



***Red Oak Community School District***  
***2011 North 8<sup>th</sup> Street***  
***Red Oak, Iowa 51566***  
***www.redoakschooldistrict.com***

**Regular Board of Directors Meeting**

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

Thursday, January 16, 2014 – 6:00 pm

1.0 Call to Order – Board of Directors President Lee Fellers

2.0 Roll Call – Board of Directors Secretary Shirley Maxwell

3.0 Approval of the Agenda – President Lee Fellers

4.0 Communications

4.1 Good News from Red Oak Schools

- Gifts for the Automated External Defibrillator Program
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4.2 Visitors and Presentations

- Interest Based Bargaining with the Red Oak Support Staff Association – Exchange Letters of Interest
- Interest Based Bargaining with the Red Oak Education Association – Exchange Letters of Interest

4.3 Affirmations and Commendations

- Maintenance & Operations Department
- Transportation Department

4.4 Correspondence

5.0 Consent Agenda

5.1 Review and Approval of Minutes from December 16, 2013 and January 8, 2014

5.2 Review and Approval of Monthly Business Reports

5.3 Personnel Considerations

5.4 Board Policy Final Approval of Reviewed Policies Section 800: Buildings and Sites

5.5 Education Services Agreements (as needed)

6.0 General Business for the Board of Directors

6.1 Old Business

6.1.1 District Facilities Study and Amendment of Contract with the BLDD Architecture Firm

6.1.2 Communications Program Update with UNICOM and Nominations Consideration

6.2 New Business

6.2.1 Red Oak Curriculum Council Report and Recommendations  
– Curriculum Director Barb Sims and Fine Arts Committee Members

6.2.2 Iowa Assessments Results for Red Oak Schools 2013 – Presented by School Principals

6.2.3 Schools in Need of Assistance Status and Update – Curriculum Director Barb Sims with Principals Allensworth and Perrien

6.2.4 Student Support Coordinator Program Update and Attendance Policy Review – SSC Coordinator Theo Fundermann assisted by Administrators Perrien, Sherman, and Spotts

6.2.5 Iowa Department of Education Annual Dropout Report – Jedd Sherman, John Brabec, Jeff Spotts

6.2.6 Personnel Considerations and Request for Early Retirement Benefits

6.2.7 Board Policy Review: Section 900: Community Relations

7.0 Reports

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

### 7.3 Other Announcements

8.0 Next Regular Board of Directors Meeting: Monday, January 27, 2014 – 6:00 pm  
Sue Wagaman Board Room  
Red Oak CSD Administrative Center

Next Special Work Session for Facilities: to be determined

9.0 Adjournment

## Item 4.0 Communications

### **4.1 Good News from Red Oak Schools**

This evening special attention is brought concerning . . .

- ★ Gifts for the Automated External Defibrillator Program

- ★

- ★

### **4.2 Visitors and Presentations**

This evening please welcome the leadership from the Red Oak Support Staff Association and the Red Oak Education Association. Each organization is ready to exchange letters of interest in order to begin the Interest Based Bargaining Program for district personnel. President Lee Fellers will have the Directors' letters of interest to share. Copies of these can be found at the board table.

- Interest Based Bargaining with the Red Oak Support Staff Association – Exchange Letters of Interest
- Interest Based Bargaining with the Red Oak Education Association – Exchange Letters of Interest

### **4.3 Affirmations and Commendations**

Terry would like to provide comments for the following:

- ★ Maintenance & Operations Department
- ★ Transportation Department

### **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 December 16, 2013 and January 8, 2014**

The minutes are enclosed for your review. Unless there are suggested changes, they are submitted for approval by Board Secretary Shirley Maxwell.

**5.2 Review and Approval of the Monthly Business Reports**

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](mailto:lesterj@roschools.com)) or Business Manager Shirley Maxwell ([maxwells@roschools.com](mailto:maxwells@roschools.com)) are available to answer any questions concerning the expenditures.

**5.3 Personnel Considerations**

**Supplemental Contract Resignation:** Enclosed is a letter of resignation from Mrs. Mandy Manz who has served as an assistant softball coach. It is recommended this be approved as Director of Activities is currently recruiting a replacement.

**5.4 Board Policy Final Approval of Reviewed Policies Section 800: Buildings and Sites**

Enclosed are polices Policy Code 800 Objectives of Buildings & Sites, Policy Code 801.1 Buildings & Sites Long Range Planning, Policy Code 801.2 Building & Sites Surveys, Policy Code 801.3 Educational Specifications for Buildings & Sites, Policy Code 801.4 Site Acquisition, Policy Code 801.5 Bids and Awards for Construction Contracts, Policy Code 802.1 Maintenance Schedule, Policy Code 802.2 Requests for Improvements, Policy Code 802.3 Emergency Repairs, Policy Code 802.4 Capital Assets, Policy Code 802.5 Buildings & Sites Adaptation for Persons with Disabilities, Policy Code 802.6 Vandalism, Policy Code 802.7 Energy Conservation, Policy Code 803.1 Disposition of Obsolete Equipment, Policy Code 803.2 Lease, Sale or Disposal of School District Buildings &

Sites, Policy Code 804.1 Facilities Inspections, Policy Code 804.2  
Warning System and Emergency Plans, Policy Code 804.3 Bomb Threats,  
Policy Code 804.4 Asbestos Containing Material.

**All are recommended for final approval and publication.**

**5.5 Education Services Agreements (as needed)** [At publication time no  
education service agreements were ready for approval. There could be one or  
more placed at the board table this evening.]

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

- Minutes from December 16, 2013 and January 8, 2014
- Monthly business reports as presented
- Final approval of board policy revisions
- Approval of a letter of resignation from Assistant Softball Coach Mandy  
Manz

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

**Meeting Location: Sue Wagaman Board Room,  
Red Oak CSD Administrative Center-Red Oak Technology Center-Red Oak High School Campus  
Monday, December 16, 2013**

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

**APPROVAL OF AGENDA**

Motion by Director Drey with a second by Director Griffen to approve the agenda with the order of agenda items at the discretion of the chairman, removing item 6.2.2 Interest Based Bargaining Intent and Letters of Interest for the 2014-2015 contract year. The motion carried unanimously.

**GOOD NEWS**

Recognition was given to: the 2013 Red Oak Tiger Football Playoff Team and the Senior Tigers; the 2013 Tiger Volleyball State Tournament Team; the Fine Arts Department of Red Oak Schools including achievements by Senior Laura Butz (All-State Band) and Eighth Grader Abigail Sherman (Opus Choir); and the 2013-2014 National Honor Society inductees who included: Tatum Allensworth, Grace Blomstedt, Vincent Breedlove, Madison Gilbert, Chloe Taylor and Kate Walker. The newly elected seniors are: Hayden Berry, Sabrina Guerra, Maranda Gowdy and Paige Vannausdle. These newly inducted students join the current members Maggie Bennett, Blake Bergren, Laura Butz, Ellen Fellers, Evan Mellott and Austin Streicher.

**CONSENT AGENDA**

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

- Approval of Minutes from November 25 & December 10, 2013
- Approval of Monthly Business Reports
- Approval of an educational services agreement with the Council Bluffs Community School District
- Approval of open enrollment requests for 2014-2015
- Approval of a resignation from bus driver Kevin Crouch
- Approval of a high school early graduation request for ShiaLynn Wilkening
- Approval of the school pictures contract with Lifetouch School Portraits, Williamsburg, IA
- Approval of Board Policy Code 710.1 School Food Program, Policy Code 710.2 Free Or Reduced Cost Meals Eligibility, Policy Code 710.3 Vending Machines, Policy Code 711.1 Student School Transportation Eligibility, Policy Code 711.2 Student Conduct On School Transportation, Policy Code 711.3 Student Transportation For Extra Curricular Activities, Policy Code 711.4 Summer School Program Transportation Service, Policy Code 711.5 Transportation Of Nonresident And Nonpublic School Students, Policy Code 711.6 Transportation Of Non-school Groups, Policy Code 711.7 School Bus Safety Instruction, Policy Code 711.8 Transportation In Inclement Weather, Policy Code 711.9 District Vehicle Idling

The motion carried unanimously.

**MODIFIED ALLOWABLE GROWTH**

Director Drey moved with a second by Director Griffen to approve the 2014-2015 Modified Allowable Growth Application for Dropout Prevention. The motion carried unanimously.

**BOARD POLICY REVIEW**

Director Drey moved with a second by Director Walker to give tentative approval to maintain the current series 800 of board policies with the date and legal revision changes as presented: Policy Code 800 Objectives of Buildings & Sites, Policy Code 801.1 Buildings & Sites Long Range Planning, Policy Code 801.2 Building & Sites Surveys, Policy Code 801.3 Educational Specifications for Buildings & Sites, Policy Code 801.4 Site Acquisition, Policy Code 801.5 Bids and Awards for Construction Contracts, Policy Code 802.1 Maintenance Schedule, Policy

Code 802.2 Requests for Improvements, Policy Code 802.3 Emergency Repairs, Policy Code 802.4 Capital Assets, Policy Code 802.5 Buildings & Sites Adaptation for Persons with Disabilities, Policy Code 802.6 Vandalism, Policy Code 802.7 Energy Conservation, Policy Code 803.1 Disposition of Obsolete Equipment, Policy Code 803.2 Lease, Sale or Disposal of School District Buildings & Sites, Policy Code 804.1 Facilities Inspections, Policy Code 804.2 Warning System and Emergency Plans, Policy Code 804.3 Bomb Threats, Policy Code 804.4 Asbestos Containing Material. The motion carried unanimously.

**REVIEW & ADOPTION OF PERFORMANCE REVIEW DOCUMENT**

Director Drey moved with a second by Director Hayes to approve the performance review document for principals in 2013-2014. Director Drey withdrew the motion. Motion by Director Griffen with a second by Director Drey to approve per annual adoption the SAI Principal Leadership Performance Review document, a systems approach. (Evaluation Process-May, 2007) The motion carried unanimously.

**ADJOURNMENT**

Director Drey moved with a second by Director Walker to adjourn the meeting at 9:30 p.m. The motion carried unanimously. A special meeting will be held on Wednesday, January 8, 2014, time to be determined, in the Sue Wagaman Board Room, Administrative Center in the Technology Building. The next regular board meeting will be held on Monday, January 13, 2014 at 6:00 p.m. in the Sue Wagaman Board Room Red Oak CSD Administrative Center.

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Lee Fellers, President

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Shirley Maxwell, Board Secretary



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

**Meeting Location: Sue Wagaman Board Room,  
Red Oak CSD Administrative Center-Red Oak Technology Center-Red Oak High School Campus  
Wednesday, January 8, 2014**

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

**APPROVAL OF AGENDA**

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

**DISTRICT FACILITIES PLANNING AND COMMUNITY COMMUNICATIONS**

Architect Randy West from BLDD addressed the board of directors explaining the services of UNICOM of St. Louis, Missouri. This company specializes in community engagement programs and has worked with BLDD on several projects that include on-going program planning, creative programming and program implementation for a community engagement and education program.

No action was taken following this presentation but the topic will be revisited at the January 16, 2014 regular meeting.

**ADJOURNMENT**

Director Walker moved with a second by Director Griffen to adjourn the meeting at 7:28 p.m. The motion carried unanimously. The next regular board meeting will be held on Thursday, January 16, 2014 at 6:00 p.m. in the Sue Wagaman Board Room Red Oak CSD Administrative Center.

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Lee Fellers, President

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Shirley Maxwell, Board Secretary

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
BOYER, RICK	01022014	1,000.00
10 0010 1000 300 4531 320	COORDINATING SERVICES CARL PERKINS	1,000.00
Vendor Name BOYER, RICK		<u>1,000.00</u>
CASEY'S	01102014	687.56
10 0020 2700 000 0000 626	GAS PURCHASES/MONTH	687.56
Vendor Name CASEY'S		<u>687.56</u>
ECI - EMPLOYERS' COUNCIL OF IOWA	12192013	150.00
10 3230 2410 000 0000 320	5 Registration to Dan Gable Conference	150.00
Vendor Name ECI - EMPLOYERS' COUNCIL OF IOWA		<u>150.00</u>
FIRST BANKCARD	01032014	26.18
10 0010 2310 000 0000 611	NOTARY PACKAGE	26.18
FIRST BANKCARD	01062014	50.39
10 0010 2235 000 0000 618	35' VGA for HSMC	10.61
10 0010 2235 000 0000 618	SHIPPING	9.37
10 0010 2235 000 0000 618	35' HDMI for HSMC	30.41
FIRST BANKCARD	12112013-1	212.90
10 0010 1200 217 3303 612	Bariatric Drop Arm Commode	212.90
FIRST BANKCARD	12162013	29.95
10 1901 1000 100 8001 612	ring-bound original planner refill	29.95
FIRST BANKCARD	12162013-1	89.03
10 0010 1000 100 0000 641	BOOKS	89.03
FIRST BANKCARD	12182013	49.96
10 0010 1200 219 0000 612	ZONES OF REGULATION / PAPERBACK	49.96
FIRST BANKCARD	12192013	36.48
10 0010 1200 219 0000 612	BUILDING SOCIAL RELATIONSHIPS: A SYSTEMA	36.48
FIRST BANKCARD	12192013-1	14.44
10 0010 1200 219 0000 612	ZONES OF REGULATION POSTER	14.44
Vendor Name FIRST BANKCARD		<u>509.33</u>
FOLLETT SOFTWARE COMPANY	1108404	799.00
10 0010 2235 000 1996 653	Destiny Upgrade to current versions	799.00
Vendor Name FOLLETT SOFTWARE COMPANY		<u>799.00</u>
GLENWOOD MIDDLE SCHOOL	12162013	100.00
10 0010 1000 470 1118 320	REG FEES FIVE TEAMS	100.00
Vendor Name GLENWOOD MIDDLE SCHOOL		<u>100.00</u>
MEDIA COM	13700114	1,449.00
10 0010 2236 000 0000 536	INTERNET/PHONE SERVICEES	1,449.00
Vendor Name MEDIA COM		<u>1,449.00</u>
MIDAMERICAN ENERGY	12172013	16,134.67
10 0030 2600 000 0000 621	THERMS 328	241.05
10 0030 2600 000 0000 622	KWH 960	109.01
10 0020 2600 000 0000 622	KWH 5974	563.25

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0020 2600 000 0000 622	KWH 1	20.88
10 1911 2600 000 0000 621	THERMS 550	383.07
10 1912 2600 000 0000 621	THERMS 1975	1,294.70
10 1912 2600 000 0000 622	KWH 3745	361.95
10 2020 2600 000 0000 622	KWH 27400	1,896.73
10 2020 2600 000 0000 622	KWH 12.36	12.36
10 1901 2600 000 0000 622	KWH 47700	3,280.77
10 1901 2600 000 0000 622	KWH 1	2.78
10 1902 2600 000 0000 622	KWH 17360	1,341.73
10 3230 2600 000 0000 622	KWH 66900	3,887.86
10 3900 2600 000 0000 621	THERMS 1737	1,124.75
10 3900 2600 000 0000 622	KWH 26400	1,613.78
Vendor Name MIDAMERICAN ENERGY		<u>16,134.67</u>
RED OAK GRAND THEATER	58	126.00
10 1902 1000 100 8002 618	ADMISSION CHARGE/THE ELF	126.00
Vendor Name RED OAK GRAND THEATER		<u>126.00</u>
SEMINOLE ENERGY SERVICES, LLC	170-1312-1881	9,910.59
10 1901 2600 000 0000 621	THERMS 4197	2,624.01
10 2020 2600 000 0000 621	THERMS 5061	3,146.71
10 3230 2600 000 0000 621	THERMS 5191	3,225.35
10 1902 2600 000 0000 621	THERMS 1357	914.52
Vendor Name SEMINOLE ENERGY SERVICES, LLC		<u>9,910.59</u>
SHAFFER, RALPH	099101	65.00
10 3230 2600 910 6210 430	piano tuning	65.00
Vendor Name SHAFFER, RALPH		<u>65.00</u>
SOCS/FES	INV004398	121.22
10 0010 2236 000 0000 536	WEB SITE HOSTING	121.22
Vendor Name SOCS/FES		<u>121.22</u>
TRI CENTER MIDDLE SCHOOL	12162013	60.00
10 0010 1000 470 1118 320	REG FEES 3 TEAMS	60.00
Vendor Name TRI CENTER MIDDLE SCHOOL		<u>60.00</u>
UNITED PARCEL SERVICE	0000537022523	127.22
10 1902 2410 000 0000 531	UPS	27.50
10 1901 2410 000 0000 531	UPS	37.48
10 3230 2410 000 0000 531	UPS	34.74
10 2020 2410 000 0000 531	UPS	27.50
Vendor Name UNITED PARCEL SERVICE		<u>127.22</u>
WEB.COM, INC.	01012014	22.95
10 0010 2236 000 0000 536	DOMAIN NAME	22.95
Vendor Name WEB.COM, INC.		<u>22.95</u>
Fund Number 10		<u>31,262.54</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
FIRST BANKCARD	12182013-1	1,199.00
36 3900 2235 000 0000 739	Yoga 2 Pro -59409368 with 2nd AC Adapter	1,199.00

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
FIRST BANKCARD	12182013-2	39.99	
36 3900 2235 000 0000 739	Yoga 2 Pro -59409368 with 2nd AC Adapter		39.99
FIRST BANKCARD	12182013-4	49.99	
36 3900 2235 000 0000 739	Yoga 2 Pro -59409368 with 2nd AC Adapter		49.99
Vendor Name	FIRST BANKCARD		<u>1,288.98</u>
Fund Number	36		<u>1,288.98</u>
Checking Account ID	1		<u>32,551.52</u>
Checking Account ID	3	Fund Number 21	STUDENT ACTIVITY FUND
ADM HIGH SCHOOL	01102014	100.00	
21 0010 1400 920 6790 320	WRESTLING TOURNEY FEE		100.00
Vendor Name	ADM HIGH SCHOOL		<u>100.00</u>
BAXTER, RANDY	01102014	95.00	
21 0010 1400 920 6710 320	OFFICIAL		95.00
Vendor Name	BAXTER, RANDY		<u>95.00</u>
DICKINSON, DOUG	01092014	110.00	
21 0010 1400 920 6790 320	OFFICIAL		110.00
Vendor Name	DICKINSON, DOUG		<u>110.00</u>
ETHEN, CHRIS	12132013	95.00	
21 0010 1400 920 6710 320	OFFICIAL		95.00
ETHEN, CHRIS	12142013	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
Vendor Name	ETHEN, CHRIS		<u>190.00</u>
FIRST BANKCARD	01092014	66.09	
21 3230 1400 950 7407 618	PHOTO PRINTING		66.09
Vendor Name	FIRST BANKCARD		<u>66.09</u>
GIRRES, CHRIS	01102014	95.00	
21 0010 1400 920 6710 320	OFFICIAL		95.00
GIRRES, CHRIS	12132013	95.00	
21 0010 1400 920 6710 320	OFFICIAL		95.00
Vendor Name	GIRRES, CHRIS		<u>190.00</u>
IA HIGH SCHOOL SPEECH ASSOC.	01082014	267.00	
21 3230 1400 910 6110 618	DISTRICT REGISTRATION FEE		267.00
Vendor Name	IA HIGH SCHOOL SPEECH ASSOC.		<u>267.00</u>
JAMES KOPER/PANCAKE MAN	01102014	547.50	
21 3230 1400 950 7413 618	PANCAKE FUNDRAISER		547.50
Vendor Name	JAMES KOPER/PANCAKE MAN		<u>547.50</u>
JOHNSON, BOB	12172013	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
Vendor Name	JOHNSON, BOB		<u>95.00</u>
LANHAM, TROY	12132013	95.00	
21 0010 1400 920 6710 320	OFFICIAL		95.00

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
Vendor Name LANHAM, TROY			<u>95.00</u>
MADSEN, JOHN	12142013	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
Vendor Name MADSEN, JOHN			<u>95.00</u>
MANZ, KYLE	01032014	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
Vendor Name MANZ, KYLE			<u>95.00</u>
MCCREADY, BRIEN	01102014	95.00	
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Vendor Name MCCREADY, BRIEN			<u>95.00</u>
MORAN, IAN	01102014	85.00	
21 0010 1400 920 6710 320	OFFICIAL		85.00
Vendor Name MORAN, IAN			<u>85.00</u>
MORGAN, BOB	12172013	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
MORGAN, BOB	12202013	85.00	
21 0010 1400 920 6710 320	OFFICIAL		85.00
Vendor Name MORGAN, BOB			<u>180.00</u>
MUSIC THEATRE INTERNATIONAL	09302013	20.00	
21 3230 1400 910 6210 618	MUSICAL SUPPLIES		20.00
MUSIC THEATRE INTERNATIONAL	12042013	1,890.00	
21 3230 1400 910 6210 618	ROYALTIES AND RENTAL FOR SPRING MUSICAL		1,890.00
MUSIC THEATRE INTERNATIONAL	953315-1	20.00	
21 2020 1400 910 6110 618	HARD COPY PERUSAL OF DEAR EDWINA JR FOR		10.00
21 2020 1400 910 6110 618	HARD COPY PERUSAL OF ONCE ON THIS ISLAND		10.00
Vendor Name MUSIC THEATRE INTERNATIONAL			<u>1,930.00</u>
OSBORNE, CURTIS	01032014	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
Vendor Name OSBORNE, CURTIS			<u>95.00</u>
RECHER, JOHN	01102014	85.00	
21 0010 1400 920 6810 320	OFFICIAL		85.00
RECHER, JOHN	12142013	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
Vendor Name RECHER, JOHN			<u>180.00</u>
ROMINE, RON	01032014	85.00	
21 0010 1400 920 6710 320	OFFICIAL		85.00
ROMINE, RON	01072014	75.00	
21 0010 1400 920 6810 320	OFFICIAL		75.00
ROMINE, RON	12202013	75.00	
21 0010 1400 920 6810 320	OFFICIAL		75.00
Vendor Name ROMINE, RON			<u>235.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
SHENANDOAH COMMUNITY SCHOOLS	12182013	80.00
21 0010 1400 920 6790 320	TOURNEY FEE	80.00
SHENANDOAH COMMUNITY SCHOOLS	12302013	75.00
21 0010 1400 920 6790 320	JV TOURNEY FEE	75.00
Vendor Name SHENANDOAH COMMUNITY SCHOOLS		<u>155.00</u>
VANDERHOOF, LISA	12202013	75.00
21 0010 1400 920 6810 320	OFFICIAL	75.00
Vendor Name VANDERHOOF, LISA		<u>75.00</u>
VERGAMINI, JOHN	01032014	95.00
21 0010 1400 920 6810 320	OFFICIAL	95.00
Vendor Name VERGAMINI, JOHN		<u>95.00</u>
WIEGEL, SHANE	12172013	95.00
21 0010 1400 920 6810 320	OFFICIAL	95.00
Vendor Name WIEGEL, SHANE		<u>95.00</u>
WILLIAMS, JOHN PAUL	01092014	110.00
21 0010 1400 920 6790 320	OFFICIAL	110.00
Vendor Name WILLIAMS, JOHN PAUL		<u>110.00</u>
Fund Number 21		<u>5,275.59</u>
Checking Account ID 3		<u>5,275.59</u>

RECEIVED  
DEC 19 2013

I would like to inform you that I am resigning from my position as Assistant Softball Coach effective immediately.

Thank you for the opportunity for professional development; I really enjoyed my time being part of this team.

--Mandy Manz

Mandy Manz

7th Reading and Language Arts

School: 712.623.6620 Ext. 4215

\*To educate a person in mind and not in morals  
is to educate a menace to society.

--Theodore Roosevelt

OBJECTIVES OF BUILDINGS & SITES

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

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

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

Approved

Reviewed December 16, 2013

Revised

**Red Oak Community School District**



**BUILDINGS & SITES LONG RANGE PLANNING**

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

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

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

Cross Reference: 103 Long-Range Needs Assessment

Approved Reviewed December 16, 2013 Revised December 16, 2013

**Red Oak Community School District**

BUILDINGS & SITES SURVEYS

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

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

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

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

Approved

Reviewed December 16, 2013

Revised December 16, 2013

EDUCATIONAL SPECIFICATIONS FOR BUILDINGS & SITES

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

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

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

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

Legal Reference: Cedar Rapids Community School District, Linn County v. City of Cedar Rapids,  
252 Iowa 205, 106 N.W.2d 655 (1960).  
Iowa Code §§ 73A.2, .18; 280.3, .14; 297; 544A (2011).  
1974 Op. Att'y Gen. 529.

Cross Reference: 801 Site Acquisition and Building Construction

Approved

Reviewed December 16, 2013

Revised December 16, 2013

**Red Oak Community School District**

SITE ACQUISITION

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

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

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

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

Approved

Reviewed December 16, 2013

Revised December 16, 2013

**Red Oak Community School District**

BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS

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

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

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

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

Legal Reference: Iowa Code §§ 72; 73; 73A.2, .18; 297.7-.8 (2011).

Cross Reference: 705 Expenditures  
801 Site Acquisition and Building Construction

Approved Reviewed December 16, 2013 Revised December 16, 2013



MAINTENANCE SCHEDULE

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

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

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

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

Approved

Reviewed December 19, 2013

Revised December 19, 2013

**Red Oak Community School District**

REQUESTS FOR IMPROVEMENTS

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

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

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

Cross Reference: 802.1 Maintenance Schedule  
802.3 Emergency Repairs

Approved

Reviewed December 16, 2013

Revised December 16, 2013



EMERGENCY REPAIRS

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

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

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

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

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

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

Approved

Reviewed December 16, 2013

Revised December 16, 2013

## CAPITAL ASSETS

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

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

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

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

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

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

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

## CAPITAL ASSETS REGULATION

## A. Capital Assets Management System

The superintendent, and/or other designated staff, shall:

- 1) Conduct the fixed assets physical count;
- 2) Develop the fixed assets listing;
- 3) Tag fixed assets included in the fixed assets management system with a bar code identification number;
- 4) Make a recommendation of a computer software program for managing the fixed assets management system;
- 5) Enter the necessary data into the fixed capital assets management system and compile the appropriate reports;
- 6) Develop forms and procedures for maintaining the integrity of the fixed capital assets management system; and,
- 7) Maintain responsibility for an accurate fixed capital assets management system.

## B. Determining historical cost

1. The historical cost of a capital asset is based on the actual costs expended in making the capital assets serviceable.
2. Gifts of capital assets are valued at the estimated fair market value at the addition/acquisition date.
3. Fixed assets purchased under a capital lease are valued at historical cost of their net present value of the minimum lease payments on the addition/acquisition date.
4. The historical cost of capital assets must include capitalized interest.

## C. Annual capital assets listing reconciliation

1. The superintendent, and/or other designated staff, in conjunction with the capital assets management team, will conduct an annual capital assets physical count to develop the annual capital assets listing in a manner similar to the initial capital assets listing process in B above. At least every three years, someone other than the person in custody of the capital assets in the building/department/room will perform the capital assets physical count for the building/department/room.
2. Upon completion of the annual capital assets listing, the capital assets listing is reconciled to the capital assets management system data base.
3. Capital assets found to have been excluded from the data base are added to the capital assets management system. The capital assets management system process should be reviewed to prevent future incidents of excluding a capital asset.
4. Capital assets unaccounted for are reported to the superintendent who contacts the supervisor of and the individual in charge/control/custody of the capital asset. The individual in charge/control/custody of the capital asset has thirty days to account for the capital asset.

## CAPITAL ASSETS REGULATION

5. Capital assets unaccounted for after thirty days are reported to the superintendent for appropriate action and documentation. "Appropriate action" may include discipline, up to and including discharge, and may require the employee/person in charge/control/custody of the capital asset to replace the asset.
  6. The superintendent is responsible for documenting the reasons each asset was not reconciled to the capital assets management system.
- D. Addition/acquisition of capital assets.
1. The school district's purchasing policy and administrative regulations must be followed when acquiring capital assets. The school district's policy and administrative regulations must be followed for receiving a gift of capital assets.
  2. The capital assets addition/acquisition documentation must be completed for each additional capital assets with an addition/acquisition cost of equal to or greater than (*\$ capitalization threshold*). The following information should be collected, if applicable:
    - a. Name of location-building/department/room;
    - b. Location-building/department/room code;
    - c. Balance sheet accounting/class code;
    - d. Government or BTA program;
    - e. Addition/acquisition date;
    - f. Check/purchase order number or gift;
    - g. Bar code identification number assigned to and placed on the capital asset;
    - h. Serial/model number;
    - i. Cost-historical;
    - j. Fair market value on acquisition date (donated assets only);
    - k. Estimated useful life;
    - l. Vendor;
    - m. Purchasing fund and function;
    - n. Description of capital asset;
    - o. Department/person charged with custody,
    - p. Method of addition/acquisition-purchase, trade, gift etc.,
    - q. Quantity;
    - r. Replacement cost;
    - s. Addition/acquisition authorization; and,
    - t. Function for depreciation.
  3. Capital assets acquired in a month must be entered into the capital assets management system in the same month.
  4. The actual costs of construction in progress, other than infrastructure, is entered into the capital assets management system in the month in which costs are incurred until the total cost of addition/acquisition is entered. Upon completion of construction, the total costs accumulated over the period of construction are reclassified to buildings.

## CAPITAL ASSETS REGULATION

5. Capital assets acquired in a month must be entered into the capital assets management system in the same month.
- E. Relocation/transfer of machinery and equipment capital assets.
1. A capital assets relocation/transfer documentation must be completed prior to removing machinery and equipment capital assets from their current location. The following information must be collected:
    - a. Relocation/transfer date;
    - b. Quantity;
    - c. Bar code identification number;
    - d. Current location-building/department/room code;
    - e. Name of current location-building/department/room;
    - f. New location-building/department/room code;
    - g. Name of new location-building/department/room;
    - h. Date placed at new location-building/department/room;
    - i. Department/person charged with custody; and
    - j. Relocation/transfer authorization.
  2. Capital assets relocated/transferred in a month must be entered into the capital assets management system in the same month.
- F. Disposal of capital assets
1. A Capital Assets disposal documentation must be completed prior to disposing of real property. The following information must be collected:
    - a. Disposal date;
    - b. Quantity;
    - c. Bar code tag identification number;
    - d. Legal description,
    - e. Location/Address;
    - f. Purchaser;
    - g. Disposal methods for real property trade, sale, stolen, etc.; and,
    - h. Disposal authorization.
  2. Capital assets disposed of in a month must be entered into the capital assets management system in the same month.
  3. When assets are sold or disposed of, it is necessary to calculate and report a gain or loss in the statement of activities. The gain/loss is calculated by subtracting the net book value (historical cost less any accumulated amortization) from the net amount realized on the sale or disposal.
- G. Lost, damaged or stolen capital assets.
1. A Lost, Damaged or Stolen Capital Assets Report must be completed when a capital asset has been lost, damaged or stolen. The following information must be collected:

## CAPITAL ASSETS REGULATION

- a. Date of loss, damage or theft;
  - b. Employee/person discovering;
  - c. Quantity;
  - d. Description of capital asset;
  - e. Bar code tag identification number;
  - f. Location-building/department/room;
  - g. Description of loss, damage, etc.;
  - h. Filing of police report-yes or no;
  - i. Filing of insurance report-yes or no;
  - j. Sent for repair-yes or no;
  - k. Date returned from repair;
  - l. Date returned to location-building/department/room;
  - m. Department/person charged with custody; and,
  - n. Authorization.
2. Capital assets damaged, lost or stolen in a month must be entered into the capital assets management system in the same month.

### H. Capital assets reports

1. Annual reports for June 30 each year.
  - a. Capital assets listing including the following items:
    - 1) Balance sheet accounting/class code;
    - 2) Purchasing fund, function and depreciation function;
    - 3) Bar code tag identification number;
    - 4) Description of the capital asset;
    - 5) Historical cost or other;
    - 6) Location;
    - 7) Current year depreciation/expense; and,
    - 8) Accumulated depreciation/amortization.
  - b. Capital assets listing by location/building;
  - c. Capital assets listing by department/employee/person charged with custody; and,
  - d. Capital assets listing by replacement cost.

***NOTE: This sample administrative regulation provides a sample capital asset management system. It is important the administrative regulations adopted by a school district reflect its actual practice. The school district may choose to employ a service provider to conduct the annual capital assets physical count, annual capital assets listing and to implement a capital assets management system for capital assets required to be capitalized under board policy. Should the board employ a service provider, it is important to have the school attorney review the request for proposals and to draft the service provider contract.***

***This sample administrative regulation provides for valuing capital assets at historical cost as required by GAAP. This administrative regulation also requires the school district to maintain the replacement value of capital assets. Should the school district decide not to maintain replacement values for its capital assets, the requirement should be deleted from the administrative regulation.***

## CAPITAL ASSETS REGULATION

*Some school districts in completing their initial capital assets listing consider a room a unit. For example, 25 student desks, one teacher's desk, one teacher's chair, wastebasket, two storage/file cabinets and so forth could be considered a room unit with a value of \$35,000. The unit is included as one item on the capital assets listing.*

*This may be a difficult element of a capital assets management system. Capital assets have a tendency to be moved around and the employees moving them generally do not remember to complete the paperwork or even to inform the superintendent. A quality annual reconciliation process must be done to ensure a valid fixed assets listing. Some school districts require a designated person at each building to complete the paperwork upon the disposal of a capital asset. School districts with a local area network can save paperwork by allowing each building to enter the information regarding disposal of capital assets as long as the appropriate checks and balances exist to verify the information.*

*The school auditor may, at a minimum, require a capital assets listing with the historical or other cost basis and balance sheet accounting/class code for each capital asset in the capital assets listing. It is important for the school district to consult with the district's auditor prior to determining the school district's requirements for this annual report. The other items listed above are optional unless recommended by the school auditor to meet the school district's needs.*

*The capital assets listing total dollar amount must equal the amount entered on the school district's Certified Annual Report (CAR). This amount is calculated as follows:*

*Capital assets listing prior year by balance sheet accounting/class code  
 + Additions/Acquisitions by balance sheet accounting/class code  
 - Disposal by balance sheet accounting/class code  
 =Capital assets listing current year by balance sheet accounting/class code*

*The last three reports may be used by school districts for many different purposes. For example, the "capital assets listing by location/building" and "capital assets listing by department/employee/person charged with custody" are used by school districts for the annual capital assets listing reconciliation to compare the actual capital assets in a building or department/room with the information in the capital assets management system.*

## CAPITAL ASSETS MANAGEMENT SYSTEM DEFINITIONS

**Back trending/standard costing** - an estimate of the historical original cost using a known average installed cost for like units as of the estimated addition/ acquisition date. This cost is only applied to the capital assets initially counted upon implementation of the capital assets management system when the historical original cost cannot be determined. It is inappropriate to apply the back trending/standard costing method to any capital assets acquired after the assets management system implementation date.

**Balance sheet accounting/class codes** - the codes set out for assets in the Iowa Department of Education Uniform Accounting Manual. They are: 200-capital assets; 211- land and land improvements; 221-site improvements; 222-accumulated depreciation on site improvements; 231-buildings and building improvements; 232-accumulated depreciation on buildings and building improvements; 241-machinery and equipment; 242-accumulated depreciation on machinery and equipment, 251-works of art and historical treasures; 252-accumulated depreciation on works of art and historical treasures, 261-infrastructure, 262-accumulated depreciation on infrastructure, and 271-construction in progress.

**Book value** - the value of capital assets on the records of the school district, which can be the cost or, the cost less the appropriate allowances, such as depreciation.

**Buildings and building improvements** - a capital assets account reflecting the addition/acquisition cost of permanent structures owned or held by a government and the improvements thereon.

**Business-type activities** – one of two classes of activities reported in the government-wide financial statements. Business-type activities are financed in the whole or in part by fees charged to external parties for goods or services. These activities are usually reported in enterprise funds.

**Capital expenditures/expenses** - expenditures/expenses resulting in the addition/acquisition of or addition/acquisition to the school district's capital assets.

**Capital assets** - Capital assets with a value of equal to or greater than (*\$ capitalization threshold*) based on the historical cost include: long-lived assets obtained or controlled as a result of past transactions, events or circumstances. Capital assets include buildings, construction in progress, improvements other than facilities, land, machinery and equipment, and intangible assets.

**Capitalization policy** - the criteria used by the school district to determine which capital assets will be reported as capital assets on the school district's financial statements and records

**Capitalization threshold** - The dollar value at which a government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

**Capitalized interest** - interest accrued and reported as part of the cost of the capital assets during the construction phase of a capital project. The construction phase extends from the initiation of pre-construction activities until the time the asset is placed in service.

**Construction in progress** - buildings in the process of being constructed other than infrastructure.

**Cost** - the amount of money or other consideration exchanged for goods or services.



## CAPITAL ASSETS DEFINITIONS

**Depreciation/Amortization** - expiration in the service life of capital assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. In accounting for depreciation/amortization, the cost of a capital asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost.

**Fixtures** - attachments to buildings that are not intended to be removed and cannot be removed without damage to the buildings. Those fixtures with a useful life presumed to be as long as that of the building itself are considered a part of the building. Other fixtures are classified as machinery and equipment.

**General capital assets** - capital assets that are not capital assets of any fund, but of the governmental unit as a whole. Most often these capital assets arise from the expenditure of the financial resources of governmental funds.

**General capital assets account group (GFAAG)** - a self-balancing group of accounts established to account for capital assets of the school district, not accounted for through specific proprietary funds.

**Government activities** – activities generally financed through taxes, intergovernmental revenues, and other non-exchange revenues. These activities are usually reported in governmental funds and internal service funds.

**Government-wide financial statements** – Financial statements that incorporate all of a government's governmental and business-type activities, as well as its nonfiduciary component units. There are two basic government-wide financial statements the statement of net assets and the statement of activities. Both basic government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting.

**Historical (acquisition) cost** - the actual costs expended to place a capital asset into service. For land and buildings, costs such as legal fees, recording fees, surveying fees, architect fees and similar fees are included in the historical cost. For machinery and equipment, costs such as freight and installation fees and similar fees are included in the historical cost.

**Improvements** – In addition made to, or change made in, a capital asset, other than maintenance, to prolong its life or to increase the efficiency or capacity. The cost of the addition or change is added to the book value of the asset.

**Improvements other than buildings** - attachments or annexation to land that are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains and sewers. Sidewalks, curbing, sewers and highways are sometimes referred to as "betterments," but the term "improvements" is preferred.

**Infrastructure** – long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include; roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.

**Investment in general capital assets** - an account in the GFAAG representing the school district's investment in general capital assets. The balance in this account generally is subdivided according to the source of the monies that finance the capital assets addition/acquisition, such as general fund revenues and special assessments.

## CAPITAL ASSETS DEFINITIONS

**Land and buildings** - real property owned by the school district.

**Machinery and equipment** - capital assets which maintain their identity when removed from their location and are not changed materially or consumed immediately (e.g., within one year) by use. Machinery and equipment are often divided into specific categories such as: transportation machinery and equipment which includes school buses and school district owned automobiles, trucks and vans; other motor machinery and equipment which includes lawn maintenance machinery and equipment, tractors, motorized carts, maintenance machinery and equipment, etc.; other machinery and equipment which includes furniture and machinery and equipment contained in the buildings whose original cost is equal to or greater than (*\$ capitalization threshold*), and capital assets under capital leases and capital assets being acquired under a lease/purchase agreement.

**Proprietary funds** – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

**Replacement cost** - the amount of cash or other consideration required today to obtain the same capital assets or its equivalent.

FIXED ASSETS MANAGEMENT SYSTEM  
MACHINERY AND EQUIPMENT FIXED ASSETS ADDITIONS/ACQUISITIONS FORM

Addition/Acquisition Date: \_\_\_\_\_ PO/Check Number: \_\_\_\_\_ Class Code: \_\_\_\_\_

Purchasing Fund: \_\_\_\_\_ Gift: Yes\_\_ No\_\_ Bar Code No: \_\_\_\_\_

GFAAG \_\_\_\_\_ Proprietary Fund \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Quantity: \_\_\_\_\_ Useful life (proprietary funds only): \_\_\_\_\_

Serial No./Model No.: \_\_\_\_\_

Cost: \$ \_\_\_\_\_ Replacement cost: \$ \_\_\_\_\_

Vendor: \_\_\_\_\_

Building: \_\_\_\_\_

Building Code: \_\_\_\_\_ Department/Room: \_\_\_\_\_

Controlling Person: \_\_\_\_\_ Completed by: \_\_\_\_\_  
(Initials) (date)

-----  
Authorization:  
Entered into the Fixed Assets Management System Record by: \_\_\_\_\_  
(Initials) (date)

The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent.

FIXED ASSETS MANAGEMENT SYSTEM  
REAL PROPERTY FIXED ASSETS ADDITIONS/ACQUISITIONS FORM

Addition/Acquisition Date: \_\_\_\_\_ Class Code: \_\_\_\_\_

Purchasing Fund: \_\_\_\_\_ Gift: Yes\_\_ No\_\_ Bar Code No: \_\_\_\_\_

GFAAG \_\_\_\_\_ Proprietary Fund \_\_\_\_\_

Legal Description: \_\_\_\_\_

Address: \_\_\_\_\_

Cost: \$\_\_\_\_\_ Actual\_\_\_\_\_ Estimate\_\_\_\_\_ If estimated cost, describe method: \_\_\_\_\_

Useful life of building (proprietary funds only): \_\_\_\_\_

Seller: \_\_\_\_\_

Completed by: \_\_\_\_\_  
(Initials) (date)

Authorization:  
Entered into the Fixed Assets Management System Record by: \_\_\_\_\_  
(Initials) (date)

The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent.

FIXED ASSETS MANAGEMENT SYSTEM  
FIXED ASSETS RELOCATION/TRANSFER FORM

Transfer Date: \_\_\_\_\_ Bar Code No: \_\_\_\_\_

Description: \_\_\_\_\_

Quantity: \_\_\_\_\_ Serial/Model No.: \_\_\_\_\_

**Transfer From:**

Building: \_\_\_\_\_

Building Code: \_\_\_\_\_ Department/Room: \_\_\_\_\_

Controlling Person: \_\_\_\_\_ Completed by: \_\_\_\_\_  
(Initials) (date)

**Transfer To:**

Building: \_\_\_\_\_

Building Code: \_\_\_\_\_ Department/Room: \_\_\_\_\_

Reason for transfer: \_\_\_\_\_

Controlling Person: \_\_\_\_\_ Completed by: \_\_\_\_\_  
(Initials) (date)

-----  
**Authorization:**

Entered into the Fixed Assets Management System Record by: \_\_\_\_\_  
(Initials) (date)

Instructions: This form is used only when a fixed assets is relocated/ transferred to another location for continued use. The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent. The information on this form should be entered into the fixed assets management system on the same day the relocation/transfer is completed and no later than in the month in which the relocation/transfer occurred.

FIXED ASSETS MANAGEMENT SYSTEM  
MACHINERY AND EQUIPMENT FIXED ASSETS DISPOSAL FORM

Completed by: \_\_\_\_\_

Disposal Date: \_\_\_\_\_ Bar Code No: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Quantity: \_\_\_\_\_ Serial/Model No.: \_\_\_\_\_

Disposal Method: Trade-in\_\_\_\_ Junk\_\_\_\_ Sale\_\_\_\_ Trade\_\_\_\_ Other \_\_\_\_\_

Condition of Item: \_\_\_\_\_

Reason for disposal: \_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_  
(Initials) (date)

-----  
Authorization:  
Entered into the Fixed Assets Management System Record by: \_\_\_\_\_  
(Initials) (date)

Comments: \_\_\_\_\_  
\_\_\_\_\_

Instructions: This form is used to remove a fixed asset that is of no further service/use to the school district. The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent. The information on this form should be entered into the fixed assets management system on the same day the relocation/transfer is completed and no later than in the month in which the relocation/transfer occurred.

FIXED ASSETS MANAGEMENT SYSTEM  
REAL PROPERTY FIXED ASSETS DISPOSAL FORM

Completed by: \_\_\_\_\_

Disposal Date: \_\_\_\_\_ Bar Code No: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Cost: \_\_\_\_\_ Purchaser: \_\_\_\_\_

Disposal Method: Sale \_\_\_\_\_ Trade \_\_\_\_\_ Other \_\_\_\_\_

Reason for disposal: \_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_  
(Initials) (date)

-----  
Authorization:  
Entered into the Fixed Assets Management System Record by: \_\_\_\_\_  
(Initials) (date)

The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent.





**BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES**

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

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

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

Cross Reference: 102 Equal Educational Opportunity  
603.3 Special Education

Approved

Reviewed December 16, 2013

Revised December 16, 2013

**Red Oak Community School District**

VANDALISM

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

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

Legal Reference: Iowa Code § 279.8 (2011).

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

Approved

Reviewed December 16, 2013

Revised December 16, 2013

**Red Oak Community School District**

ENERGY CONSERVATION

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

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

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

Cross Reference: 700 Purpose of Non-instructional and Business Services

Approved

Reviewed December 16, 2013

Revised December 16, 2013

**Red Oak Community School District**

DISPOSITION OF OBSOLETE EQUIPMENT

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

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

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

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

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

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

Approved

Reviewed December 16, 2013

Revised December 16, 2013

LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS & SITES

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

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

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

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

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

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

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

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

Approved

Reviewed December 16, 2013

Revised December 16, 2013

FACILITIES INSPECTIONS

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

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 802 Maintenance, Operation and Management

Approved

Reviewed December 16, 2013

Revised December 16, 2013

**Red Oak Community School District**

## WARNING SYSTEM AND EMERGENCY PLANS

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

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

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

Legal Reference: Iowa Code § 100.31 (2011).

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

Approved

Reviewed December 16, 2013

Revised December 16, 2013

**Red Oak Community School District**

**BOMB THREATS**

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

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

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 804 Safety Program

Approved

Reviewed December 16, 2013

Revised December 16, 2013

**Red Oak Community School District**



ASBESTOS CONTAINING MATERIAL

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

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

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

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

Approved

Reviewed December 16, 2013

Revised December 16, 2013

**Red Oak Community School District**

Item 6.1.1 District Facilities Study and Amendment of Contract with the BLDD  
Architecture Firm

**BACKGROUND INFORMATION:** The Directors conducted a special work session on Wednesday, January 8 with Architect Randy West as a guest and a presenter. Significant discussion was given to the topic of “community engagement” as the Directors consider a partnership with UNICOM and its President, Rod Wright.

Enclosed is a contract amendment for BLDD Architects and its Principal, Randy West. Board consideration and action is requested this evening.

**SUGGESTED BOARD ACTION:** It is recommended the Directors approve a contract amendment with BLDD Architects to include a partnership with communications firm, UNICOM, of St. Louis, Missouri at a cost to not exceed \$25,200.



**BLDD Architects, Inc.**

Bloomington Champaign Chicago Decatur Davenport, IA

**AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT**

**TO: Terry Schmidt, Superintendent**  
(Owner's Representative)

Amendment Number: 1

In accordance with the Agreement dated: 3 September 2013

between the Owner: Red Oak Community School District  
2011 North 8th Street  
Red Oak, IA 51560

and the Architect: BLDD Architects, Inc.  
5183 Utica Ridge Road  
Davenport, IA 52807

for the Project: Community Concept Development - Red Oak Schools Master Plan  
(Name and address) 2011 North 8th Street  
Red Oak, IA 51560

BLDD Project No. (Original Project): 135EX10.200  
BLDD Project No: Same as above

X  Authorization is given to proceed with Additional Services or a Change in Services.

As Follows:  
Community Engagement Planning Services as described in the attached document.

The following adjustments shall be made to compensation and time:  
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation: \$25,200.00

Time: To be determined.

Prompt written notice to the Architect from the Owner is required to discontinue the described service.

**SUBMITTED BY:**

**AGREED TO:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Randall L. West, Principal  
\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
(Printed name and title)

1/14/2014  
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**Professional Services Agreement**  
**for Community Engagement and Communications Services**  
**Between Red Oak Community School District and UNICOM•ARC**

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**1. Scope Of Services**

UNICOM•ARC, INC. (herein after referred to as U•A) will provide professional services to the Red Oak Community School District (hereinafter referred to as the DISTRICT) that include, but are not limited to: on-going program planning, creative programming and program implementation for a community engagement and education program designed to: (1) enhance the community's awareness of DISTRICT's facility needs and (2) obtain community feedback as to the appropriateness of the DISTRICT'S plans including facility improvement plans and (3) help the DISTRICT determine public desires on this issue. These services will include, but are not limited to, program planning, media advertising, direct mail, grassroots program and other creative writing and planning services necessary to bring about public awareness.

**2. Terms Of Agreement**

The DISTRICT retains the services of U•A for a period of six (6) months beginning January 20, 2013 and ending July 18, 2013 to assist the DISTRICT in developing and implementing the community engagement and education program within the DISTRICT'S service area. Either party may cancel this agreement with 30 days' written notice. In the event of cancellation, the DISTRICT agrees to pay in full all outstanding invoices for all professional fees, vendor services and out-of-pocket expenses incurred before such termination.

**3. Fees**

For its professional services, the DISTRICT will pay U•A professional fees of \$25,200, payable as follows:

January 30, 2014	\$4,200
February 30, 2014	\$4,200
March 30, 2014	\$4,200
April 30, 2014	\$4,200
May 30, 2014	\$4,200
June 30, 2014	\$4,200

**Note: These professional fees *do not include* conducting public opinion research and producing a video. The fees *do not include* the services of other special consultants such as architects, facility planners and professional demographer.**

**4. Expense Authorization**

In fulfillment of this agreement, U•A will obtain approval of the DISTRICT before incurring any expenses other than standard out-of-pocket costs necessary to conduct the program such as travel (air fare, car rental, parking, food and lodging), staff mileage and deliveries. Routine office expenses including postage, phone calls, photocopying and faxes will not be billed to the DISTRICT. Travel will be billed to the DISTRICT at cost with no markup or agency fee. The federal mileage allowance will be used for travel by automobile. Unless U•A is directed otherwise, the Superintendent - (or any other duly empowered official named by the Superintendent) - will have authority to approve necessary expenses in fulfillment of the program.

This expense authorization will apply to production fees of approved communications, including but not limited to, printing, video reproduction, slide shows, brochures, direct mail, display boards, flyers, letterhead and envelopes, etc.

**5. Vendor Costs**

Any necessary vendor costs to support approved programming such as, but not limited to: film outputs from service bureaus and pre-press film houses, production of display boards, photostats, photography, printing as well as graphic art fees and directing, producing radio, video and television pieces, and media purchases will be billed by U•A to the DISTRICT at cost with no markup or agency service fee. No projects or costs will be committed or incurred by U•A without prior approval. Every effort will be made to use existing resources and materials of the DISTRICT so as to avoid unnecessary expenses.

**6. Invoicing**

U•A will invoice the DISTRICT ten days prior to the payment schedule previously outlined in this agreement. Such invoice will include all expenses and out of pocket costs.

**7. Litigation**

Any litigation between the Parties would apply Iowa law and use the venue of the Iowa District Court in the District's County.

For U•A by:

For The DISTRICT by:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

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

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

Item 6.1.2 Communications Program Update with UNICOM and Nominations  
Consideration

**BACKGROUND INFORMATION:** Enclosed with these study materials are four pages of background material from Consultant Rod Wright that can guide the Directors in their discussion about leadership names for the Facilities Facilitating or Steering Committee. At the board table Directors will find names submitted by members of the administrative cabinet for consideration and suggestion.

Each Director this evening has his/her own names for consideration, also.

Please allow President Fellers to facilitate this discussion this evening with a goal to identify a consensus list of patron names and school district representatives to begin working as soon as possible with Consultant Rod Wright and Architect Randy West.

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

# Selecting Community Chairs

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Community Engagement processes typically have anywhere from one to five community chairs. These community members will help guide the process as it leads to recommendations.

## **Community Chair Responsibilities**

- Monitor and address strategies for the process
- Critique meeting presentations to ensure they are focused and effective
- Help with the recruitment effort and continued participation of community members
- Ensure that everything possible is being done to make sure there is an appropriate number of participants and the membership represents a microcosm of the community.
- Serve as facilitators for Facilitating Team and Community Engagement Sessions.
- Serve as citizen leadership voice for the process.
- Serve as the spokespersons for the process with the media.
- Attend Facilitating Team and Community Engagement Sessions.
- Allow their name to be used in various communications materials about the process.

## **Characteristics to Consider for Community Chairs**

- Positive Attitude
  - Individuals who truly want to see the organization and Community move forward. They should be people who do not have a specific agenda or cause for which they are working.
- Collaborative Spirit / Team Player
  - Individuals who understand the value and power of people working in a collaborative environment to gain the general good of all.
- Fresh Face
  - Sometimes it is helpful if community chairs are individuals who have no prior involvement/leadership in previous organization activities or initiatives. Often an individual who has been active for the organization or another cause in the community will have a group of disciples and, though not intentional, some enemies.
- Well Spoken/Articulate
  - At least some of the community chairs need to be comfortable in standing in front of a large group of people working through a script to facilitate/moderate a meeting.
- Flexible Schedule
  - Individuals who have some degree of flexibility relative to their schedule. Serving as a chair requires a pretty significant commitment to attend several meetings. While chairs have a lot of input regarding when most meetings are scheduled, it is important for the chairs to be in attendance for most of the meetings.

- Rational / Level Headed
  - Individuals who will receive information, think through issues and approaches to maintain the quality of the process.
- Community Member
  - These individuals should indeed be people from the community. Organization employees should not be considered for the role of community chair even though they may live in the community.
- Non-Partisan
  - While there may be exceptions depending on the organization/community, generally community chairs should not be people who have obvious, overt ties to a political party or any other major group or cause.



A grid like this can help ensure that the community chairs come from a diverse cross section of the community

Name	Organization / School / District Affiliation	Gender	Ethnicity	Age	Community Involvement	Additional Comments

# Building a Community Engagement Facilitating Team

The facilitating team will be responsible for making decisions about strategy and communications, setting and adjusting agendas and keeping the process on track. Members will meet as a team before and after each large-group meeting. Typically a facilitating team of approximately 15 people leads to the best results.

Community Chairperson(s) \_\_\_\_\_  
*The number of community chairs can range from one to five*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Board Liaison(s) \_\_\_\_\_

\_\_\_\_\_

Executive Leadership  
*The participants from this sector will depend on the focus of your process*

Superintendent/Director/President: \_\_\_\_\_

Assistant Leadership Personnel: \_\_\_\_\_

\_\_\_\_\_

Financial Officer: \_\_\_\_\_

Communications Director: \_\_\_\_\_

Other: \_\_\_\_\_

Staff Representative(s)

Employee Organization(s) Representative(s): \_\_\_\_\_

\_\_\_\_\_

Employee(s): \_\_\_\_\_

\_\_\_\_\_

Special Advisors (Architects, Financial Advisors, Etc.) \_\_\_\_\_

\_\_\_\_\_

Process Advisors, UNICOM•ARC Representative(s) \_\_\_\_\_

\_\_\_\_\_

Item 6.2.1 Red Oak Curriculum Council Report and Recommendations

– Curriculum Director Barb Sims and Fine Arts Committee Members

**BACKGROUND INFORMATION:** Please welcome C & I Director Barb Sims along with members of the Fine Arts Curriculum Committee. They are present this evening to update and recommend to the Directors a revised and updated curriculum for vocal arts, instrumental arts, and visual arts. The process has made its way through study, revision, final draft, approval by the Red Oak Curriculum Council and now a final presentation to you.

The second step in the curriculum review process with approval is to follow this with a suggested plan of resource acquisition to support the approved curriculum. This will be provided in the next month or two.

Please follow these links in order to compare what curriculum currently exists and to examine the new proposed curriculum:

<http://www.redoakschooldistrict.com/vnews/display.v/ART/52cf163d14a2b>

At this link you will find:

**Current Curriculum:**

[RO Instrumental Music Standards](#)

[National Visual Arts Standards](#)

[RO Music Standards](#)

**Proposed New Curriculum:**

[New General Music Standards](#)

[New Instrumental - Vocal Music Standards](#)

[New Visual Arts Standards](#)

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