

**Red Oak Community School District**  
2011 North 8<sup>th</sup> Street  
Red Oak, Iowa 51566  
[www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)

**Regular Board of Directors Meeting**

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

Monday, September 9, 2013 – 6:00 pm

**- Amended Agenda -**

- 1.0 Call to Order – Board of Directors President Lee Fellers
- 2.0 Roll Call – Board of Directors Secretary Shirley Maxwell
- 3.0 Approval of the Agenda – President Lee Fellers
- 4.0 Communications – 1
- 5.0 Consent Agenda – 2-3
  - 5.1 Review and Approval of Minutes from August 26 and August 28, 2013 4-6
  - 5.2 Review and Approval of Monthly Business Reports 7-8
  - 5.3 Personnel Considerations (as needed) 9
  - 5.4 Open Enrollment Requests (as needed)
  - 5.5 Education Service Agreements (as needed) 10-14
  - 5.6 Final Reading 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 No. 604.9 Home School Assistance Program; Code 604.10 Virtual Online Courses 15-26
- 6.0 General Business for the Board of Directors
  - 6.1 Old Business
  - 6.2 New Business

Red Oak Community School District Board of Directors  
September 9, 2013

6.2.1 Proposed Board Policy: Code 404.2 Professionalism and Courtesy in the  
Workplace/ Communications *27-28*

6.2.2 Director Continuing Education with the Iowa Association of School Board:  
Employment Law *29*

6.2.3 Closed Session Closed per Section 21.5(1)I of the Iowa Code *30*

6.2.4 Personnel Considerations (as needed) *31-37*

6.2.5 Red Oak Schools / Red Oak Rotary Club Proposal for Outdoor Lighting -  
Committee Members Paul Griffen, et al *38*

7.0 Reports *39-42*

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

7.3 Other Announcements

8.0 Next Board of Directors Meeting: Monday, September 23, 2013 – 6:00 pm  
Sue Wagaman Board Room  
Red Oak CSD Administrative Center

9.0 Adjournment

## Item 4.0 Communications

### **4.1 Good News from Red Oak Schools** (to be provided)

### **4.2 Visitors and Presentations**

At publication time there were no presentations scheduled.

### **4.3 Affirmations and Commendations**

### **4.4 Correspondence**

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

## Item 5.0 Consent Agenda

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

Enclosed are reference pages for:

### **5.1 Review and Approval of the Minutes from August 26 and 28, 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. Contact Accounting Clerk Jeanice Lester ([lesterj@roschools.com](mailto:lesterj@roschools.com)) or Business Manager Shirley Maxwell ([maxwells@roschools.com](mailto:maxwells@roschools.com)) to answer any questions concerning the expenditures.

### **5.3 Personnel Considerations**

#### **Resignations:**

Enclosed is a note from recently employed food service worker Shawnette Cooper, who has determined she is unable to fulfill her job assignment.

### **5.4 Open Enrollment Requests (as needed)**

Any open enrollment information will be found on the board table.

### **5.5 Education Service Agreements (as needed)**

Enclosed is an educational services agreement for consideration and approval for a Red Oak student who attended the Alpha School in Omaha, NE.

### **5.6 Final Reading 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; Courses; Code No. 604.9 Home School Assistance Program; Code 604.10 Virtual Online Courses

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

- Minutes from August 26 and 28, 2013
- Monthly business reports as presented
- Resignation letter from food service worker Shawnette Cooper
- Approval of education services agreements with Alpha School, Omaha, NE
- Final approval and adoption of board policies that includes: 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 No. 604.09 Home School Assistance Program; Code 604.10 Virtual Online Courses

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

Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center  
 Red Oak Technology Center-Red Oak High School Campus  
 Monday, August 26, 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.

**GOOD NEWS**

The Directors formally affirmed all district teachers for the work completed to have a very successful opening of schools especially recognizing the efforts of the newest teachers who have joined the faculty for the 2013 – 2014 school year. They also commended and affirmed the partnerships with the Red Oak Ambassadors Club for their generousities extended through the back to school lunch for all district employees and Bank Iowa led by Doug Rieken and Connie Mellott who sponsored the new district employee orientation breakfast.

**VISITORS & PRESENTATIONS**

Professional Health Educator Heather Hall accompanied by Operations Director Pete Wemhoff shared with the Directors a need to bring safety medical equipment to the school district through the acquisition of automated external defibrillators for all school buildings and large group gathering areas. Currently the school district has one AED that is placed near the Red Oak High gym and auditorium area.

**CONSENT AGENDA**

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

- Approval of the minutes from August 12, 2013
- Approval of the monthly business reports as presented
- Approve request to change hours of food service worker Sondra Stogdill
- Approval of the open enrollment request from Griswold Community School District

The motion carried unanimously.

**OLD BUSINESS**

**TRANSPORTATION DEPARTMENT UPDATES**

Director Drey moved with a second by Director Walker to approve the purchase of three propane busses at a cost of \$94,441.00 per unit from School Bus Sales of Waterloo, Iowa. The district will trade in two used busses 2A-2011 Bluebird vision, 65 capacity and bus 21A-2011 Bluebird vision, 65 capacity at the cost of \$51,370.00 per bus. Total cost of purchase will be \$180,583.00. Delivery of purchased busses will be approximately during the first week of December with possession of the two busses being traded to School Bus Sales taking place at the delivery of the new busses. The motion carried unanimously.

## **NEW BUSINESS**

### **FACILITY IMPROVEMENTS**

Director Drey moved with a second by Director Hayes to accept the facilities committee report as presented and with direction that BLDD Architects of Davenport, Iowa, be directed to formulate cost proposals. The motion carried unanimously.

### **BOARD POLICY UPDATES & REVISIONS**

Director Griffen moved with a second by Director Drey to approve 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, and Code 604.10 Virtual Online Courses. The motion carried unanimously.

Director Griffen moved with a second by Director Drey to accept board policy 604.9 Home School Assistance Program. The motion carried unanimously.

### **PERSONNEL CONSIDERATIONS**

Director Drey moved with a second by Director Griffen to approve a contract for Shawnette Cooper as a fulltime food service worker for the 2013-2014 school year. The motion carried unanimously.

Director Hayes moved with a second by Director Drey to approve Cheri McFarland as cheerleading sponsor for the 2013-2014 school year. The motion carried unanimously.

### **IASB LEGISLATIVE DELEGATE**

Director Drey moved with a second by Director Walker to approve Director Lee Fellers as Iowa Association of School Board's Legislative Delegate for the November, 2013 conference. The motion carried unanimously.

### **ADJOURNMENT**

Director Walker moved with a second by Director Hayes to adjourn the meeting at 9:03 p.m. There will be a special board meeting on Wednesday, August 28 at 7:00 p.m. to discuss ACT test score results. The next regular board meeting will be held on Monday, September 9, 2013 at 6:00 p.m. in the Sue Wagaman Board Room, Administrative Center in the Technology Building. The motion carried unanimously.

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Lee Fellers, President

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Shirley Maxwell, Board Secretary

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

Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center  
 Red Oak Technology Center-Red Oak High School Campus  
 Wednesday, August 28, 2013

This special 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, Bill Drey, Kathy Walker, Warren Hayes  
 Terry Schmidt, Superintendent, Shirley Maxwell, Board Secretary,  
**Administrators:** Jedd Sherman, Gayle Allensworth, Nate Perrien, Barb Sims,  
 & Bob Deter, Technology Director

**APPROVAL OF AGENDA**

Motion by Director Drey with a second by Director Griffen to approve the agenda as presented. The motion carried unanimously.

**ACT TESTING**

The purpose of the work session was to discuss the ACT scores of the 2013 graduating class in the Red Oak Community School District. In discussion the following questions were raised:

- what is reality
- current procedures for ACT preparations
- what steps can be taken to make students more prepared for ACT testing
- college preparedness.

**ADJOURNMENT**

Director Drey moved with a second by Director Walker to adjourn the meeting at 9:09 p.m. The next board meeting will be held on Monday, September 9, 2013 at 6:00 p.m. in the Sue Wagaman Board Room at the Administrative Center, Technology Building. The motion carried unanimously.

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Lee Fellers, President

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Shirley Maxwell, Board Secretary



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
FIRST BANKCARD	08142013	44.31
10 3230 2410 000 0000 618	Daily Planner Refill	44.31
FIRST BANKCARD	08212013	2,224.51
10 0010 1000 100 3373 618	COMMON CORE BOOKS	2,224.51
FIRST BANKCARD	08282013	908.67
10 3230 1200 420 1119 612	CHARACTER COUNTS EDUCATIONAL SUPPLIES	908.67
Vendor Name FIRST BANKCARD		<u>3,177.49</u>
INTERNATIONAL ACADEMY OF SCIENCE	7604	110.00
10 0010 1200 219 0000 612	11 ACELLUS STUDENT LICENSES	110.00
Vendor Name INTERNATIONAL ACADEMY OF SCIENCE		<u>110.00</u>
IOWA STATE UNIVERSITY	6696	145.00
10 0010 1000 300 4531 320	FEFE Workshop Registration	145.00
Vendor Name IOWA STATE UNIVERSITY		<u>145.00</u>
MAIL FINANCE	H4168609	349.38
10 0010 2410 000 0000 531	METER LEASE	349.38
Vendor Name MAIL FINANCE		<u>349.38</u>
MEDIA COM	13700913	1,575.24
10 0010 2236 000 0000 536	INTERNET/PHONE SERVICES	1,575.24
Vendor Name MEDIA COM		<u>1,575.24</u>
SOCS/FES	INV004141	121.22
10 0010 2236 000 0000 536	WEB SITE HOSTING	121.22
Vendor Name SOCS/FES		<u>121.22</u>
UNITED PARCEL SERVICE	0000537022343	161.19
10 0010 2321 000 0000 531	UPS CHARGES	10.23
10 1901 2410 000 0000 531	UPS CHARGES	67.10
10 1902 2410 000 0000 531	UPS CHARGES	39.86
10 2020 2410 000 0000 531	UPS CHARGES	22.00
10 3230 2410 000 0000 531	UPS CHARGES	22.00
Vendor Name UNITED PARCEL SERVICE		<u>161.19</u>
Fund Number 10		<u>5,639.52</u>
Checking Account ID 1		5,639.52
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ABRAHAM LINCOLN SCHOOL	09042013	140.00
21 0010 1400 920 6645 320	XC ENTRY FEE FOR BOYS & GIRLS	140.00
Vendor Name ABRAHAM LINCOLN SCHOOL		<u>140.00</u>
HARLAN COMMUNITY SCHOOL DIST.	09042013	100.00
21 0010 1400 920 6645 320	XC FEES FOR BOYS & GIRLS	80.00
21 0010 1400 920 6645 320	XC FEE FOR MS	20.00
Vendor Name HARLAN COMMUNITY SCHOOL DIST.		<u>100.00</u>
IOWA CHEERLEADING COACHES ASSOCIATION	09042013	40.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 3230 1400 950 7459 618	MEMBERSHIP FEES	40.00
Vendor Name	IOWA CHEERLEADING COACHES ASSOCIATION	<u>40.00</u>
SHENANDOAH COMMUNITY SCHOOLS	09042013	85.00
21 0010 1400 920 6815 340	ENTRY FEE FOR JV TOURNEY	85.00
Vendor Name	SHENANDOAH COMMUNITY SCHOOLS	<u>85.00</u>
Fund Number	21	<u>365.00</u>
Checking Account ID	3	<u>365.00</u>

**Rita Leinen**

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**From:** Sharon Foote  
**Sent:** Wednesday, August 28, 2013 10:20 AM  
**To:** Terry Schmidt  
**Cc:** Rita Leinen; Deb Drey  
**Subject:** FW:

COPY

**From:** [cooperwedding@hotmail.com](mailto:cooperwedding@hotmail.com) [mailto:cooperwedding@hotmail.com]  
**Sent:** Wednesday, August 28, 2013 10:18 AM  
**To:** Sharon Foote  
**Subject:**

I Shawnette Cooper, would no longer work in the ro schools kitchen. Thank you Shawnette Cooper  
Sent from my LG phone



# ALPHA SCHOOL

**COPY**

August 23, 2013

Ms. Gayle Allensworth  
Red Oak Community Schools  
900 Inman Dr.  
Red Oak, IA 51566

Dear Ms. Allensworth,

Enclosed is the Contract for Services, from the Alpha School, for the following Red Oak students, school year 2013-2014:

Please sign and return to the Alpha School at your earliest convenience.

Sincerely,

A handwritten signature in cursive script, appearing to read "Terri Stevens".

Terri Stevens  
Administrative Assistant  
Alpha School

## Exhibit "A"

SERVICE TITLE: Alpha School  
SERVICE LOCATION: 1615 South 6th Street  
Omaha, Nebraska 68108

DESCRIPTION OF SERVICE: The Alpha School program is an educational day treatment component of the Eastern Nebraska Community Office of Mental Health in conjunction with the Eastern Nebraska Human Services Agency. The primary purpose of Alpha School is to provide educational instruction in traditional and nontraditional areas of academic subjects in a highly structured and therapeutically integrated environment. The overall goal is to reintegrate the student back into a more traditional education setting offered by his/her referring school district. This goal is accomplished through a therapeutic educational approach designed specifically for each child or youth. The therapeutic educational approach includes a planned and progressive reintegration phase for return of the student to the public school setting. During the reintegration phase the student is considered to be a full time student at Alpha School. They are involved in the public school setting for progressively lengthening school days until a determination is made to return the student to the public school setting on a full time basis. When this determination is made the student will be terminated from services by Alpha School. The following represent area of focus:

1. Academic Achievement
2. Behavioral and Cognitive-Behavioral
3. Emotional
4. Socialization
5. Personal Growth Skills and Daily Living Skills
6. Supportive Mental Health
7. Family/Caretaker Supports
8. Technical Training
9. Planned and Progressive Reintegration to a Public School Setting

The Alpha School serves students between the ages of five (5) and twenty-one (21) years. The student to staff ratio is 6-1.

Total contract cost is \$150.00 per day for each of the 179 days of membership in the day treatment program.

EXHIBIT "B"

School Year 2013-2014

Alpha School

NAME

DATE OF BIRTH

DATE ENROLLED

DATE TERMINATED

Rev. 2-18-10

## CONTRACT FOR THE PURCHASE OF SPECIAL EDUCATION SERVICES

THIS AGREEMENT, made and entered into this 14th day of August, 2013, between the SCHOOL DISTRICT of Red Oak IN THE COUNTY OF Montgomery In THE STATE OF Iowa hereinafter referred to as the SCHOOL DISTRICT and ALPHA SCHOOL (EASTERN NEBRASKA HUMAN SERVICES AGENCY), 900 South 74th Plaza, Omaha, Nebraska 68114-4675, hereinafter referred to as the SPECIAL EDUCATION SERVICE AGENCY.

### WHEREAS:

A. SPECIAL EDUCATION SERVICES AGENCY has been approved as a "SPECIAL EDUCATION SERVICE AGENCY" by the Nebraska Department of Education, NDE Agency Code 950441 - Service Code 4019, has the capability of providing the program of special education or related services described in Exhibit "A" attached hereto and incorporated fully by reference herein.

B. The student(s) herein after "the student" listed in Exhibit "B" attached hereto and incorporated fully by reference herein, are the responsibility of the SCHOOL DISTRICT, and have been determined to be eligible for the type of special education services to be provided by SPECIAL EDUCATION SERVICE AGENCY.

### IT IS, THEREFORE, AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. The term of this agreement shall be from August 14, 2013 to May 23, 2014, during which period SPECIAL EDUCATION SERVICES AGENCY agrees to provide special education services described in Exhibit "A" to the students listed on Exhibit "B". SPECIAL EDUCATION SERVICES AGENCY further agrees to evaluate and measure the educational progress of the students and to report such progress to the SCHOOL DISTRICT from time to time in such a manner as the SCHOOL DISTRICT may request.
2. The SCHOOL DISTRICT agrees to pay SPECIAL EDUCATION SERVICES AGENCY \$150.00 per day of membership to each student under this agreement as indicated in Exhibit "B".
3. SPECIAL EDUCATION SERVICES AGENCY shall submit statements for services rendered under this agreement not less frequently than monthly. The SCHOOL DISTRICT agrees to remit the amounts shown due on such statements within thirty (30) days of the receipt of such statement.

4. The parties agree that except for the initial determination of the student's eligibility for services, at all times this agreement and all aspects of the relationship between the parties related thereto shall be governed solely by Nebraska law.

5. This contract is terminable by either party upon thirty (30) days written notice delivered to the respective parties' mutual places of business. The requirement may be waived upon written agreement of the parties. When a student poses a significant danger to other students or staff, the SPECIAL EDUCATION SERVICES AGENCY may terminate services immediately and notify respective parties.

THIS AGREEMENT shall be binding upon the parties and their successors in authority.

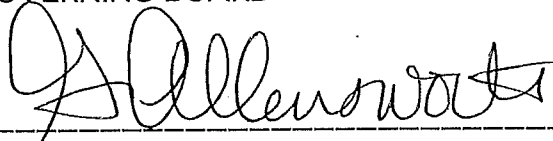
WITNESS THEREOF, the parties have set their signature.

\_\_\_\_\_  
Date

8/26/13

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHAIRMAN, EASTERN  
NEBRASKA HUMAN SERVICES  
GOVERNING BOARD



\_\_\_\_\_  
SCHOOL DISTRICT OFFICER



## COMPETENT PRIVATE INSTRUCTION

In the event a child of compulsory attendance age, over age six and under age sixteen, does not attend public school or an accredited nonpublic school the child must receive competent private instruction.

A parent choosing competent private instruction for a student must notify the school district prior to the first day of school on forms provided by the school district. The forms are available in the central administration office. One copy of the completed forms will be kept by the school district and another copy will be forwarded to the area education agency.

The superintendent will determine whether the completed form is in compliance with the law. Specifically, the superintendent will determine whether the individual providing the instruction is either the student's parent, guardian, legal custodian or an Iowa licensed practitioner; whether the licensed practitioner's license is appropriate for the age and grade level of the student; that the student is being instructed a minimum of one hundred forty-eight days per year; that immunization evidence is provided for students placed under competent private instruction for the first time and that the report is timely filed.

The school district will report noncompliance with the reporting, immunization, attendance, instructor qualifications, and assessment requirements of the compulsory attendance law to the county attorney of the county of residence of the student's parent, guardian or custodian.

Students receiving competent private instruction are eligible to request open enrollment to another school district. Prior to the request for open enrollment, the student will request dual enrollment in the resident district. The receiving district will not bill the resident district unless the receiving district complies with the reporting requirements. If the parent, guardian or custodian fails to comply with the compulsory attendance requirements, the receiving district will notify the resident district. The resident district will then report the noncompliance to the county attorney of the county of residence of the parent, guardian or custodian.

Students receiving competent private instruction from a parent, guardian or legal custodian must be evaluated annually by May 1 unless such person is properly licensed. The parent, guardian or legal custodian may choose either a standardized test approved by the Iowa Department of Education or a portfolio evaluation. If the parent, guardian or legal custodian chooses standardized testing and the student is dual enrolled, the school district will pay for the cost of the standardized test and the administration of the standardized test. If the student is not dual enrolled, the parent, guardian or legal custodian will reimburse the school district for the cost of the standardized test and the administration of the standardized test. If a parent, guardian or legal custodian of a student receiving competent private instruction chooses portfolio assessment as the means of annual assessment, the portfolio evaluator must be approved by the superintendent. Portfolio evaluators must hold a valid Iowa practitioner's license or teacher certificate appropriate to the ages and grade levels of the children whose portfolios are being assessed. No annual evaluation is required for students receiving competent private instruction from an appropriately licensed or certified Iowa practitioner.

Approved

Reviewed August 26, 2013

Revised August 26, 2013

Page 1 of 2

COMPETENT PRIVATE INSTRUCTION

Upon the request of a parent, guardian or legal custodian of a student receiving competent private instruction or upon referral of a licensed practitioner who provides instruction or instructional supervision of a student under competent private instruction, the school district will refer a student who may require special education to the area education agency, Division of Special Education, for evaluation.

Students in competent private instruction must make adequate progress. Adequate progress includes scoring at the thirtieth percentile on a standardized test or a report by the portfolio evaluator indicating adequate progress. Students who fail to make adequate progress under competent private instruction provided by the student's parent, guardian or legal custodian will attend an accredited public or nonpublic school beginning the next school year. The parent, guardian or legal custodian of a student who fails to make adequate progress may apply to the director of the Department of Education for approval of continued competent private instruction under a remediation plan.

The remediation plan is for no more than one year. Before the beginning of the school year, the student may be re-tested and if the student achieves adequate progress the student may remain in competent private instruction.

Legal Reference: Iowa Code §§ 256.11; 279.10, .11; 299.1-.6, .11, .15, .24, 299A (2011).  
281 I.A.C. 31.

Cross Reference: 501 Student Attendance  
502 Student Rights and Responsibilities  
504 Student Activities  
507.1 Student Health and Immunization Certificates  
604.7 Dual Enrollment  
604.9 Home School Assistance Program

INDIVIDUALIZED INSTRUCTION

The board's primary responsibility in the management of the school district is the operation and delivery of the regular education program. Generally, students attending the school district will receive the regular education program offered by the district. Only in exceptional circumstances will the board approve students receiving individualized instruction at the expense of the school district.

Recommendations from the superintendent for individualized instruction will state the need for the instruction, the objectives and goals sought for the instruction, the employee requirements for the instruction, the implementation procedures for the instruction and the evaluation procedures and processes that will be used to assess the value of the instruction.

It is the responsibility of the superintendent to develop administrative regulations for individualized instruction.

Legal Reference: Iowa Code §§ 256.11; 279.8, .10, .11; 280.3, .14; 299.1-.6, .11, .15, .24; 299A (2011).

Cross Reference: 501.12 Pregnant Students  
604.1 Competent Private Instruction

Approved

Reviewed August 26, 2013

Revised August 26, 2013

PROGRAM FOR TALENTED AND GIFTED STUDENTS

The board recognizes some students require programming beyond the regular education program. The board will identify students with special abilities and provide education programming.

It is the responsibility of the superintendent to develop a talented and gifted program which provides for identifying students, for program evaluation, and for training of employees.

Legal Reference: Iowa Code §§ 257.42-.49 (2011).  
281 I.A.C. 12.5(12); 59.

Cross Reference: 505 Student Scholastic Achievement  
604.6 Instruction at a Post-Secondary Educational Institution

Approved

Reviewed August 26, 2013

Revised August 26, 2013

PROGRAM FOR AT-RISK STUDENTS

The board recognizes some students require additional assistance in order to graduate from the regular education program. The board will provide a plan to encourage and provide an opportunity for at-risk students to achieve their potential and obtain their high school diploma.

It is the responsibility of the superintendent to develop a plan for students at-risk which provides for identifying students, for program evaluation, and for the training of employees.

Legal Reference: Iowa Code §§ 257.38-.41; 280.19, .19A (2011).  
281 I.A.C. 12.5(13); 33; 61; 65.

Cross Reference: 505 Student Scholastic Achievement  
607.1 Student Guidance and Counseling Program

Approved

Reviewed August 26, 2013

Revised August 26, 2013

## RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations. Students who are allowed to be excluded from a program or activity which violates their religious beliefs are required to do an alternate supervised activity or study.

In notifying the superintendent, the parents will abide by the following:

- The notice is in writing;
- The objection is based on religious beliefs;
- The objection will state which activities or studies violate their religious beliefs;
- The objection will state why these activities or studies violate their religious beliefs; and
- The objection will state a proposed alternate activity or study.

The superintendent will have discretion to make this determination. The factors the superintendent will consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available superintendent-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation.

Legal Reference: U.S. Const. Amend. I.  
Lee v. Weisman, 112 S.Ct. 2649 (1992).  
Lemon v. Kurtzman, 403 U.S. 602 (1971).  
Graham v. Central Community School District of Decatur County, 608 F.Supp.  
531 (S.D. Iowa 1985).  
Iowa Code §§ 256.11(6); 279.8 (2011).

Cross Reference: 603 Instructional Curriculum  
606.2 School Ceremonies and Observances

Approved

Reviewed August 26, 2013

Revised August 26, 2013

## INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION

Students in grades nine through twelve may receive academic or vocational-technical credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. The student may receive academic or vocational-technical credits through an agreement between a post-secondary educational institution or with the board's approval on a case-by-case basis.

Students in grades nine through twelve who successfully complete courses in post-secondary educational institutions under an agreement between the school district and the post-secondary educational institution will receive academic and vocational-technical credits in accordance with the agreement.

Students who have completed the eleventh grade but who have not completed the graduation requirements set out by the board may take up to seven semester hours of credit at a post-secondary educational institution during the summer months when school is not in session if the student pays for the courses. Upon successful completion of these summer courses, the students will receive academic or vocational-technical credit toward the graduation requirements set out by the board. Successful completion of the course is determined by the post-secondary educational institution. The board will have complete discretion to determine the academic credit to be awarded to the student for the summer courses.

The following factors are considered in the board's determination of whether a student will receive academic or vocational-technical credit toward the graduation requirements set out by the board for a course at a post-secondary educational institution:

- the course is taken from a public or accredited private post-secondary educational institution;
- a comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district;
- the course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program;
- the course is a credit-bearing course that leads to a degree;
- the course is not religious or sectarian; and
- the course meets any other requirements set out by the board.

Students in grades eleven and twelve who take courses, other than courses taken under an agreement between the school district and the post-secondary educational institution, are responsible for transportation without reimbursement to and from the location where the course is being offered.

Ninth and tenth grade talented and gifted students and all students in grades eleven and twelve will be reimbursed for tuition and other costs directly related to the course up to \$250. Students who take courses during the summer months when school is not in session are responsible for the costs of attendance for the courses.

Approved

Reviewed August 26, 2013

Revised August 26, 2013

Page 1 of 2

INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION

Students who fail the course and fail to receive credit will reimburse the school district for all costs directly related to the course. Prior to registering for the course, students under age eighteen will have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail the course and fail to receive credit for the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The school board may waive reimbursement of costs to the school district for the previously listed reasons. Students dissatisfied with a school board's decision may appeal to the AEA for a waiver of reimbursement.

The superintendent is responsible for annually notifying students and parents of the opportunity to take courses at post-secondary educational institutions in accordance with this policy. The superintendent will also be responsible for developing the appropriate forms and procedures for implementing this policy.

Legal Reference: Iowa Code §§ 256.11, .11A; 261C; 279.8; 280.3, .14 (2011).  
281 I.A.C. 12, 22.

Cross Reference: 505 Student Scholastic Achievement  
604.3 Program for Talented and Gifted Students



## DUAL ENROLLMENT

The parent, guardian, or custodian of a student receiving competent private instruction may also enroll the student in the school district. The student is considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the board secretary prior to the third Friday of September each year on forms provided by the school district. On the form, they will indicate the extracurricular and academic activities in which the student is interested in participating. The forms are available at the central administration office.

A dual enrollment student is eligible to participate in the school district's extracurricular and academic activities in the same manner as other students enrolled in the school district. The policies and administrative rules of the school district will apply to the dual enrollment students in the same manner as the other students enrolled the school district. These policies and administrative rules will include, but not be limited to, athletic eligibility requirements, the good conduct rule, academic eligibility requirements, and payment of the fees required for participation.

A dual enrollment student whose parent, guardian, or custodian has chosen standardized testing as the form of the student's annual assessment will not be responsible for the cost of the test or the administration of the test.

After the student notifies the school district which activities in which they wish to participate, the school district will provide information regarding the specific programs.

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

Legal Reference: Iowa Code §§ 279.8, 299A (2011).  
281 I.A.C. 31.

Cross Reference: 502 Student Rights and Responsibilities  
503 Student Discipline  
504 Student Activities  
507 Student Health and Well-Being  
604.1 Competent Private Instruction  
604.9 Home School Assistance Program

Approved

Reviewed August 26, 2013

Revised August 26, 2013

FOREIGN STUDENTS

Foreign students must meet all district entrance requirements including age, place of residence and immunization. Foreign students must be approved by the board. The board reserves the right to limit the number of foreign students accepted. Students who are citizens of a foreign country will be considered residents if they meet one of the following requirements:

- The student resides with his/her parent(s) or legal guardian;
- The student is in the United States with appropriate documentation (Form I-20) from the United States Department of Justice-Immigration and Naturalization Services; or
- The student is a participant in a recognized foreign exchange program; and,
- The student is physically able to attend school and has provided the school district with such proof, including a current TB test.

Legal Reference: Iowa Code 279.8 (2011)

Cross Reference: 501 Student Attendance  
507.1 Student Health and Immunization Certificates

Approved

Reviewed August 26, 2013

Revised August 26, 2013

## HOME SCHOOL ASSISTANCE PROGRAM

The board, recognizing alternatives to education outside the formal public school system, may authorize the establishment of a home school assistance program. If authorized, this program will assist students receiving competent private instruction by providing licensed employees of the school district to assist the parent, guardian or legal custodian in the education of the student.

The parent, guardian or legal custodian registering for the home school assistance program will agree to comply with the requirements established by the faculty of the program.

Students registered for the home school assistance program will be counted in the basic enrollment.

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

Legal Reference: Iowa Code §§ 279.8; 299A (2005).  
281 I.A.C. 31.

Cross Reference: 504 Student Activities  
507 Student Health and Well-Being  
604.1 Competent Private Instruction  
604.8 Dual Enrollment

Approved

Reviewed August 26, 2013

Revised August 26, 2013

## VIRTUAL/ON-LINE COURSES

The board recognizes that on-line coursework may be a good alternative for students to not only meet graduation requirements but, also have the opportunity to take advanced or other courses not offered by the school district.

High school students may earn a maximum of six (6) credits to be applied toward graduation requirements by completing on-line courses offered through agencies approved by the board, such as the Iowa On-Line Learning. Credit from an on-line or virtual course may be earned only in the following circumstances:

- The course is not offered at the high school;
- Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
- The course will serve as a supplement to extend homebound instruction;
- The student has been expelled from the regular school setting, but educational services are to be continued; or
- The principal, with agreement from the student's teachers and parents, determines the student requires a differentiated or accelerated learning environment.

Students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an on-line learning environment. In addition, the express approval of the principal shall be obtained before a student enrolls in an on-line course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

Provided courses are part of the student's regular school day coursework and within budgetary parameters, the costs for a virtual course, such as textbooks or school supplies, shall be borne by the school district or parents of the student for students enrolled full-time, depending on the circumstances associated with taking the course(s).

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

Legal Reference: Iowa Code § 279.8 (2011)  
281 I.A.C. 15

Cross Reference: 605.6 Internet Appropriate Use  
501.6 Student Transfers In

Approved

Reviewed August 26, 2013

Revised August 26, 2013

Item 6.2.1 Proposed Board Policy: Code 404.2 Professionalism and Courtesy in the  
Workplace/ Communications

**BACKGROUND INFORMATION:** Enclosed is the new policy language that needs implementation as soon as possible. If the language is acceptable, the Directors should provide tentative approval this evening.

**SUGGESTED BOARD ACTION:** It is recommended the Directors approve the first reading and tentative approval of Policy Code 404.2.

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.

Item 6.2.2 Director Continuing Education with the Iowa Association of  
School Board: Employment Law

**BACKGROUND INFORMATION:** Through Board of Director advice/direction, a 30 to 45 minute continuing education opportunity is provided this evening. Iowa Association of School Boards Staff Attorney Mary Gannon and Human Relations Director Steve Miller will update the Directors with important information concerning Iowa Code Chapter 279.

This presentation will refer to the IASB document entitled: **School Board's Role in Teacher Termination – a 1992 IASB Special Report** referencing the role of the school board in teacher contract termination hearings. The presenters will also want the Directors to reference this document: **“Licensed Employee Contract Termination Procedures Manual”**.

**SUGGESTED BOARD ACTION:** (no formal action planned)

Item 6.2.3 Closed Session per Section 21.5(1)I of the Iowa Code

**BACKGROUND INFORMATION:** This evening the Directors will spend most of the evening in closed session completing the annual performance review for Supt. Terry Schmidt.

The following motion can be used: "I move to enter a closed session at \_\_\_\_\_ 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.]"

**SUGGESTED BOARD ACTION:**



#### Item 6.2.4 Personnel Considerations

**BACKGROUND INFORMATION:** Following the closed session, Directors will be asked to consider the following personnel items:

- Consideration of the employment for a high school paraeducator position – In School Suspension Room (see enclosed)
- Consideration of supplemental contract assignments from AD Jeff Spotts (see enclosed)
- Consideration and recommendations from Transportation Director, Carlos Guerra (see enclosed)
- Consideration of employment of a paraprofessional for Kaleidoscope Preschool from Principal, Gayle Allensworth (see enclosed)
- Discussion and consideration of the superintendent's contract – extension and terms

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

**COPY**

To: Terry Schmidt, Superintendent

From: Jedd Sherman, ROHS Principal

Date: August 30, 2013

Re: New Hire

After interviewing and checking references, I would like to recommend that the Red Oak Board of Directors hire Mr. Larry "Brian" Orr as the new ISS coordinator. Mr. Orr comes to Red Oak High School with over 20 years of experience in the military and is currently pursuing a degree in education.

His starting date will be Tuesday, September 3, 2013.

Red Oak Community School District  
Staff selection Recommendations

**COPY**

Date 8/29/13

Building ROHS

Vacancy ESS

The following information is needed for the Central Office. Please print

Name Brian Orr

Address 1009 E. Valley St  
Red Oak, IA 51160

Certified:

Position on Salary Schedule and Recommended Base Amount for Contract:

Actual Years Experience	Years of Experience Granted	Initial Placement on Schedule	Education Attained & Granted	Base Amount for Contract	License	Approval Areas
					On File	Meets
		Class _____			Pending	Filed for
		Step _____				Temporary
						Permanent

If this is a coaching contract, this season runs from \_\_\_\_\_ to \_\_\_\_\_.

Classified:

Actual Years Experience	Years of Experience Granted	Classification Placement Level & Year	Hours Per Day	Hourly Rate	# of Days in Contract	Starting Date
-------------------------	-----------------------------	---------------------------------------	---------------	-------------	-----------------------	---------------

<u>0</u>			<u>7 1/2 hrs.</u>			<u>8/30/13</u>
----------	--	--	-------------------	--	--	----------------

Judd Shuman  
Principal/Director Name

Please send form to Superintendent for Board Approval



**Red Oak Community School District**

2011 N. 8<sup>th</sup> Street  
Red Oak, Iowa 51566  
(712) 623-6600  
[www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)

**COPY**

**RECEIVED**  
SEP 05 2013

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

9.5.2013

To: Board of Directors  
From: Jeff Spotts: Assistant Principal/Activities Director  
Subject: Coaching Recommendation

\*\*\*\*\*

It is recommended that Darrell Berry be recognized as a volunteer volleyball coach for the 2013 season. Mr. Berry has in the past been an important part of the volleyball program and his expertise will be appreciated by the current coaching staff. This is another opportunity to give our student athletes positive learning experiences by qualified instructors. Mr. Berry will be an immediate fit into what we need to accomplish for this season.

Sincerely,  
  
Jeff Spotts

Mr. Schmidt

September 5, 2013

Alpha School Route

RECEIVED  
SEP 05 2013

Mr. Schmidt the district no longer has a student to transport to Alpha School in Omaha Nebraska. It is my recommendation to eliminate the contract of Carolyn Lewis who is the driver for the Heartland Therapeutic route in Council Bluffs and have Ron King takes over the route. Ron has seniority and is more than capable of taking care of this responsibility. Carolyn would still be a substitute driver for vans or bus routes.

*Carlos Guerra III*

Director of Transportation  
Red Oak School Dist.  
Office 712-623-6606  
Mobile 712-370-6606  
[guerrac@roschools.com](mailto:guerrac@roschools.com)

Mr. Schmidt

September 5, 2013

Substitute Drivers for 2013-2014

The transportation department would like to recommend the following drivers for rehire as substitute drivers for the current school year 2013-2014. Bob Peterson, Michelle Cockburn, Chris Stephens, Dwight Nelson and now Carolyn Lewis for buses and we have Sharlee Owens as a van driver substitute.

*Carlos Guerra III*

Director of Transportation  
Red Oak School Dist.  
Office 712-623-6606  
Mobile 712-370-6606  
[guerrac@roschools.com](mailto:guerrac@roschools.com)

COPY

RECEIVED  
SEP 05 2013

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

# Recommendation

**To:** Terry Schmidt and the Board of Directors

**From:** Gayle Allensworth

**Date:** 09.05.13

**Re:** .Para educator, Kaleidoscope Preschool

---

Para-educator:

During the week of August 26, 2013, interviews were held to employ a para educator at Kaleidoscope Preschool due to the late resignation of a former para. Four highly qualified candidates were interviewed and it is recommended that Mrs. Emily Funderman be hired to fill the position.

In addition to a successful interview, Mrs. Emily Funderman has served as a long term substitute para-educator in the Kaleidoscope Preschool. She has proven to be a quick learner who is engaged in providing quality support services to the teacher and students in the program.

Item 6.2.5 Red Oak Schools / Red Oak Rotary Club Proposal for Outdoor Lighting -  
Committee Members Paul Griffen, et al

**BACKGROUND INFORMATION:** The Cage Project sponsored by the school district and the Red Oak Rotary Club is getting closer to an end as plans are underway for a ribbon cutting / grand opening in the middle of October. Remaining projects for total completing include lighting, landscaping, installation of donated sculptures, and bike racks.

This evening Director and Committee Member Paul Griffen will review a proposed lighting project and bids. Partial funding for this project has been secured from the Montgomery County Community Foundation (\$5,000) and a grant from the Red Oak Elks Club (\$2,000). Follow up presentation to the Red Oak Park and Tree Board is planned.

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



## Item 7.0 Reports

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

### **7.1 Administrative Reports**

Former Board President Charla Schmid and long-time director, is on the ballot to serve a four year term with the Green Hills AEA Board of Directors. Enclosed is the ballot language. Board President Lee Fellers will lead this discussion and vote authorization.

### **7.2 Future Conferences, Workshops, Seminars – to be provided as needed**

### **7.3 Other Announcements –**

Calendar Planning: The following important meeting topics need scheduled:

Annual reorganization of the Board – September 23, 2013

Annual Goals Session of the Board – Date?

Annual School Finance Workshop – Month? Date?



COPY

Halverson Center for Education  
24997 Highway 92, PO Box 1109  
Council Bluffs, Iowa 51502

712.366.0503  
In-State: 800.432.5804  
Fax: 712.366.7772

MEMORANDUM

August 27, 2013

TO: Mr. Peter Franks, Board President, East Mills CSD  
Mr. Blake Jensen, Board President, Essex CSD  
Mr. Bob Lynn, Board President, Farragut CSD  
Ms. Deana Crom, Board President, Fremont-Mills CSD  
Mr. Steve Stenzel, Board President, Hamburg CSD  
Mr. Lee Fellers, Board President, Red Oak CSD  
Mr. LeRoy Heatherington, Board President, Shenandoah CSD  
Mrs. Heidi Lowthorp, Board President, Sidney CSD  
Mr. Ron Peterman, Board President, South Page CSD

FROM: Linda Perdue, Board Secretary  
Green Hills AEA

RE: Green Hills AEA Board Election for DD 6

Pursuant to Section 273 of the *Code of Iowa*, enclosed is the official Ballot for the election of a Green Hills AEA board member to Director District #6. This board member shall serve on the Green Hills AEA Board of Directors for a term of four years, beginning with the first regular meeting of October 2013.

Two candidates filed the *Statement of Candidacy* by the August 15 deadline for election to the office. Please complete the Ballot by checking the box for the candidate for whom **your Board casts its vote**, filling in your school district name, signature, date, and weighted vote.

To be counted, the ballot should be received by me, by the end of the normal business day on September 30 or be clearly postmarked by an officially authorized postal service not later than September 29 and received by me not later than noon on the first Monday following September 30, 2013.

Thank you for your support of this process. If you have questions, please contact me at [lperdue@ghaea.org](mailto:lperdue@ghaea.org) or 712-366-0503 or 1-800-432-5804.

Encs: Ballot and Weighted Vote

C: *Superintendents and Board Secretaries of:*

Essex CSD

Farragut CSD

Fremont-Mills CSD

Hamburg CSD

East Mills CSD

Red Oak CSD

Shenandoah CSD

Sidney CSD

South Page CSD

HO

**BALLOT**

**For Area Education Agency  
Board of Directors Election**

**Green Hills AEA**

**Director District Number 6**

**Candidate(s) for Election**

**Kenneth Lee**

**Charla A. Schmid**

I, \_\_\_\_\_, being a member of the Board of Directors and  
*(Name)*

being duly authorized by the \_\_\_\_\_ Community  
*(Local School District)*

School Board of Directors, hereby cast the weighted vote of that Board for

\_\_\_\_\_ as director of District Number 6 for the  
*(Candidate's Name)*

Green Hills Area Education Agency Board of Directors.

Date: \_\_\_\_\_, 2013

Weighted Vote \_\_\_\_\_

A school districts weighted vote must be cast for one (1) candidate, and may not be divided among several candidates. The weighted votes, as determined by the Department of Education are listed on the enclosed Population and Voting Data document.

To be counted, this Ballot must be received by the end of the normal business day on September 30 or be clearly postmarked by an officially authorized postal service not later than September 29 and received not later than noon on the first Monday following September 30, by: Linda Perdue, Board Secretary, Green Hills AEA, 24997 Highway 92, P.O. Box 1109, Council Bluffs, Iowa 51502.

## Director District 6 – Percentage Vote

Director District 6 consists of the following community school districts: East Mills, Essex, Farragut, Fremont-Mills, Hamburg, Red Oak, Shenandoah, Sidney, and South Page

<u>School District</u>	<u>Percentage Vote</u>
East Mills	12.30
Essex	4.94
Farragut	5.34
Fremont-Mills	9.00
Hamburg	6.13
Red Oak	26.18
Shenandoah	23.14
Sidney	7.63
South Page	<u>5.34</u>
	100.00%