITS, MELINDA	09102013-5	21.37
10 1901 1000 100 8001 612	REIMBURSEMENT	21.37
SMITS, MELINDA	09102013-6	51.98
10 1901 1000 100 8001 612	REIMBURSEMENT	51.98
Vendor Name SMITS, MELINDA		<u>225.61</u>
SOLUTION TREE	760468	309.55
10 0010 2213 100 3376 320	REG FEE	309.55
SOLUTION TREE	760469	629.00
10 0010 2213 100 3376 320	REG FEE	629.00
SOLUTION TREE	760470	629.00
10 0010 2213 100 3376 320	REG FEE	629.00
SOLUTION TREE	760471	629.00
10 0010 2213 100 3376 320	REG FEE	629.00
SOLUTION TREE	760472	629.00
10 0010 2213 100 3376 320	REG FEE	629.00
SOLUTION TREE	760473	629.00
10 0010 2213 100 3376 320	REG FEE	629.00
SOLUTION TREE	760474	629.00
10 0010 2213 100 3376 320	REG FEE	629.00
SOLUTION TREE	760475	629.00
10 0010 2213 100 3376 320	REG FEE	629.00
SOLUTION TREE	760476	629.00
10 0010 2213 100 3376 320	REG FEE	629.00
Vendor Name SOLUTION TREE		<u>5,341.55</u>
SOUTHWEST IOWA RECYCLING	08302013	750.00
10 0010 2600 000 0000 421	RECYCLING PICKUP	750.00
Vendor Name SOUTHWEST IOWA RECYCLING		<u>750.00</u>
SWIBA	09112013	25.00
10 2020 1000 110 0000 320	SWIBA 13-14 DUES FOR JOHN HEWETT	25.00
Vendor Name SWIBA		<u>25.00</u>
TEACHING STRATEGIES	0201435-IN	898.70
10 0010 1000 860 3117 612	PORTFOLIOS	898.70
Vendor Name TEACHING STRATEGIES		<u>898.70</u>
TEXAS TECH UNIVERSITY	26722	652.90
10 0010 1000 100 0000 641	RENEWAL-ONE TEACHER ACCESS TO 8 COURSES:	500.00
10 0010 1000 100 0000 641	SHIPPING	13.90
10 0010 1000 100 0000 641	EXAMVIEW ASSESSMENT SUITE (SOFTWARE)	139.00
Vendor Name TEXAS TECH UNIVERSITY		<u>652.90</u>
TOLEDO PHYSICAL EDUCATION SUPPLY COMPANY	175530-00	401.87
10 3230 1000 108 0000 612	Ultra Shaft Hockey Set	251.98
10 3230 1000 108 0000 612	Fun Gripper Soccer Balls	54.00
10 3230 1000 108 0000 612	Medium Resistance Tubes	47.94
10 3230 1000 108 0000 612	My Plate Poster	14.99
10 3230 1000 108 0000 612	Fun Gripper Football	23.98
10 3230 1000 108 0000 612	Brass Whistle	3.98

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 3230 1000 108 0000 612	Whistle Mouth Cover	5.00
Vendor Name	TOLEDO PHYSICAL EDUCATION SUPPLY COMPANY	401.87
U.S. GAMES	95511078	402.29
10 1901 1920 100 1920 618	ORANGE SAFETY CONES	207.92
10 1901 1920 100 1920 618	TRAFFIC SAFETY VEST	101.94
10 1901 1920 100 1920 618	SAFETY VEST XXL	33.98
10 1901 1920 100 1920 618	SHIPPING	58.45
Vendor Name	U.S. GAMES	402.29
ULTIMATE NURSING SERVICES INC	08302013	640.00
10 0010 2134 217 3303 347	SKILLED NURSING HOURLY	640.00
Vendor Name	ULTIMATE NURSING SERVICES INC	640.00
UNITY POINT CLINIC	165320	37.00
10 0020 2700 000 0000 346	DRUG TESTING	37.00
Vendor Name	UNITY POINT CLINIC	37.00
VOWAC PUBLISHING	115519	76.16
10 1901 1000 100 0000 612	Picture Card Kit Level 1 Item Code PCK;	76.16
Vendor Name	VOWAC PUBLISHING	76.16
WATKINS TRUE VALUE	223770	64.97
10 0010 2235 000 0000 618	SANDISKS	64.97
WATKINS TRUE VALUE	224521	39.98
10 0010 2600 000 0000 618	PAINT SUPPLIES	39.98
WATKINS TRUE VALUE	224614	9.98
10 0010 2600 000 0000 618	PAINT SUPPLIES	9.98
WATKINS TRUE VALUE	225148	33.97
10 0010 2600 000 0000 618	CABLES	33.97
WATKINS TRUE VALUE	225333	24.45
10 0010 2600 000 0000 618	CABLES	24.45
Vendor Name	WATKINS TRUE VALUE	173.35
WESTON ELECTRIC	1036	1,300.00
10 0010 2600 000 0000 430	ROCK/LABOR AT IPS PLAYGROUND	1,300.00
Vendor Name	WESTON ELECTRIC	1,300.00
YOUNG AUTO PARTS INC.	177019	68.43
10 0010 2600 000 0000 618	BELTS	68.43
Vendor Name	YOUNG AUTO PARTS INC.	68.43
Fund Number	10	74,871.09
Checking Account ID	1	Fund Number 36
CORE-ECS	119570	PHYSICAL PLANT & EQUIPMENT
36 1902 2235 000 0000 739	Fujitsu T732 Lifebook, (5)	5,568.45
Vendor Name	CORE-ECS	5,568.45
FRANK RIEMAN MUSIC, INC.	1771312	3,436.00
36 3230 1000 100 0000 739	2 TENOR SAX	3,436.00
Vendor Name	FRANK RIEMAN MUSIC, INC.	3,436.00

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
METALING IN ART	090313-1	250.00	
36 2020 4700 000 0000 450	CONSTRUCTION OF BIKE RACK		250.00
Vendor Name METALING IN ART			<u>250.00</u>
PERCUSSION SOURCE, THE	S1854755	4,911.36	
36 3230 1000 100 0000 739	YAMAHA DRUMS/SNARES		4,911.36
PERCUSSION SOURCE, THE	S1856315	1,377.30	
36 3230 1000 100 0000 739	YAMAHA MQT		1,377.30
Vendor Name PERCUSSION SOURCE, THE			<u>6,288.66</u>
Fund Number 36			<u>15,543.11</u>
Checking Account ID 1			90,414.20
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND	
DOVEL REFRIGERATION	5161	104.99	
61 3230 2600 000 0000 430	REPAIR WORK		104.99
Vendor Name DOVEL REFRIGERATION			<u>104.99</u>
FAMILY DOLLAR	214563	27.50	
61 3230 3110 000 0000 618	SUPPLIES		27.50
Vendor Name FAMILY DOLLAR			<u>27.50</u>
HY VEE FOOD STORES	2125648883	26.38	
61 3230 3110 000 0000 631	FOOD SUPPLIES		26.38
HY VEE FOOD STORES	2125689010	3.89	
61 2020 3110 000 0000 631	FOOD SUPPLIES		3.89
HY VEE FOOD STORES	2125746411	130.66	
61 3230 3110 000 0000 631	FOOD SUPPLIES		130.66
HY VEE FOOD STORES	2125746449	125.10	
61 1901 3110 000 0000 631	FOOD SUPPLIES		125.10
HY VEE FOOD STORES	2125746489	88.96	
61 2020 3110 000 0000 631	FOOD SUPPLIES		88.96
HY VEE FOOD STORES	2125794467	2.19	
61 1901 3110 000 0000 631	FOOD SUPPLIES		2.19
HY VEE FOOD STORES	2445935	240.00	
61 0010 3110 000 4557 631	FOOD SUPPLIES		240.00
HY VEE FOOD STORES	5639971354	69.50	
61 3230 3110 000 0000 631	FOOD SUPPLIES		69.50
HY VEE FOOD STORES	5640502593	69.50	
61 3230 3110 000 0000 631	FOOD SUPPLIES		69.50
HY VEE FOOD STORES	5642233581	69.50	
61 3230 3110 000 0000 631	FOOD SUPPLIES		69.50
HY VEE FOOD STORES	5643540740	69.50	
61 3230 3110 000 0000 631	FOOD SUPPLIES		69.50
HY VEE FOOD STORES	5643542132	44.48	
61 2020 3110 000 0000 631	FOOD SUPPLIES		44.48
HY VEE FOOD STORES	5643542681	69.50	
61 1901 3110 000 0000 631	FOOD SUPPLIES		69.50
HY VEE FOOD STORES	5643888842	69.50	
61 1901 3110 000 0000 631	FOOD SUPPLIES		69.50
HY VEE FOOD STORES	5644220808	149.50	
61 3230 3110 000 0000 631	FOOD SUPPLIES		149.50
HY VEE FOOD STORES	5644220980	95.68	
61 2020 3110 000 0000 631	FOOD SUPPLIES		95.68
HY VEE FOOD STORES	5644249303	13.90	

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
61 2020 3110 000 0000 631	FOOD SUPPLIES	13.90
HY VEE FOOD STORES	5644249561	50.83
61 3230 3110 000 0000 631	FOOD SUPPLIES	50.83
HY VEE FOOD STORES	5644265496	8.07
61 1901 3110 000 0000 631	FOOD SUPPLIES	8.07
HY VEE FOOD STORES	5645925298	9.98
61 3230 3110 000 0000 631	FOOD SUPPLIES	9.98
HY VEE FOOD STORES	5645929935	69.50
61 3230 3110 000 0000 631	FOOD SUPPLIES	69.50
HY VEE FOOD STORES	5645930238	44.48
61 2020 3110 000 0000 631	FOOD SUPPLIES	44.48
HY VEE FOOD STORES	5645930395	69.50
61 1901 3110 000 0000 631	FOOD SUPPLIES	69.50
HY VEE FOOD STORES	5646470088	69.50
61 3230 3110 000 0000 631	FOOD SUPPLIES	69.50
HY VEE FOOD STORES	5646470394	44.48
61 2020 3110 000 0000 631	FOOD SUPPLIES	44.48
HY VEE FOOD STORES	5650266368	65.33
61 3230 3110 000 0000 631	FOOD SUPPLIES	65.33
HY VEE FOOD STORES	5650266569	62.55
61 1901 3110 000 0000 631	FOOD SUPPLIES	62.55
HY VEE FOOD STORES	5650266749	43.09
61 2020 3110 000 0000 631	FOOD SUPPLIES	43.09
HY VEE FOOD STORES	5650724270	23.21
61 2020 3110 000 0000 631	FOOD SUPPLIES	23.21
HY VEE FOOD STORES	5650727084	5.07
61 3230 3110 000 0000 631	FOOD SUPPLIES	5.07
HY VEE FOOD STORES	5651215870	3.68
61 1901 3110 000 0000 631	FOOD SUPPLIES	3.68
HY VEE FOOD STORES	5651413720	62.55
61 1901 3110 000 0000 631	FOOD SUPPLIES	62.55
HY VEE FOOD STORES	5651414209	47.26
61 2020 3110 000 0000 631	FOOD SUPPLIES	47.26
HY VEE FOOD STORES	5651741551	26.43
61 1901 3110 000 0000 631	FOOD SUPPLIES	26.43
HY VEE FOOD STORES	5653536642	65.33
61 3230 3110 000 0000 631	FOOD SUPPLIES	65.33
Vendor Name	HY VEE FOOD STORES	<u>2,108.58</u>
JONES, ROBIN	09032013	9.57
61 1901 3110 000 0000 580	TRAVEL REIMBRSEMENT	9.57
Vendor Name	JONES, ROBIN	<u>9.57</u>
KECK, INC.	08072013	1,984.37
61 1901 3110 000 0000 631	FOOD SUPPLIES	496.10
61 2020 3110 000 0000 631	FOOD SUPPLIES	496.09
61 3230 3110 000 0000 631	FOOD SUPPLIES	496.09
61 1902 3110 000 0000 631	FOOD SUPPLIES	496.09
KECK, INC.	08072013-1	1,459.48
61 1902 3110 000 0000 631	FOOD SUPPLIES	364.87
61 3230 3110 000 0000 631	FOOD SUPPLIES	364.87
61 2020 3110 000 0000 631	FOOD SUPPLIES	364.87
61 1901 3110 000 0000 631	FOOD SUPPLIES	364.87
Vendor Name	KECK, INC.	<u>3,443.85</u>

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
MARTIN BROS.	4807781	100.15	
61 0010 3110 000 4556 631	FOOD SUPPLIES		100.15
MARTIN BROS.	4823612	337.50	
61 0010 3110 000 4557 631	FOOD SUPPLIES		337.50
MARTIN BROS.	4823613	6,057.14	
61 3230 3110 000 0000 631	FOOD SUPPLIES		4,864.62
61 3230 3110 000 0000 632	FOOD SUPPLIES		1,088.16
61 3230 3110 000 0000 618	SUPPLIES		104.36
MARTIN BROS.	4836384	1,500.70	
61 1901 3110 000 0000 631	FOOD SUPPLIES		1,330.28
61 1901 3110 000 0000 618	SUPPLIES		170.42
MARTIN BROS.	4836385	26.60	
61 0010 3110 000 4557 631	FOOD SUPPLIES		26.60
MARTIN BROS.	4836387	2,388.75	
61 3230 3110 000 0000 632	FOOD SUPPLIES		117.48
61 3230 3110 000 0000 631	FOOD SUPPLIES		2,129.81
61 3230 3110 000 0000 618	SUPPLIES		141.46
MARTIN BROS.	4836388	1,267.69	
61 2020 3110 000 0000 618	SUPPLIES		91.31
61 2020 3110 000 0000 631	FOOD SUPPLIES		1,176.38
MARTIN BROS.	4838363	238.96	
61 3230 3110 000 0000 631	FOOD SUPPLIES		238.96
MARTIN BROS.	4840569	867.44	
61 1901 3110 000 0000 631	FOOD SUPPLIES		867.44
MARTIN BROS.	4840570	255.48	
61 0010 3110 000 4557 631	FOOD SUPPLIES		255.48
MARTIN BROS.	4840571	333.61	
61 3230 3110 000 0000 631	FOOD SUPPLIES		333.61
MARTIN BROS.	4845812	1,150.43	
61 1901 3110 000 0000 618	SUPPLIES		44.07
61 1901 3110 000 0000 631	FOOD SUPPLIES		1,106.36
MARTIN BROS.	4845813	2,133.89	
61 3230 3110 000 0000 618	SUPPLIES		98.97
61 3230 3110 000 0000 631	FOOD SUPPLIES		2,034.92
MARTIN BROS.	4845814	1,218.43	
61 2020 3110 000 0000 618	SUPPLIES		27.47
61 2020 3110 000 0000 631	FOOD SUPPLIES		1,190.96
MARTIN BROS.	4850182	71.94	
61 1901 3110 000 0000 618	SUPPLIES		34.16
61 1901 3110 000 0000 631	FOOD SUPPLIES		37.78
MARTIN BROS.	4850183	445.60	
61 0010 3110 000 4557 631	FOOD SUPPLIES		445.60
MARTIN BROS.	4854438	2,254.41	
61 1901 3110 000 0000 631	FOOD SUPPLIES		2,101.28
61 1901 3110 000 0000 618	SUPPLIES		153.13
MARTIN BROS.	4854440	2,430.06	
61 3230 3110 000 0000 631	FOOD SUPPLIES		2,384.98
61 3230 3110 000 0000 632	FOOD SUPPLIES		45.08
MARTIN BROS.	4854441	1,364.89	
61 2020 3110 000 0000 631	FOOD SUPPLIES		1,272.63
61 2020 3110 000 0000 618	SUPPLIES		92.26
MARTIN BROS.	4858824	302.20	
61 0010 3110 000 4557 631	FOOD SUPPLIES		302.20
MARTIN BROS.	4858825	259.80	
61 0010 3110 000 4557 631	FOOD SUPPLIES		259.80
MARTIN BROS.	4863646	1,379.99	

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
61 1901 3110 000 0000 631	FOOD SUPPLIES	1,200.65
61 1901 3110 000 0000 618	SUPPLIES	179.34
MARTIN BROS.	4863647	1,930.17
61 3230 3110 000 0000 631	FOOD SUPPLIES	1,770.07
61 3230 3110 000 0000 632	FOOD SUPPLIES	160.10
MARTIN BROS.	4863648	706.52
61 2020 3110 000 0000 618	SUPPLIES	11.96
61 2020 3110 000 0000 631	FOOD SUPPLIES	694.56
MARTIN BROS.	4867802	76.35
61 1901 3110 000 0000 631	FOOD SUPPLIES	76.35
MARTIN BROS.	4867803	136.95
61 0010 3110 000 4557 631	FOOD SUPPLIES	136.95
MARTIN BROS.	4872518	1,744.86
61 1901 3110 000 0000 631	FOOD SUPPLIES	1,729.90
61 1901 3110 000 0000 618	SUPPLIES	14.96
MARTIN BROS.	4872519	2,214.67
61 3230 3110 000 0000 618	SUPPLIES	62.76
61 3230 3110 000 0000 632	FOOD SUPPLIES	249.41
61 3230 3110 000 0000 631	FOOD SUPPLIES	1,902.50
Vendor Name MARTIN BROS.		<u>33,195.18</u>
MID AMERICAN RESEARCH CHEMICAL	0504766-IN	424.25
61 1902 3110 000 0000 618	SUPPLIES	106.06
61 3230 3110 000 0000 618	SUPPLIES	106.07
61 2020 3110 000 0000 618	SUPPLIES	106.06
61 1901 3110 000 0000 618	SUPPLIES	106.06
Vendor Name MID AMERICAN RESEARCH CHEMICAL		<u>424.25</u>
NELSON, PAMELA	08302013	3.19
61 2020 3110 000 0000 580	TRAVEL REIMBURSEMENT	3.19
Vendor Name NELSON, PAMELA		<u>3.19</u>
REINHART FOOD SERVICE LLC	444396	250.00
61 592 000 0000 000	DISHWASHER LEASE PYMT	250.00
REINHART FOOD SERVICE LLC	453198	570.42
61 3230 3110 000 0000 618	SUPPLIES	570.42
Vendor Name REINHART FOOD SERVICE LLC		<u>820.42</u>
ROBERTS DAIRY COMPANY	000127060	(80.96)
61 3230 3110 000 0000 631	CREDIT	(80.96)
ROBERTS DAIRY COMPANY	1127642	80.28
61 1902 3110 000 0000 631	WASH MILK	80.28
ROBERTS DAIRY COMPANY	127435	346.00
61 3230 3110 000 0000 631	HS MILK	346.00
ROBERTS DAIRY COMPANY	127438	169.01
61 1902 3110 000 0000 631	WASH MILK	169.01
ROBERTS DAIRY COMPANY	127481	119.51
61 3230 3110 000 0000 631	HS MILK	119.51
ROBERTS DAIRY COMPANY	127515	119.06
61 3230 3110 000 0000 631	HS MILK	119.06
ROBERTS DAIRY COMPANY	127516	138.76
61 1901 3110 000 0000 631	IPS MILK	138.76
ROBERTS DAIRY COMPANY	127517	100.26
61 2020 3110 000 0000 631	MS MILK	100.26
ROBERTS DAIRY COMPANY	127539	119.95

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
61 3230 3110 000 0000 631	HS MILK	119.95
ROBERTS DAIRY COMPANY	127540	148.83
61 2020 3110 000 0000 631	MS MILK	148.83
ROBERTS DAIRY COMPANY	127541	118.62
61 1902 3110 000 0000 631	WASH MILK	118.62
ROBERTS DAIRY COMPANY	127542	39.39
61 1912 3110 000 0000 631	WEBSTER MILK	39.39
ROBERTS DAIRY COMPANY	127543	280.63
61 1901 3110 000 0000 631	IPS MILK	280.63
ROBERTS DAIRY COMPANY	127576	99.37
61 3230 3110 000 0000 631	HS MILK	99.37
ROBERTS DAIRY COMPANY	127577	119.06
61 1901 3110 000 0000 631	IPS MILK	119.06
ROBERTS DAIRY COMPANY	127578	49.91
61 2020 3110 000 0000 631	MS MILK	49.91
ROBERTS DAIRY COMPANY	127579	88.41
61 1902 3110 000 0000 631	WASH MILK	88.41
ROBERTS DAIRY COMPANY	127605	81.19
61 3230 3110 000 0000 631	HS MILK	81.19
ROBERTS DAIRY COMPANY	127606	211.58
61 1901 3110 000 0000 631	IPS MILK	211.58
ROBERTS DAIRY COMPANY	127607	101.14
61 2020 3110 000 0000 631	MS MILK	101.14
ROBERTS DAIRY COMPANY	127608	79.82
61 1902 3110 000 0000 631	WASH MILK	79.82
ROBERTS DAIRY COMPANY	127609	50.12
61 1912 3110 000 0000 631	WEBSTER MILK	50.12
ROBERTS DAIRY COMPANY	127639	100.69
61 3230 3110 000 0000 631	HS MILK	100.69
ROBERTS DAIRY COMPANY	127640	162.37
61 1901 3110 000 0000 631	IPS MILK	162.37
ROBERTS DAIRY COMPANY	127641	100.69
61 2020 3110 000 0000 631	MS MILK	100.69
ROBERTS DAIRY COMPANY	127670	141.51
61 3230 3110 000 0000 631	HS MILK	141.51
ROBERTS DAIRY COMPANY	127672	273.72
61 1901 3110 000 0000 631	IPS MILK	273.72
ROBERTS DAIRY COMPANY	127674	120.19
61 1902 3110 000 0000 631	WASH MILK	120.19
ROBERTS DAIRY COMPANY	127675	50.12
61 1912 3110 000 0000 631	WEBSTER MILK	50.12
ROBERTS DAIRY COMPANY	127710	101.14
61 3230 3110 000 0000 631	HS MILK	101.14
ROBERTS DAIRY COMPANY	127711	151.71
61 1901 3110 000 0000 631	IPS MILK	151.71
ROBERTS DAIRY COMPANY	127712	151.71
61 2020 3110 000 0000 631	MS MILK	151.71
ROBERTS DAIRY COMPANY	127713	100.23
61 1902 3110 000 0000 631	WASH MILK	100.23
ROBERTS DAIRY COMPANY	127742	151.71
61 3230 3110 000 0000 631	HS MILK	151.71
ROBERTS DAIRY COMPANY	127743	243.10
61 1901 3110 000 0000 631	IPS MILK	243.10
ROBERTS DAIRY COMPANY	127745	120.64
61 1902 3110 000 0000 631	WASH MILK	120.64
ROBERTS DAIRY COMPANY	127779	80.28

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
61 3230 3110 000 0000 631	HS MILK	80.28
ROBERTS DAIRY COMPANY	127782	99.32
61 1902 3110 000 0000 631	WASH MILK	99.32
Vendor Name ROBERTS DAIRY COMPANY		<u>4,729.07</u>
RUDE, REBECCA	09012013	43.65
61 0010 1611 000 0000	MEAL REIMBURSEMENT	43.65
Vendor Name RUDE, REBECCA		<u>43.65</u>
Fund Number 61		<u>44,910.25</u>
Checking Account ID 2		44,910.25
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ATLANTIC COMMUNITY SCHOOLS	09042013	65.00
21 0010 1400 920 6645 320	JV TOURNEY FEE	65.00
Vendor Name ATLANTIC COMMUNITY SCHOOLS		<u>65.00</u>
BAND SHOPPE	583153-01	94.62
21 3230 1400 910 6220 618	COLOR GUARD JAZZ PANTS	94.62
BAND SHOPPE	583153-02	142.18
21 3230 1400 910 6220 618	COLOR GUARD TOPS	142.18
Vendor Name BAND SHOPPE		<u>236.80</u>
BUSCH, SCOTT	09062013	95.00
21 0010 1400 920 6720 320	OFFICIAL	95.00
Vendor Name BUSCH, SCOTT		<u>95.00</u>
CABBAGE, KEVIN	09102013	95.00
21 0010 1400 920 6815 340	OFFICIAL	95.00
Vendor Name CABBAGE, KEVIN		<u>95.00</u>
CHAMPIONSHIP PRODUCTIONS INC.	939665	89.98
21 0010 1400 920 6845 618	DVDs	89.98
Vendor Name CHAMPIONSHIP PRODUCTIONS INC.		<u>89.98</u>
CHRISTENSEN, JIM	09062013	95.00
21 0010 1400 920 6720 320	OFFICIAL	95.00
Vendor Name CHRISTENSEN, JIM		<u>95.00</u>
CLARINDA COMMUNITY SCHOOLS	09112013	55.00
21 0010 1400 920 6815 340	FRESHMEN VB TOURNEY FEE	55.00
Vendor Name CLARINDA COMMUNITY SCHOOLS		<u>55.00</u>
COCA-COLA BTLG OF MID-AMERICA	2035240010	406.08
21 3230 1400 950 7406 618	POP MACHINE FILL	406.08
Vendor Name COCA-COLA BTLG OF MID-AMERICA		<u>406.08</u>
CORNING COMMUNITY SCHOOLS	09122013	150.00
21 0010 1400 920 6645 320	JV/V/MS XC FEES	150.00
Vendor Name CORNING COMMUNITY SCHOOLS		<u>150.00</u>
CR GRAPHICS	09052013	720.00
21 3230 1400 910 6220 618	TEES	720.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name CR GRAPHICS		<u>.720.00</u>
CRESTON COMMUNITY SCHOOLS	09172013	120.00
21 0010 1400 920 6645 320	BOY & GIRL MEET FEES	120.00
Vendor Name CRESTON COMMUNITY SCHOOLS		<u>120.00</u>
GREEN HILLS AEA	22818	82.00
21 0010 1400 920 6600 618	Printed Window Envelopes	82.00
GREEN HILLS AEA	22839	190.75
21 0010 1400 920 6600 618	ENVELOPES	190.75
Vendor Name GREEN HILLS AEA		<u>272.75</u>
GRISWOLD COMMUNITY SCHOOLS	09112013	80.00
21 0010 1400 920 6815 340	VARSITY TOURNEY FEE	80.00
Vendor Name GRISWOLD COMMUNITY SCHOOLS		<u>80.00</u>
GTM SPORTSWEAR	0007246567	252.00
21 3230 1400 950 7459 618	CHEER SUPPLIES	252.00
Vendor Name GTM SPORTSWEAR		<u>252.00</u>
HOWARD'S SPORTING GOODS	04019-00	253.47
21 0010 1400 920 6720 618	MS FOOTBALLS	253.47
Vendor Name HOWARD'S SPORTING GOODS		<u>253.47</u>
IA GIRLS H.S. ATHLETIC UNION	09172013	100.00
21 0010 1400 920 6600 320	HS & MS MEMBERSHIP FEES	100.00
Vendor Name IA GIRLS H.S. ATHLETIC UNION		<u>100.00</u>
IOWA FBLA	09122013	170.00
21 3230 1400 950 7406 320	FALL LEADERSHIP CONFERENCE REGISTRATION	170.00
Vendor Name IOWA FBLA		<u>170.00</u>
IOWA HIGH SCHOOL MUSIC ASSOC	295	462.00
21 3230 1400 910 6210 320	ALL-STATE CHOIR REGISTRATION FEE	462.00
Vendor Name IOWA HIGH SCHOOL MUSIC ASSOC		<u>462.00</u>
JOSTENS	931494	(87.70)
21 2020 1400 950 7426 618	CREDIT	(87.70)
JOSTENS	933023	4,666.64
21 3230 1400 950 7426 618	YEARBOOK PAYMENT	4,666.64
Vendor Name JOSTENS		<u>4,578.94</u>
KEEFE, NICK	09102013	95.00
21 0010 1400 920 6815 340	OFFICIAL	95.00
Vendor Name KEEFE, NICK		<u>95.00</u>
LEWIS CLEANERS	45691	165.00
21 0010 1400 950 7447 618	UNIFORM CLEANING	165.00
Vendor Name LEWIS CLEANERS		<u>165.00</u>
LIDS TEAM SPORTS	350040	1,147.40

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0010 1400 920 6815 618	TEAM UNIFORMS - BLACK	1,147.40
Vendor Name LIDS TEAM SPORTS		<u>1,147.40</u>
PIONEER DRAMA SERVICE INC	475976	258.50
21 2020 1400 910 6110 618	FALL PLAY SCRIPTS FOR "LITTLE RED ROBIN	130.00
21 2020 1400 910 6110 618	DIRECTOR'S BOOK FOR THE FALL PLAY "LITT	17.50
21 2020 1400 910 6110 618	SHIPPING	11.00
21 2020 1400 910 6110 618	ROYALTIES FOR FALL PLAY	100.00
PIONEER DRAMA SERVICE INC	477047	143.50
21 2020 1400 910 6110 618	SCRIPTS FOR MS FALL PLAY #2, "BLACK & BL	60.50
21 2020 1400 910 6110 618	DIRECTORS BOOK FOR "BLACK & BLUE FRIDAY"	15.00
21 2020 1400 910 6110 618	ROYALTIES FOR MS FALL PLAY #2 ON 11/16 &	60.00
21 2020 1400 910 6110 618	SHIPPING	8.00
Vendor Name PIONEER DRAMA SERVICE INC		<u>402.00</u>
SCHIEFFER, HARLEY	2013	300.00
21 0010 1400 920 6600 320	H-10 WEBSITE MAINTANCE	300.00
Vendor Name SCHIEFFER, HARLEY		<u>300.00</u>
SPOTTS, JEFF	09052013	149.93
21 0010 1400 920 6600 580	TRAVEL REIMBURSEMENT	149.93
Vendor Name SPOTTS, JEFF		<u>149.93</u>
STEIN, MARK	09062013	95.00
21 0010 1400 920 6600 580	TRAVEL REIMBURSEMENT	95.00
Vendor Name STEIN, MARK		<u>95.00</u>
VEITZ, JEFF	09062013	95.00
21 0010 1400 920 6730 320	OFFICIAL	95.00
Vendor Name VEITZ, JEFF		<u>95.00</u>
WATKINS TRUE VALUE	225302	5.99
21 0010 1400 920 6600 618	TIMER BATTERY	5.99
Vendor Name WATKINS TRUE VALUE		<u>5.99</u>
WILLIAMS, JUSTIN	09032013	95.00
21 0010 1400 920 6720 320	OFFICIAL	95.00
Vendor Name WILLIAMS, JUSTIN		<u>95.00</u>
Fund Number 21		<u>10,847.34</u>
Checking Account ID 3		<u>10,847.34</u>

Invoice List Detail
AUGUST PREPAID CHECKS LISTING, 2013

Vendor ID: AMERITAS	AMERITAS	PO Number:	Invoice Number: 07122013	Amount:	162.00
Description: SERVICES		Invoice Date: 07/12/2013	Due Date: 08/12/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 164807	Check Date: 08/07/2013	
<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		162.00		N
					In Full
					Final
Vendor ID: SELLE2	ART SELLERS - SELLERS PEST CONTROL	PO Number:	Invoice Number: 19639-1	Amount:	130.00
Description: SERVICES		Invoice Date: 08/14/2013	Due Date: 08/30/2013	Status: PP	1099 Amount: 130.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 165013	Check Date: 08/29/2013	
<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 2600 000 0000 425	DISTRICT WIDE PEST CONTROL		130.00	130.00	N
					In Full
					Final
Vendor ID: MERCER	MERCER HEALTH & BENEFITS ADMIN LLC	PO Number:	Invoice Number: 08122013	Amount:	9,367.45
Description: SERVICES		Invoice Date: 08/12/2013	Due Date: 08/12/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 164808	Check Date: 08/07/2013	
<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		9,367.45		N
					In Full
					Final
Vendor ID: REDO44	RED OAK COMMUNITY SCHOOL DIST	PO Number:	Invoice Number: 08052013	Amount:	600.00
Description: REIMBURSEMENT		Invoice Date: 08/05/2013	Due Date: 08/30/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 164806	Check Date: 08/05/2013	
<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 1942 000 0000	CASH FOR REGISTRATION		600.00		N
					In Full
					Final
Vendor ID: SELLERSCON	SELLERS CONSTRUCTION	PO Number:	Invoice Number: 1858	Amount:	1,900.00
Description: SERVICES/SUPPLIES		Invoice Date: 08/06/2013	Due Date: 08/30/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 165014	Check Date: 08/29/2013	
<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>
36 0030 4600 000 0000 450	REFURBISH TICKET BOOTH		1,900.00		N
					In Full
					Final
Vendor ID: USCELLULAR	US CELLULAR	PO Number:	Invoice Number: 0002687542	Amount:	535.37
Description: SERVICES		Invoice Date: 08/26/2013	Due Date: 08/29/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 165015	Check Date: 08/29/2013	
<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 2410 000 0000 532	DISTRICT WIDE CELL PHONE CHARGES		535.37		N
					In Full
					Final
Vendor ID: WEBCOM	WEB.COM, INC.	PO Number:	Invoice Number: 20050808	Amount:	17.96
Description: INSTRUCTIONAL SUPPLIES		Invoice Date: 08/14/2013	Due Date: 08/30/2013	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 164833	Check Date: 08/15/2013	
<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 2236 000 0000 536	DOMAIN NAME		17.96		N
					In Full
					Final

Report 1099 Total: 130.00

Report Total: 12,712.78

RED OAK COMMUNITY SCHOOLS

August 2013 RECONCILIATION SHEET

PHYSICAL PLANT
AND EQUIPMENT

	GENERAL FUND	MANAGEMENT	LEVY	DEBT SERVICE	CAPITAL PROJECTS
Beg. Balance 08-01-2013	\$ 3,296,085.42	\$ 681,075.44	\$ 344,338.17	\$ -	\$ 1,694,625.75
Revenue	\$ 236,727.78	\$ 5.43	\$ 2,002.83	\$ -	\$ 234,296.56
Expenditure	\$ 1,091,532.66	\$ 3,342.85	\$ 67,948.80	\$ -	\$ -
Balance 08-31-2013	\$ 2,441,280.54	\$ 677,738.02	\$ 278,392.20	\$ -	\$ 1,928,922.31
August 2012 Balance	\$ 1,515,185.00	\$ 414,090.66	\$ 931,630.67	\$ -	\$ 1,594,404.30

Checking Account .01%	Checking Account	\$ 5,592,834.99
	Outstanding Checks	\$ 266,501.92
		\$ 5,326,333.07

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 08-01-2013	\$ 200,279.29	\$ 197,295.12
Revenue	\$ 12,525.40	\$ 12,808.54
Expenditure	\$ 8,530.24	\$ 46,035.86
Balance 08-31-2013	\$ 204,274.45	\$ 164,067.80
August 2012 Balance	\$ 239,334.40	\$ 319,668.39

Checking Account .01%	\$ 210,656.81	\$ 177,019.53
ISJIT		
Outstanding cks	\$ 6,382.36	\$ 12,951.73
Book Balance	\$ 204,274.45	\$ 164,067.80

LOCAL OPTION SALES TAX---- ONE CENT SALES TAX--SILO TAX

2010-11		2011-12		2012-13		2013-2014	
Beginning Balance	\$899,747	Beginning Balance	\$1,383,501	Beginning Balance (July 1)	\$1,576,925	Beg Balance (July 1)	\$1,880,333
Add: Revenue		Add: Revenue		Add: Revenue		Add: Revenue	
1. 1¢ Sales Tax	\$830,891	1. 1¢ Sales Tax	\$688,246	1. 1¢ Sales Tax	\$722,276	1. 1¢ Sales Tax	\$234,283
2. Interest	\$6,719	2. Interest	\$2,199	2. Interest	\$528	2. Interest	\$28
Subtotal	\$837,610	Subtotal	\$690,445	Subtotal	\$951,947	Subtotal	\$234,311
	\$1,737,357		\$2,073,946		\$2,528,872		
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures		LESS: Expenditures	
1. Transfer Debt St	\$353,856	1. Computer netw	\$134,002	1. Install projector outlets	\$3,616	1. Computer Lease pymt 2	\$185,722
		2. LCD TV	\$1,314	2. Computer Lease pymt #1	\$185,722	Cash Balance	\$1,928,922
Subtotal	\$353,856	3. Virtualization f	\$4,913	3. Epson Projectors	\$72,000		
		4. Debt Payment	\$336,035	4. 16 Bay Chargers (2)	\$4,272		
Final fund balance	\$1,383,501	Subtotal	\$476,264	5. Cell Batteries (32)	\$4,191		
		Final Cash Balance	\$1,597,683	6. 90W Slim Adapters	\$5,791		
		Intergov't Accoun	\$229,143	7. USB` Wired Numeric Keypad (1	\$1,699		
		Final Fund Balanc	\$1,826,826	8. Debt Payment	\$313,407		
		Auditor Adj	\$20,749	9. 9 projectors-GOV Connections	\$15,172		
			\$1,576,934	10. Fujitsu T732 Lifebook	\$105,801		
				11. Piper Jaffery bond pymt	\$1,000		
				Subtotal	\$712,671		
				Cash Balance	\$1,817,201		
				credit for lap top bag repair	(\$10)		
				Final Cash Balance	\$1,817,211		
				Intergov't Act receivable	\$64,122		
				Final Fund Balance	\$1,881,333		
				aud adj. move Piper Jaffery			
				pymt to g.f.	\$1,000		
					\$1,880,333		

PHYSICAL PLANT AND EQUIPMENT LEVY

<u>2010-2011</u>		<u>2011-2012</u>		<u>2012-2013</u>		<u>2013-2014</u>	
Beginning Balance (July 1)	\$1,218,639.66	Beginning Balance (July 1)	\$1,220,398.75	Beginning Balance (July 1)	\$1,031,343.65	Beginning Balance (July 1)	\$518,942.27
Add: Revenue		Add: Revenue		Add: Revenue		Add: Revenue	
Property Taxes	\$92,884.32	Property Taxes	\$ 96,378.17	Property Taxes	\$101,948.72	Property Taxes	
Voted PPEL	\$13,067.02	Voted PPEL	\$ 55,273.30	Voted PPEL	\$67,270.19	Voted PPEL	
Voted PPEL Surtax	\$318,857.00	Voted PPEL Surtax	\$ 370,434.96	Voted PPEL Surtax	\$374,264.11	Voted PPEL Surtax	
Utility Replacement Tax	\$4,366.16	Utility Replacement Tax	\$ 4,631.31	Utility Replacement Tax	\$4,608.40	Utility Replacement Tax	
Utility Replacement Tax	\$614.20	Utility Replacement Tax	\$ 2,583.93	Utility Replacement Tax	\$3,040.34	Utility Replacement Tax	
Mobile Home Tax	\$82.97	Mobile Home Tax	\$ 63.78	Mobile Home Tax	\$55.63	Mobile Home Tax	
Voted PPEL Mobile Home	\$11.69	Voted PPEL Mobile Home	\$ 37.75	Voted PPEL Mobile Home	\$36.70	Voted PPEL Mobile Home	
Interest	\$7,672.93	Interest	\$ 1,580.69	Interest	\$240.73	Interest	\$6.94
Donations		Donations		Donations		Donations	
Tiger Decal	-\$1,108.64	Tiger Decal		Tiger Decal		Tiger Decal	
Cage Project	\$25,150.16	Cage Project	\$ 81,490.90	Cage Project	\$27,223.17	Cage Project	\$3,860.00
Webster Playground	\$557.35	Webster Playground	\$ 5.00	Webster Playground	\$11.25	Webster Playground	
Reimb. Virtual Computer	\$2,000.00			EMC Insurance	\$30,654.05	EMC Insurance	
Microsoft Settlement	\$83,550.26						
Proceed Bus Loan Note	\$295,504.00						
Subtotal	\$843,209.42	Subtotal	\$ 612,479.79	Subtotal	\$609,353.29	Subtotal	\$3,866.94
TOTAL AVAILABLE FUNDS	\$2,061,849.08	TOTAL AVAILABLE FUNDS	\$1,832,878.54	TOTAL AVAILABLE FUNDS	\$1,640,696.94	TOTAL AVAILABLE FUNDS	\$522,809.21
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures		LESS: Expenditures	
1. Infinite Campus terminals, etc.	\$5,288.00	1. Ethernet Switch	\$ 4,190.02	1. Sidewalk Construction	\$15,834.00	39. Wenger Corporation	\$3,328.00
2. Computer	\$1,510.00	3. Technology Maintenance Sup	\$ 26,472.01	2. Bus Lease Payment	\$82,301.99	Group of student chairs	
3. School Bus Sales	\$73,876.00	4. Computer Systems for AC	\$ 2,345.12	3. Window Air Conditioners (6)	\$3,534.94	40. Prison Industries (tables/chairs)	\$5,183.00
4. School Bus Sales	\$73,876.00	5. Fire Monitoring	\$ 2,772.00	4. Pottery Wheel	\$1,197.00	41. Prison Industries (cabinets)	\$992.00
5. School Bus Sales	\$73,876.00	6. Maintenance	\$ 1,025.00	5. Architect Fees (Ag Room)	\$2,898.91	42. CORE-ECS Access Point	\$920.00
6. School Bus Sales	\$73,876.00	7. New Suburban	\$ 31,935.07	6. MS Tuckpointing	\$20,935.00	43. CORE-IPS WAS BB Wireless	\$5,746.25
7. School Bus Sales	\$73,876.00	8. Bus Lease Payment	\$ 82,301.99	7. John Deere Gator	\$4,950.00	44. Estes Construction	\$19,000.00
8. Sidewalk-Middle School	\$13,420.00	9. Debt Payment	\$ 422,543.00	8. Heat Exchanger	\$19,672.00	45. Debt Payment	\$71,393.00
9. Vacuums	\$1,770.00	10. Construction Services/Weston	\$ 4,800.00	9. New Compressor	\$12,232.05	46. Core-ECS Computer equipmen	\$8,036.00
10. Payment on Debt	\$395,555.00	11. Early Childhood Sign	\$ 2,465.00	10. MS Roof	\$67,727.00	47. Sophos Web Appliance-	\$5,369.67
11. Lawn Mower	\$8,520.30	12. Compressor	\$ 10,384.21	11. Water Cooler	\$966.96	48. Facility Assessment	\$10,000.00
12. Tennis Court Renovation	\$13,872.00	13. MS New Windows	\$ 13,582.24	12. New Steam Coil	\$2,216.05	49. Technology equipment	\$6,750.00
13. Security Camera	\$1,092.00	13. Cage Project Payment	\$ 96,027.22	13. Oakview DCK, LLC-Ag Room	\$47,850.55	50. Technology equipment	\$5,950.00
14. Security Camera	\$892.00	14. Basketball Hoops	\$ 2,998.00	14. ID Bar Code/Punch Readers (I	\$5,200.00	51. Carpet Extractor	\$2,641.00
15. Dryer	\$639.99	15. Digital Balances/HS Science	\$ 1,296.48	15. IPS Hot Water Boiler	\$5,374.03	52. MS Cameras	\$2,083.62
16. New Carpet- HS Office	\$3,589.61	16. Potlery Wheel	\$ 1,089.00	16. Phase II Cage Project Payment	\$30,780.00	53. Storage Server	\$1,242.50
17. Water Fountain	\$1,011.43	17. Wall Mats	\$ 1,451.00	17. Architect Fee-Ag Room	\$891.42	54. DVR Licensing	\$1,360.62
18. Air Conditioner	\$18,890.00	18. Compressor	\$ 10,384.21	18. Oakview DCK, LLC - Ag Room	\$63,641.45	55. Technology Equipment ODI	\$5,950.00
19. 2 Edge HD	\$8,020.00	19. Wood Blinds	\$ 1,302.00	19. Server with hard drives (Bankcard)	\$2,936.00	56. Rider Scrubber	\$9,428.23
Subtotal	\$841,460.33	20. Mail Center	\$ 500.00	20. Installation of cameras (HS)	\$4,969.88	57. Camera for HS	\$2,083.62
		21. Office Furniture Units	\$ 14,743.60	21. Camera ACD Server for Webst	\$2,450.00	57. Storage Server	\$1,242.50
		22. Remodel for ADM office	\$ 14,911.68	22. Debt Payment	\$368,065.00	58. DVR Licensing	\$1,360.63
		23. Panel Divide Wall	\$ 1,131.94	23. Cage Project	\$31,785.10	59. PowerEdge R320	\$1,323.89
		24. Tables	\$ 3,528.00	24. Tech Ctr/Renovation/Lock/Labx	\$2,089.00	60. Technology Equipment ODI	\$5,950.00
		25. Carpet for Tech Center	\$ 1,090.43	25. Telephone Connection/Camera Cabeling	\$9,652.51	61. Technology Equipment ODI	\$1,100.00
		26. Bathroom Partitions	\$ 4,427.19	26. JFSCO Engineering	\$10,622.00	Subtotal	\$1,124,047.95
		27. Office Unit Completions	\$ 1,095.00	27. Precision Concrete-Final Pymt	\$10,686.90	CASH BALANCE AS OF 6-30-13	\$516,648.99
		28. JESCO Eng. Cage Project	\$ 7,220.50	28. Alley,Poyner,macchietto Arch.	\$630.00	Intergovernmental Receivables	2,293.28
		29. Tech Center Rewiring/Updat	\$ 7,763.54	29. Telephone Connections-Tech Center		Fund Balance as of 6-30-2012	\$518,942.27
		30. Schoology Inc. Software	\$ 5,300.00	install cameras	\$27,169.32		
		31. Serif Inc.	\$ 4,995.00	30. Provantage-Network IP Camer	\$3,269.98		
		32. Northern Tool (Sprayer)	\$ 1,755.68	31. Replace Water Heater	\$1,627.89		
		33. Timemanagement System	\$ 7,430.40	32. Cage Projects Tables/Seats	\$7,157.00		
		34. Alley, Poyner, Macchietto, Architecture, Inc.	\$ 9,000.41	33. Boiler Replacement-Tech Cent	\$46,832.00		
		Subtotal	\$ 804,256.94	34. A/C unit server room at Tech C	\$6,982.00		
				35. Final Pymt FFA room Tech Ctr	\$5,988.00		
				36. CORE-ECS Wireless Project	\$7,573.64		
				37. Telephone Connections MS Ca	\$4,992.85		
				cabeling			
				38. Pilibrico Maintenance Agreeemen	\$2,050.00		
ENDING BALANCE 2010-2011	\$1,220,398.75	Cash Balance as of 6-30-12	\$1,028,621.60				
		Intergovernmental Receivables	\$ 2,722.05				
		Fund Balance as of 6-30-2012	\$1,031,343.65				

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Sioux City Community School District
Department of Special Education
627 4th Street
Sioux City, IA 51101

COPY

Phone: 712-222-6360

fruehc@live.siouxcityschools.com

Carol Fruechtenicht

DATE: 9/10/2013
TO: Terry Schmidt/Superintendent of Schools
FROM: Jean Peters, Director, Learning Supports
SUBJECT: 2013-2014 Special Education Contract/

Enclosed is a contract for a Special Education student who is attending or has attended the Boys and Girls Residential Treatment Center during the 2013-2014 school year for which the Sioux City CSD is the fiscal agent. The applicable IEP is available via the Web IEP. Periodic reviews of IEPs and progress reports will be provided via the Web IEP.

Please send a signed copy of the contract back to my office at the above address.

If you have any questions or concerns, feel free to contact me.

Enclosure

Sioux City Community School District
Department of Special Education
627 4th Street
Sioux City, IA 51101

Phone: 712-222-6360

Carol Fruechtenicht

fruehc@live.siouxcityschools.com

Contracted Services for Special Education

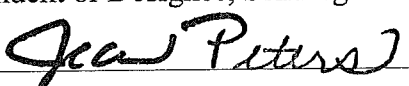
The Red Oak Community School District (district of residence) requests that the Sioux City Community School (sponsoring district) provide, and the Sioux City Community School District agrees to provide an approved special education program for the student named below in accordance with the Iowa Department of Education Rules and Regulations.

These services shall be provided at the Boys and Girls Residential Treatment Center.

The Boys and Girls Residential Treatment Center shall provide instructional services and programs for the 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 (Chapter 273, 281, and 442). The Boys and Girls Residential Treatment Center will provide quarterly reports to the home district.

The district of residence shall be billed for the costs of the instructional program as well as an administrative fee, payable upon receipt. For students attending less than a full year, the district of residence shall be billed for each day of membership.

	8/15/2013		
Student	Birth Date	Admission Date	Discharge Date
<hr/>			
Parent/Guardian			
<u>EI, SL 2.21</u>			
Disability/Level			

Superintendent or Designee, Sending District	Date
	9/10/2013
Jean Peters, Director, Special Education	Date

PROFESSIONALISM AND COURTESY IN THE WORKPLACE/COMMUNICATIONS

To promote professionalism and collegial interaction in the workplace, the Board expects its professional employees to communicate in the workplace in a professional and courteous manner.

Collaborative meetings and discussions among professional employees about educational issues may involve confidential information. Such meetings and discussions also are normally most productive and best conducted in an atmosphere of trust and respect.

To engender effective professional communication about educational issues, employees should not record meetings or communications without the knowledge of other participants. Recording of any professional communication should normally also be done by mutual consent of the Parties.

Approved

Reviewed August 26, 2013

Revised

Item 6.2.1 ACT Preparations and Update: ROHS Staff John Brabec, Jedd Sherman,
and Jeff Spotts

BACKGROUND INFORMATION: Red Oak Schools has contracted with the services of John Baylor Test Prep, Lincoln, Nebraska to assist students and teachers with ACT readiness. A large group of Red Oak educators participated in an orientation session on September 4. This group included administrators and teachers from all grade levels.

Time constraints are certainly in place in order to assist those students who wish to utilize the October 26 test date. This evening school leaders from the high school are present to provide an update to the Directors and answer any questions.

SUGGESTED BOARD ACTION: (no formal action anticipated)

Item 6.2.2 Red Oak Curriculum Council Report and Update – Administrator Barb Sims

BACKGROUND INFORMATION: The first Red Oak Curriculum Council meeting has concluded. Curriculum Director Barb Sims is present this evening to address the following highlights:

- Progress from the curriculum review of Fine Arts in ROCSD in 2012 – 2013 and concluding work for 2013 – 2014
- Curriculum Mapper initiative progress and expectations for 2013 – 2014
- ACT program concerns and the relationship with curriculum foundations
- Goals for the current curriculum development year

SUGGESTED BOARD ACTION: No formal action is anticipated.

Item 6.2.3 Board Policy Review and Recommendations

BACKGROUND INFORMATION: Board policy review continues this evening. Enclosed are policies in the current format followed by any suggested changes.

Terry will review:

Code No. 605.1 Instructional Materials Selection

The policy currently in place complies with suggestions by IASB and would only need legal reference changes and other minor editing.

Code No. 605.2 Instructional Materials Inspection

Current policy is good but legal reference changes are needed.

Code No. 605.3 Objection to Instruction Materials

Current policy is good. Cross reference changes are needed. Other minor rule language change is suggested by IASB.

Code No. 605.4 Technology and Instructional Materials

Current policy is good with an update on legal reference.

Code No. 605.5 Media Centers

Current policy needs legal reference update and the continuation of the term Media Centers in lieu of the suggested IASB term: School Library.

Code No. 605.6 Internet – Appropriate Use

This was updated in 2011 and needs no current review.

Code No. 605.7 Copyright

This will be a change to the name, Use of Information Resources, as per the guidelines of IASB.

SUGGESTED BOARD ACTION: (to be provided)

CURRENT

Code No. 605.1

INSTRUCTIONAL MATERIALS SELECTION

The board has sole discretion to approve instructional materials for the school district. This authority is delegated to licensed employees to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school district.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, licensed employees will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report to the board the action taken by licensed employees.

In the case of textbooks, the board will make the final decision after receiving a recommendation from the superintendent. The criteria stated above for selection of other instructional materials will apply to the selection of textbooks. The superintendent may develop another means for the selection of textbooks. Textbooks are reviewed as needed and at least every seven (7) years.

Education materials given to the school district must meet the criteria established above. The gift must be received in compliance with board policy.

*IASB -
2 options*

Legal Reference: Iowa Code §§ 279.8; 280.3, .14; 301 (2005).

Cross Reference: 209.1 Ad Hoc Committees
505 Student Scholastic Achievement
602 Curriculum Development
605 Instructional Materials

Approved October 14, 1996

Reviewed _____

Revised January 23, 2006

IASB - SUGGESTED

Code No. 605.1

Option I

INSTRUCTIONAL MATERIALS SELECTION

The board has sole discretion to approve instructional materials for the school district. This authority is delegated to licensed employees to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school district.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, licensed employees will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report to the board the action taken by licensed employees.

In the case of textbooks, the board will make the final decision after receiving a recommendation from the superintendent. The criteria stated above for selection of other instructional materials will apply to the selection of textbooks. The superintendent may develop another means for the selection of textbooks. Textbooks are reviewed as needed and at least every ___ years.

Education materials given to the school district must meet the criteria established above. The gift must be received in compliance with board policy.

NOTE: This is not a mandatory policy. The board may edit the policy and regulation to reflect its philosophy, goals and practices. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14; 301 (2011).
281 I.A.C. 12.3(12).

Cross Reference: 208 Ad Hoc Committees
505 Student Scholastic Achievement
602 Curriculum Development
605 Instructional Materials

Approved _____

Reviewed _____

Revised _____

IASB - SUGGESTED

Code No. 605.1

Option II

Page 1 of 2

INSTRUCTIONAL MATERIALS SELECTION

The board recognizes that the selection of instructional materials is a vital component of the school district's curriculum.

The board has sole discretion to approve instructional materials for the school district. The board delegates its authority to determine which instructional materials will be utilized and purchased by the school district to licensed employees. The licensed employees will work closely together to ensure vertical and horizontal articulation of textbooks in the education program.

The board may appoint an ad hoc committee for the selection of instructional materials. The committee may be composed of school district employees, parents, students, community members or representatives of community groups.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, the licensed employees will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report to the board the action taken by the selection committee.

In making its recommendations to the superintendent, the licensed employees will select materials which:

- support the educational philosophy, goals and objectives of the school district;
- consider the needs, age, and maturity of students;
- are within the school district's budget;
- foster respect and appreciation for cultural diversity and difference of opinion;
- stimulate growth in factual knowledge and literary appreciation;
- encourage students to become decision-makers, to exercise freedom of thought and to make independent judgment through the examination and evaluation of relevant information, evidence and differing viewpoints;
- portray the variety of careers, roles, and lifestyles open to persons of both sexes; and,
- increase an awareness of the rights, duties, and responsibilities of each member of a multicultural society.

In the case of textbooks, the board will make the final decision after a recommendation from the superintendent. The criteria stated above for selection of instructional materials will also apply to the selection of textbooks. The superintendent may appoint licensed employees to assist in the selection of textbooks.

Gifts of instructional materials must meet these criteria stated above for the selection of instructional materials. The gift must be received in compliance with board policy _____, "Gifts - Grants - Bequests."

NOTE: This is not a mandatory policy. The board may edit the policy and regulation to reflect its philosophy, goals and practices. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.

Approved _____

Reviewed _____

Revised _____

INSTRUCTIONAL MATERIALS SELECTION

Legal Reference: Iowa Code §§ 279.8; 280.3, .14; 301 (2009).
281 I.A.C. 12.3(12).

Cross Reference: 209.1 Ad Hoc Committees
505 Student Scholastic Achievement
602 Curriculum
605 Instructional Materials

CURRENT

Code No. 605.1R1

SELECTION OF INSTRUCTIONAL MATERIALS

I. Responsibility for Selection of Instructional Materials

- A. The Board is responsible for matters relating to the operation of the Red Oak Community School District.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system. For the purpose of this rule the term "instructional materials" includes printed and audiovisual materials (not equipment), whether considered text materials or media center materials. The board retains the final authority for the approval of textbooks.
- C. While selection of materials may involve many people including principals, teachers, students, parents, community members and media specialists, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees. For the purpose of this rule the term "media specialist" includes librarians, school media specialists or other appropriately licensed persons responsible for the selection of media equipment and materials.
- D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the licensed employees, principal and superintendent. For the purpose of this rule the term 'text materials' includes textbooks and other printed and nonprinted material provided in multiple copies for use of a total class or major segment of a class.
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.

- 1. The superintendent will inform the committee as to their role and responsibility in the process.
- 2. The following statement is given to the ad hoc committee members:

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.

Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.

Approved October 14, 1996
Page 1 of 5

Reviewed _____

Revised January 23, 2006

SELECTION OF INSTRUCTIONAL MATERIALS

- II. Material selected for use in libraries and classrooms will meet the following guidelines:
- A. Religion - Material will represent the major religions in a factual, unbiased manner. The primary source material of the major religions is considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion, will not be included in the school libraries or classrooms.
 - B. Racism - Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual.
 - C. Sexism - Material will reflect a sensitivity to the needs, rights, traits and aspirations of men and women without preference or bias.
 - D. Age - Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
 - E. Ideology - Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
 - F. Profanity and Sex - Material is subjected to a test of literary merit and reality by the media specialists and licensed staff who will take into consideration their reading of public and community standards of morality.
 - G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

III. Procedure for Selection

- A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, media center staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.

SELECTION OF INSTRUCTIONAL MATERIALS

1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:
 - a. To acquire materials and provide service consistent with the demands of the curriculum;
 - b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
 - c. To effectively guide and counsel students in the selection and use of materials and libraries;
 - d. To foster in students a wide range of significant interests;
 - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
 - f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
 - g. To encourage life-long education through the use of the library; and,
 - h. To work cooperatively and constructively with the instructional and administrative staff in the school.
2. Materials selected are consistent with stated principles of selection. These principles are:
 - a. To select material, within established standards, which will meet the goals and objectives of the school district;
 - b. To consider the educational characteristics of the community in the selection of materials within a given category;
 - c. To present the sexual, racial, religious and ethnic groups in the community by:
 1. Portraying people, both men and women, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
 2. Placing no constraints on individual aspirations and opportunity.
 3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
 4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
 - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
 - e. To strive for impartiality in the selection process.
3. The materials selected will meet stated selection criteria. These criteria are:
 - a. Authority-Author's qualifications - education, experience, and previously published works;
 - b. Reliability:
 1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
 2. Current-presentation of content which is consistent with the finding of recent and authoritative research.

SELECTION OF INSTRUCTIONAL MATERIALS

- c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
- d. Language:
 - 1. Vocabulary:
 - a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people;
 - b. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause women to feel excluded or dehumanized.
 - 2. Compatible to the reading level of the student for whom it is intended.
- e. Format:
 - 1. Book
 - a. Adequate and accurate index;
 - b. Paper of good quality and color;
 - c. Print adequate and well spaced;
 - d. Adequate margins;
 - e. Firmly bound; and,
 - f. Cost.
 - 2. Nonbook
 - a. Flexibility, adaptability;
 - b. Curricular orientation of significant interest to students;
 - c. Appropriate for audience;
 - d. Accurate authoritative presentation;
 - e. Good production qualities (fidelity, aesthetically adequate);
 - f. Durability; and,
 - g. Cost.
 - 3. Illustrations of book and nonbook materials should:
 - a. Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
 - b. Make clearly apparent the identity of minorities;
 - c. Contain pertinent and effective illustrations;
 - 4. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.
- f. Special Features:
 - 1. Bibliographies.
 - 2. Glossary.
 - 3. Current charts, maps, etc.
 - 4. Visual aids.
 - 5. Index.
 - 6. Special activities to stimulate and challenge students.
 - 7. Provide a variety of learning skills.
- g. Potential use:
 - 1. Will it meet the requirement of reference work?
 - 2. Will it help students with personal problems and adjustments?
 - 3. Will it serve as a source of information for teachers and librarians?
 - 4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, and sexual stereotypes?

SELECTION OF INSTRUCTIONAL MATERIALS

5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
 6. Will it help students and teachers keep abreast of and understand current events?
 7. Will it foster and develop hobbies and special interest?
 8. Will it help develop aesthetic tastes and appreciation?
 9. Will it serve the needs of students with special problems?
 10. Does it inspire learning?
 11. Is it relevant to the subject?
 12. Will it stimulate a student's interest?
4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.
5. In order to provide a current, highly usable collection of materials, media specialists will provide for constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.

SELECTION OF INSTRUCTIONAL MATERIALS

I. Responsibility for Selection of Instructional Materials

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- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system. For the purpose of this rule the term "instructional materials" includes printed and multimedia materials (not equipment), whether considered text materials or library materials. The board retains the final authority for the approval of textbooks.
- C. While selection of materials may involve many people including principals, teacher-librarian, students, parents and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
- D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the licensed employees, principal and superintendent. For the purpose of this rule the term 'text materials' includes textbooks and other printed and nonprinted material provided in multiple copies for use of a total class or major segment of a class.
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.
1. The superintendent will inform the committee as to their role and responsibility in the process.
 2. The following statement is given to the ad hoc committee members:

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Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.

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 - C. Sexism - Material will reflect sensitivity to the needs, rights, traits and aspirations of men and women without preference or bias.
 - D. Age - Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
 - E. Ideology - Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
 - F. Profanity and Sex - Material is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.
 - G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

III. Procedure for Selection

- A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.

SELECTION OF INSTRUCTIONAL MATERIALS

1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:
 - a. To acquire materials and provide service consistent with the demands of the curriculum;
 - b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
 - c. To effectively guide and counsel students in the selection and use of materials and libraries;
 - d. To foster in students a wide range of significant interests;
 - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
 - f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
 - g. To encourage life-long education through the use of the library; and,
 - h. To work cooperatively and constructively with the instructional and administrative staff in the school.

2. Materials selected is consistent with stated principles of selection. These principles are:
 - a. To select material, within established standards, which will meet the goals and objectives of the school district;
 - b. To consider the educational characteristics of the community in the selection of materials within a given category;
 - c. To present the sexual, racial, religious and ethnic groups in the community by:
 1. Portraying people, both men and women, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
 2. Placing no constraints on individual aspirations and opportunity.
 3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
 4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
 - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
 - e. To strive for impartiality in the selection process.

3. The materials selected will meet stated selection criteria. These criteria are:
 - a. Authority-Author's qualifications - education, experience, and previously published works;
 - b. Reliability:
 1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.

SELECTION OF INSTRUCTIONAL MATERIALS

2. Current-presentation of content which is consistent with the finding of recent and authoritative research.
- c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
- d. Language:
 1. Vocabulary:
 - a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people;
 - b. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause women to feel excluded or dehumanized.
 2. Compatible to the reading level of the student for whom it is intended.
- e. Format:
 1. Book
 - a. Adequate and accurate index;
 - b. Paper of good quality and color;
 - c. Print adequate and well spaced;
 - d. Adequate margins;
 - e. Firmly bound; and,
 - f. Cost.
 2. Nonbook
 - a. Flexibility, adaptability;
 - b. Curricular orientation of significant interest to students;
 - c. Appropriate for audience;
 - d. Accurate authoritative presentation;
 - e. Good production qualities (fidelity, aesthetically adequate);
 - f. Durability; and,
 - g. Cost.
 3. Illustrations of book and nonbook materials should:
 - a. Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
 - b. Make clearly apparent the identity of minorities;
 - c. Contain pertinent and effective illustrations;
 4. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.
- f. Special Features:
 1. Bibliographies.
 2. Glossary.
 3. Current charts, maps, etc.
 4. Visual aids.
 5. Index.
 6. Special activities to stimulate and challenge students.
 7. Provide a variety of learning skills.
- g. Potential use:
 1. Will it meet the requirement of reference work?
 2. Will it help students with personal problems and adjustments?
 3. Will it serve as a source of information for teachers and librarians?

SELECTION OF INSTRUCTIONAL MATERIALS

4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, and sexual stereotypes?
 5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
 6. Will it help students and teachers keep abreast of and understand current events?
 7. Will it foster and develop hobbies and special interest?
 8. Will it help develop aesthetic tastes and appreciation?
 9. Will it serve the needs of students with special needs?
 10. Does it inspire learning?
 11. Is it relevant to the subject?
 12. Will it stimulate a student's interest?
4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.
5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.

CURRENT

Code No. 605.2

INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy.

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

date reference

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
Iowa Code §§ 279.8; 280.3, .14; 301 (2005).

Cross Reference: 602 Curriculum Development
605 Instructional Materials
901.1 Public Examination of School District Records

Approved October 14, 1996

Reviewed _____

Revised January 23, 2006

IASB - SUGGESTED

Code No. 605.2

INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy.

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

NOTE: This is a mandatory policy and reflects federal law on the subject of parental rights to inspect instructional materials. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
Iowa Code §§ 279.8; 280.3, .14; 301 (2011).
281 I.A.C. 12.3(12).

Cross Reference: 602 Curriculum Development
605 Instructional Materials
901.1 Public Examination of School District Records

Approved _____

Reviewed _____

Revised _____

CURRENT

Code No. 605.3

OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14; 301 (2005).

Cross Reference: 215 Public Participation in Board Meetings
402.5 Public Complaints About Employees
602 Curriculum Development
605 Instructional Materials

Approved October 14, 1996

Reviewed _____

Revised January 23, 2006

IASB - SUGGESTED

Code No. 605.3

OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

NOTE: This is a mandatory policy. The board may edit the policy and regulation to reflect its philosophy, goals and practices. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.

*date change
policy # change below*

Legal Reference: Iowa Code §§ 279.8; 280.3, .14; 301(2011).
281 I.A.C. 12.3(12).

Cross Reference: 213 Public Participation in Board Meetings
402.5 Public Complaints About Employees
602 Curriculum Development
605 Instructional Materials

Approved _____ Reviewed _____ Revised _____

CURRENT

Code No. 605.3R1

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- A. A member of the school district community may raise an objection to instructional materials used in the school district's education program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.
1. The school official or employee receiving a complaint regarding instructional materials will try to resolve the issue informally. The materials will remain in use pending the outcome of the reconsideration procedure.
 - a. The school official or employee initially receiving a complaint will explain to the individual the board's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.
 - b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the media specialist who can identify and explain the use of the material.
 2. The employee receiving the initial complaint will advise the building principal of the initial contact no later than the end of the school day following the discussion with the individual, whether or not the individual has been satisfied by the initial contact. A written record of the contact is maintained by the principal in charge of the attendance center. Each building principal shall inform employees of their obligation to report complaints.
 3. In the event the individual making an objection to instructional materials is not satisfied with the initial explanation, the individual is referred to the principal or to the media specialist of the attendance center. If, after consultation with the principal or media specialist, the individual desires to file a formal complaint, the principal or media specialist will assist in filling out a Reconsideration Request Form in full and filing it with the superintendent.
- B. Request for Reconsideration
1. A member of the school district community may formally challenge instructional materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.
 2. Each attendance center and the school district's central administrative office will keep on hand and make available Reconsideration Request Forms. Formal objections to instructional materials must be made on this form.
 3. The individual will state the specific reason the instructional material is being challenged. The Reconsideration Request Form is signed by the individual and filed with the superintendent.
 4. The superintendent will promptly file the objection with the reconsideration committee for re-evaluation.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

5. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.
6. The Reconsideration Committee
 - a. The reconsideration committee is made up of eight members.
 - (1) One licensed employee designated annually by the superintendent.
 - (2) One media specialist designated annually by the superintendent.
 - (3) One member of the administrative team designated annually by the superintendent.
 - (4) Three members of the community appointed annually by the board.
 - (5) Two high school students, selected annually by the high school principal.
 - b. The committee will annually select their chairperson and secretary.
 - c. The committee will meet at the request of the superintendent.
 - d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.
 - e. Notice of committee meetings is made public through appropriate publications and other communications methods.
 - f. The committee will receive the completed Reconsideration Request Form from the superintendent.
 - g. The committee will determine its agenda for the first meeting which may include the following:
 - (1) Distribution of copies of the completed Reconsideration Request Form.
 - (2) An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.
 - (3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.
 - (4) Distribution of copies of the challenged instructional material as available.
 - h. The committee may review the selection process for the challenged instructional material and may, to its satisfaction, determine that the challenge is without merit and dismiss the challenge. The committee will notify the individual and the superintendent of its action.
 - i. At a subsequent meeting, if held, interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- j. The individual filing the challenge is kept informed by the reconsideration committee secretary on the status of the Reconsideration Request Form throughout the reconsideration process. The individual filing the challenge and known interested parties is given appropriate notice of meetings.
- k. At the second or a subsequent meeting the committee will make its final recommendation. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the board, the individual and the appropriate attendance centers. The superintendent may also make a recommendation but if so, it should be independent from the committee's.

Following the board's decision with respect to the committee's recommendation, the individual or the chairperson of the reconsideration committee may appeal the decision to the board for review. Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The board will promptly determine whether to hear the appeal.

- l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.
- m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered. Completed and filed Reconsideration Request Forms are acted upon by the committee.
- n. If necessary or appropriate in the judgment of the committee, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee will approximate the representation of the full committee.
- o. Committee members directly associated with the selection, use, or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement is of the same general qualifications as the member excused.
- p. Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.

IASB - SUGGESTED

Code No. 605.3R1

Page 1 of 3

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- A. A member of the school district community may raise an objection to instructional materials used in the school district's education program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.
1. The school official or employee receiving a complaint regarding instructional materials will try to resolve the issue informally. The materials generally will remain in use pending the outcome of the reconsideration procedure.
 - a. The school official or employee initially receiving a complaint will explain to the individual the board's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.
 - b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.
 2. The employee receiving the initial complaint will advise the building principal of the initial contact no later than the end of the school day following the discussion with the individual, whether or not the individual has been satisfied by the initial contact. A written record of the contact is maintained by the principal in charge of the attendance center. Each building principal shall inform employees of their obligation to report complaints.
 3. In the event the individual making an objection to instructional materials is not satisfied with the initial explanation, the individual is referred to the principal or to the teacher-librarian of the attendance center. If, after consultation with the principal or teacher-librarian, the individual desires to file a formal complaint, the principal or teacher-librarian will assist in filling out a Reconsideration Request Form in full and filing it with the superintendent.
- B. Request for Reconsideration
1. A member of the school district community may formally challenge instructional materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.
 2. Each attendance center and the school district's central administrative office will keep on hand and make available Reconsideration Request Forms. Formal objections to instructional materials must be made on this form.
 3. The individual will state the specific reason the instructional material is being challenged. The Reconsideration Request Form is signed by the individual and filed with the superintendent.
 4. The superintendent will promptly file the objection with the reconsideration committee for re-evaluation.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

5. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.
6. The Reconsideration Committee
 - a. The reconsideration committee is made up of eight members.
 - (1) One licensed employee designated annually, as needed, by the superintendent.
 - (2) One teacher-librarian designated annually by the superintendent.
 - (3) One member of the administrative team designated annually by the superintendent.
 - (4) Three members of the community appointed annually, as needed, by the board.
 - (5) Two high school students, selected annually by the high school principal.
 - b. The committee will select their chairperson and secretary.
 - c. The committee will meet at the request of the superintendent.
 - d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.
 - e. Notice of committee meetings is made public through appropriate publications and other communications methods.
 - f. The committee will receive the completed Reconsideration Request Form from the superintendent.
 - g. The committee will determine its agenda for the first meeting which may include the following:
 - (1) Distribution of copies of the completed Reconsideration Request Form.
 - (2) An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.
 - (3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.
 - (4) Distribution of copies of the challenged instructional material as available.
 - h. The committee may review the selection process for the challenged instructional material and may, to its satisfaction, determine that the challenge is without merit and dismiss the challenge. The committee will notify the individual and the superintendent of its action.
 - i. At a subsequent meeting, if held, interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- j. The individual filing the challenge is kept informed by the reconsideration committee secretary on the status of the Reconsideration Request Form throughout the reconsideration process. The individual filing the challenge and known interested parties is given appropriate notice of meetings.
- k. At the second or a subsequent meeting the committee will make its final recommendation. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the board, the individual and the appropriate attendance centers. The superintendent may also make a recommendation but if so, it should be independent from the committee's.

Following the superintendent's decision with respect to the committee's recommendation, the individual or the chairperson of the reconsideration committee may appeal the decision to the board for review. Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The board will promptly determine whether to hear the appeal.

- l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.
- m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.
- n. If necessary or appropriate in the judgment of the committee, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee will approximate the representation of the full committee.
- o. Committee members directly associated with the selection, use, or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement must be of the same general qualifications as the member excused.
- p. Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.

TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate economic ways to utilize instructional television, audiovisual materials, computers, and other technological advances as a part of the curriculum.

It is the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent will report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

*reference date
take off cross
ref. 217.4*

Legal Reference: Iowa Code § 279.8 (2005)
281 I.A.C. 12.5(10), .5(22).

Cross Reference: 217.4 Board of Directors and Area Education Agency
602 Curriculum Development
605 Instructional Materials

Approved October 14, 1996

Reviewed _____

Revised January 23, 2006

IASB - SUGGESTED

Code No. 605.4

TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate economical ways to utilize multi-media, computers, and other technologies as a part of the curriculum.

It is the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent will report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

NOTE: This is a mandatory policy and reflects the educational standards. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.

Legal Reference: Iowa Code § 279.8(2011).
281 I.A.C. 12.3(12), 12.5(10), .5(22).

Cross Reference: 602 Curriculum Development
605 Instructional Materials

Approved _____

Reviewed _____

Revised _____

MEDIA CENTERS

The school district will maintain a media center in each building for use by employees and by students during the school day.

Materials for the centers will be acquired according to board policy, "Instructional Materials Selection."

It is the responsibility of the principal of the building in which the media center is located to oversee the use of materials in the media center.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

*IASB using
"School library"
instead of
media center*

Change dates below

Legal Reference: Iowa Code §§ 256.7(24); 279.8; 280.14; 301(2005);
281 I.A.C. 12.3(11).

Cross Reference: 602 Curriculum Development
605 Instructional Materials

Approved October 14, 1996

Reviewed _____

Revised January 23, 2006

IASB - SUGGESTED

Code No. 605.5

SCHOOL LIBRARY

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the libraries will be acquired according to board policy, "Instructional Materials Selection."

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

NOTE: This is a mandatory policy and reflects the educational standards. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.

Legal Reference: Iowa Code §§ 256.7(24); 279.8; 280.14; 301 (2011).
281 I.A.C. 12.3(11), (12).

Cross Reference: 602 Curriculum Development
605 Instructional Materials

Approved _____

Reviewed _____

Revised _____

INTERNET - APPROPRIATE USE

Because technology is a vital part of the school district curriculum and the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

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

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

Legal References: Iowa Code § 279.8 (2005).

Cross References: 502 Student Rights and Responsibilities
506 Student Records
605.5 Media Centers

Approved September 18, 2000 Reviewed January 23, 2006 Revised: 12/21/2009

INTERNET - APPROPRIATE USE

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses (*will not/may*) be issued to students. If a student already has an electronic mail address, the student (*will not/may, with the permission of the supervising teacher,*) be permitted to use the address to send and receive mail at school.

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

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

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and
 - in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations

Approved _____

Reviewed _____

Revised _____

INTERNET - APPROPRIATE USE

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

Note: For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 22 #2 – April 17, 2012 and 14 #4- July 6, 2001.

Legal References: Iowa Code § 279.8 (2011).

Cross References: 104 Anti-Bullying/Harassment
502 Student Rights and Responsibilities
506 Student Records
605.5 School Library

CURRENT

Code No. 605.7

COPYRIGHT

It is the policy of the Red Oak Community School District to comply with the 1976 copyright law, Title 17, U.S. Code, Sections 101-810, and with all amendments and regulations implementing the law. School employees or students who violate the copyright law are liable for their own actions. Staff and students will receive training on this policy, along with applicable rules and regulations, on an annual basis at a minimum. Rules and regulations will be developed by the administration.

*Totally
Changed
Policies*

Legal Reference: Title 17, U. S. Code, Sections 101-810

Cross Reference: 602 Curriculum Development
605 Instructional Materials

Approved January 23, 2006

Reviewed _____

Revised _____

Red Oak Community School District

USE OF INFORMATION RESOURCES

In order for students to experience a diverse curriculum, the board encourages employees to supplement their regular curricular materials with other resources. In so doing, the board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

While the school district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the school district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for school district staff to violate copyright requirements in order to perform their duties properly. The school district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the [principal, teacher or teacher-librarian – choose as many as apply or add others] who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

It is the responsibility of the superintendent, in conjunction with the [principal, teacher or teacher-librarian – choose as many as apply or add others], to develop administrative regulations regarding this policy.

Note: This is a mandatory policy. The policy is based upon federal law. It is strongly recommended the board seek legal counsel prior to making substantive edits to the policy and sample regulation. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.

Legal References: 17 U.S.C. § 101 et al. (2010)
281 I.A.C. 12.3(12).

Cross References: 605.6 Internet Appropriate Use

Approved _____

Reviewed _____

Revised _____

COPYRIGHT REGULATIONS

Section 107 of the 1976 Copyright Act states that, "...the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright."

LIMITATIONS ON EXCLUSIVE RIGHTS: FAIR USE

Many provisions of the federal copyright law affect the educational uses of copyrighted materials, but the most generally applicable is Section 107--Fair Use. "Fair Use" applies four basic standards which must be considered together when judging whether or not there has been a copyright infringement:

- 1. The purpose and character of the use. (Is the copying being done for commercial or educational purposes?)
- 2. The nature of the copyrighted work. (Was the original work intended to be consumable, for example?)
- 3. The amount and substantiality of the portion used. (How much is being copied? How important is the copied part to the entire work? How many copies are being made?)
- 4. The effect on the potential market for or value of the work. (Will the copyright owner suffer financial loss?)

SPECIFIC COPYRIGHT GUIDELINES FOR INSTRUCTIONAL MATERIALS

1. Print

- a. According to the concept of "Fair Use" as outlined above, a single copy of any of the following may be made by or at the individual request of a staff member for research or use in teaching:
 - (1) A chapter from a book.
 - (2) An article from a periodical or newspaper.
 - (3) A short story, short essay, or short poem whether or not from a collective work.
 - (4) A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
- b. Multiple copies (not to exceed more than one copy per student) may be made by or at the request of an individual staff member for classroom use provided that:
 - (1) Copying meets the tests of "brevity."
 - a. Poetry. A complete poem if less than 250 words and if printed on not more than two pages, or, from a longer poem, an excerpt of not more than 250 words.
 - b. Prose. Either a complete article, story, or essay of less than 2,500 words, or an excerpt from any prose work of not more than 1,000 words, or 10% of the work, whichever is less, but in any event a minimum of 500 words.
 - c. Illustration. One chart, graph, diagram, cartoon, or picture per book or per periodical issue.

Approved January 23, 2006

Reviewed _____

Revised _____

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- d. Special works. Certain works in poetry, prose, or poetic prose which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience and fall short of 2,500 words in their entirety. Such special works may not be reproduced in their entirety. However, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words in the text may be reproduced.
- (2) Copying meets the tests of "spontaneity."
 - a. The copying is at the instance and inspiration of the individual teacher.
 - b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
- (3) Copying meets the tests of "cumulative effect."
 - a. The copying of the material is for only one course in the school in which the copies are made.
- (4) Time does not allow for purchasing the material.
- (5) The material is used only *once*.
- (6) The copyright notice is printed on each copy of the material.
- c. Notwithstanding any of the above, the following shall be prohibited:
 - (1) Copying of or from works intended to be "consumable":
 - a. Workbooks.
 - b. Exercises.
 - c. Standardized tests.
 - d. Answer sheets.
 - e. Other consumable materials.
 - (2) Copying to create or replace anthologies.
 - (3) Copying to substitute for the purchase of material.
 - (4) Copying directed by a higher authority.
 - (5) Repeated copying of the same item by the same staff member from term to term.
 - (6) More than nine instances of such multiple copying for one course during one class term.
- d. The Regulations governing the copyright guidelines are not comprehensive and do not absolve the staff from complying with all aspects of the law.

2. Audiovisual Materials

- a. The "Fair Use" criteria outlined above should be applied to each intended use before copying any audiovisual works (slides, filmstrips, audiotapes, records, copy photograph, etc.) for classroom use.
- b. The regulations governing the copyright guidelines are not comprehensive and do not absolve the staff from complying with all aspects of the law.

3. Video Recordings

- a. Copies of any of the following video recordings may be made by or at the individual request of a staff member for classroom use:
 - (1) "In house" productions.

COPYRIGHT REGULATIONS

- (2) Uncopyrighted works or works in the public domain.
 - (3) Copies made under "permission to copy" arrangements.
- b. The following programs may be copied off-air by or at the individual request of a staff member for classroom use:
- (1) Instructional television programs (subject to the specific rights limitations).
 - (2) Broadcast programs provided they are used within ten school days of the original broadcast.
 - (3) Programs with specified "permission to copy" arrangements.
- c. Programs may be copied off cable television only if permission to use a given program has been granted to all educators, or specifically to an individual teacher who has requested said permission. The publication *Cable in the Classroom* should be used to determine which, if any, rights have been granted for educational use.
- d. Taking the above into consideration, the following shall be prohibited:
- (1) Copying from premium channels (HBO, The Disney Channel, Showtime, Cinemax, etc.) or nonbroadcast channels (ESPN, MTV, Nickelodeon, Arts and Entertainment, etc.).
 - (2) Duplicating copyrighted video recordings.
 - (3) Copying from one format to another (16 mm to videotape, Beta to VHS, disc to videotape, etc.).
 - (4) Copying off-air or cable programs for the purpose of entertainment or reward.
 - (5) Copying programs off broadcast or cable television at home for use in a school.
 - (6) Using illegally obtained copies of video recordings in a school setting.
- e. Rented or purchased "Home Use Only" video recordings may be used in the classroom as part of face-to-face instruction only. They may not be used for the purpose of entertainment or reward.
- f. The viewing of video recordings with "Public Performance Rights" is not restricted.
- g. The Regulations governing the copyright guidelines are not comprehensive and do not absolve the staff from complying with all aspects of the law.
4. Computer Software. In an effort to discourage violation of software copyright laws and to prevent illegal use of the computer system, staff and students shall follow the procedures as follows:
- a. Section 7(b) of Public Law 96-517 grants to the purchaser the right to copy a program if and only if:
 - (1) Such a copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with the machine and that it is used in no other manner.
 - (2) The copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

COPYRIGHT REGULATIONS

- b. The proper use of computers will be taught through planned computer curriculum computer-related instruction for students. Staff will address, on an annual basis at a minimum, the ethical and practical problems caused by software piracy.
- c. Building technology coordinators are expected to maintain software and supporting manuals in a safe place. The manual needs to be available for software and hardware inventory.
- d. When software is being used on a disk sharing system, efforts will be made to secure this software from copying.
- e. Non-network software is not to be installed on a network. Installation of software on a network requires a network license.
- f. Multi-user limitations are to be enforced. Outside use to CD-ROM databases is to be restricted if the license requires only in-house use.
- g. Illegal copies of copyrighted programs may not be made or used on school equipment. Students are not to load personal copies of software programs on school computers.
- h. The school board secretary is to sign any license agreements for software purchased by the school. The district technology coordinator will house all license agreements and make the provisions contained therein known to all applicable users.
- i. No employee of the school or any student shall access any file or document, other than their own, unless they are given permission.
- j. The principal of each school site is responsible for enforcing this regulation.
- k. Software will not be loaned to patrons who indicate they plan to make infringing copies. At a minimum, they will be informed that the software is protected by copyright, and their use of the software is governed by the notice affixed to the package.
- l. Shareware must be registered.
- m. Equipment that would facilitate the copying of software will not be loaned to anyone. Software designed to "crack" software protection schemes is not to be owned.
- n. The use of computer scanners and digitizers is to be monitored. Use of public domain and royalty-free graphics is encouraged.
- o. An annual audit of all computers, hard drives, and network file servers will be conducted to help control the proliferation of unauthorized software copies.
- p. The district technology coordinator or the building technology coordinator will register all software purchased for the district with the publisher.

COPYRIGHT REGULATIONS

- q. All software and authorized copies will be maintained in a secure area to prevent unauthorized duplication.
- r. The regulations governing the copyright guidelines are not comprehensive and do not absolve the staff from complying with all aspects of the law.

5. Music

- a. The "Fair Use" criteria outlined above and the guidelines under "fair use" for music should be applied to each intended use before copying any copyrighted music or musical works.
- b. Permissible uses include:
 - (1) Emergency copying to replace purchased copies which are unavailable for an imminent performance.
 - (2) Making copies of excerpts of works for academic purposes.
 - (3) Editing or simplifying purchased works provided that the fundamental character of the work is not changed.
 - (4) Making a single copy recording of a student performance.
 - (5) Making a single copy of a copyrighted sound recording for the purpose of an aural exercise or examination.
- c. Notwithstanding the above, the following shall be prohibited:
 - (1) Copying to create or replace anthologies, compilations, or collective works.
 - (2) Copying of or from works intended to be consumable.
 - (3) Copying for the purpose of performance.
 - (4) Copying to substitute for the purchase of material.
 - (5) Copying without the inclusion of the copyright notice.
- d. The regulations governing the copyright guidelines are not comprehensive and do not absolve the staff from complying with all aspects of the law.

6. Libraries

- a. According to the proviso of Section 108 of the copyright law (Public Law 94-553, Title 17), a library or any of its employees acting within the scope of their employment may reproduce copies of print works and phonorecords under specific circumstances:
 - (1) Purposes of preservation.
 - (2) Purposes of private study, scholarship, or research.
 - (3) Purposes of interlibrary loan.
- b. Notwithstanding any of the above, the following shall be prohibited:
 - (1) Copying for direct or indirect commercial advantage.
 - (2) The systematic reproduction for distribution of single or multiple copies.
 - (3) Copying to substitute for a subscription to a work or the purchase of a work.
- c. The proviso under Section 108 does not apply to musical, pictorial, graphic, sculptural, motion picture, or audiovisual works.

COPYRIGHT REGULATIONS

- d. Copies made under the proviso of Section 108 for interlibrary loan must include the notice of copyright.
- e. A library that requests reproductions of print or phono records via interlibrary loan must make certain that its requests conform to the National Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines and must maintain records of its requests for the required number of years.
- f. Libraries must display prominently, at the place where orders for reproductions are accepted, a warning that copying will be done in accordance with the copyright law.
- g. Reproducing equipment located on the premises must display the proper notice that the making of a copy may be subject to the copyright law.

USE OF INFORMATION RESOURCES REGULATION

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the [*principal, teacher, teacher-librarian – choose all that apply or add others*]. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Authorized Reproduction and Use of Copyrighted Material Reminders:

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

- Brevity
 - A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
 - Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
 - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;

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- One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children’s books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than 10 percent of the work.
- Spontaneity – Should be at the “instance and inspiration” of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
- Cumulative Effect – Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

Copying Limitations

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the, [*principal, teacher or teacher-librarian – choose all that apply or add others*] should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by school district action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Employees shall not:
 - Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner’s permission;
 - Copy or use more than nine instances of multiple copying of protected material in any one term;
 - Copy or use more than one short work or two excerpts from works of the same author in any one term;
 - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
 - Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher’s use of copyrighted material without permission of the copyright owner.
 - Require other employees or students to violate the copyright law or fair use guidelines.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

USE OF INFORMATION RESOURCES REGULATION

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the *[principal, teacher or teacher librarian – choose all that apply or add others]* or the subscription database, e.g. unitedstreaming.

USE OF INFORMATION RESOURCES REGULATION

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the, *[board secretary, technology director or teacher-librarian - choose all that apply or add others]*; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more that five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

Notices – Before including this section, make sure employees are ready to comply with it and notices are posted.

The [superintendent, principal, teacher, teacher-librarian, choose all that apply or add others] is responsible for ensuring that appropriate warning devices are posted. The warnings are to educate and warn individuals using school district equipment of the copyright law. Warning notices must be posted:

- *On or near copiers;*
- *On forms used to request copying services;*
- *On video recorders;*
- *On computers; and,*
- *At the library and other places where interlibrary loan orders for copies of materials are accepted.*

***NOTE: For copyright notices and more information, please go to Heartland AEA website:
<http://www.iowaonline.org/vnews/display.v/SEC/Educators%7CCopyright%3E%3EStudents>***