

Item 6.2.6 Personnel Considerations and Request for Early Retirement Benefits

BACKGROUND INFORMATION: Enclosed is a letter of resignation and a request for early retirement benefits from Mrs. Diane Kurtz, French and Language Arts Instructor. Mrs. Kurtz is leaving Red Oak High School at the close of the current school year, Mrs. Kurtz has been teaching all levels of French and Language Arts since the 1999 – 2000 school year.

Personnel analysis with staffing needs is currently underway in the district with all building administrators. Terry would like to delay any discussion for the recruitment of this position until the January 27 regular meeting.

SUGGESTED BOARD ACTION: It is recommended the Directors approve the resignation letter from Diane Kurtz and it is also recommended the Directors approved early retirement benefits as requested.

RECEIVED
DEC 20 2013

BY: _____

913 S. 19th Street

Clarinda, Iowa 51632

December 20, 2013

Mr. Terry Schmidt

Red Oak Community School District

2011 North 8th Street

Red Oak, Iowa 51566

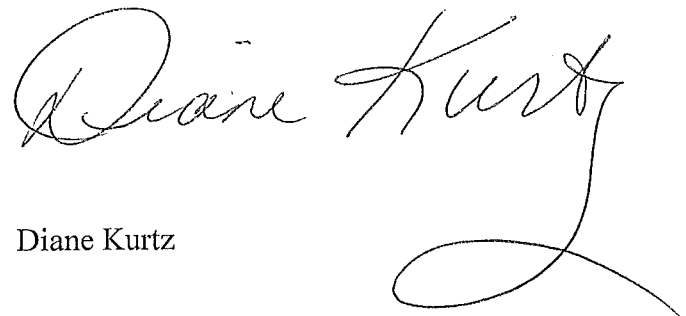
COPY

Dear Mr. Schmidt:

I am applying for the Early Retirement Benefits (Board Policy Code No. 407.6). My resignation will be effective at the end of the 2013-2014 school year.

It has been a pleasure to be an educator in this school district.

Sincerely,

A handwritten signature in cursive script that reads "Diane Kurtz". The signature is written in black ink and is positioned to the right of the typed name.

Diane Kurtz

Item 6.2 7 Board Policy Review: Section 900: Community Relations

BACKGROUND INFORMATION: The last major section of board policy review occurs this evening with the Series 900: Community Relations. Terry will review each policy and suggested revisions this evening. Enclosed are the current policies and the proposed policy changes.

Policy Code 900 Principles and Objectives for Community Relations

No change needed.

Reference date will be updated after final approval.

Policy Code 901 Public Examination of School District Records

This policy has current language that included a paragraph deemed unnecessary by IASB.

It is suggested the Directors follow the IASB guideline with the inclusion of office hours shown as 8 am to 4 pm.

All reference dates need to be changed.

Policy Code 902.1 News Media Relations

No change needed.

Reference dates will be updated after final approval.

Policy Code 902.2 News Conferences and Interviews

No change needed.

Reference dates will be updated after final approval.

Policy Code 902.3 News Releases

No change needed.

Reference dates will be updated after final approval.

Policy Code 902.4 Live Broadcast or Videotaping

The current policy should stand with only revision dates updated upon final approval.

Policy Code 903.1 School – Community Groups

No change needed.

Reference dates will be updated after final approval.

Policy Code 903.2 Community Resource Persons and Volunteers

No change needed.

Reference dates will be updated after final approval.

Policy Code 903.3 Visitors to School District Buildings & Sites

The current policy should stand with only revision dates added after final approval.

Policy Code 903.4 Public Conduct on School Premises

No change needed.

Reference dates will be updated after final approval.

Policy Code 903.5 Distribution of Materials

No change needed.

Reference dates will be updated after final approval.

Policy Code 903.5R1 Distribution of Materials Regulation

No change needed.

Reference dates will be updated after final approval.

Policy Code 904.1 Transporting Students in Private Vehicles

No change needed.

Reference dates will be updated after final approval.

Policy Code 904.2 Advertising and Promotion

No change needed.

Reference dates will be updated after final approval.

Policy Code 905.1 Community Use of School District Facilities: Conditions, Fees

It is Terry's suggestion this policy be deferred to the administrative / business management level for review and possible amendments.

Policy Code 905.1R1 ICN Room Use Regulation

It is Terry's suggestion this policy be deferred to the administrative / business management level for review and possible amendments.

Policy Code 905.2 Community Use of School Equipment

No change needed.

Reference dates will be updated after final approval.

Policy Code 905.2 Tobacco/Nicotine-Free Environment

The "Current" policy was just revised on October 14, 2013.

There no changes.

SUGGESTED BOARD ACTION: (to be provided)

PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.

Approved December 19, 2005

Reviewed _____

Revised _____

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- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request ^{copies} copied of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Records defined by law as confidential records are viewed or copied upon receipt of written permission by the board secretary or superintendent from the person or entity whose confidential records are being requested. Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2007).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Cross Reference: 215 Board of Directors' Records
401.5 Employee Records
506 Student Records
708 Care, Maintenance, and Disposal of School District Records
902.1 News Media Relations

Approved February 16, 1982

Reviewed _____

Revised December 19, 2005
May 29, 2007

IASB - SUGGESTED

Code No. 901

Page 1 of 2

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

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- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

[List additional items the board wants to ensure are protected.]

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

NOTE: This policy is consistent with the Iowa public records law regarding access to, copying of and charging for copies of public records. By law, individuals have a right to access public records during the hours of 9:00 a.m. - 12:00 p.m. and 1:00 p.m.- 4:00 p.m. unless the board sets other hours. IASB recommends that the board establish specific hours in board policy, and blanks are provided in the first paragraph for that purpose.

Iowa law requires boards to specify what emergency preparedness items need to be confidential in order to protect the safety of individuals or property. A short list is provided but should be added to by the board, if needed.

Approved _____

Reviewed _____

Revised _____

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2007).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
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Cross Reference: 215 Board of Directors' Records
401.5 Employee Records
506 Student Records
708 Care, Maintenance, and Disposal of School District Records
902.1 News Media Relations

NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district will direct their inquiries to the superintendent. The superintendent will accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2005).

Cross Reference: 902 Press, Radio and Television News Media

Approved February 16, 1982

Reviewed _____

Revised December 19, 2005

IASB - SUGGESTED

Code No. 902.1

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Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2011).

Cross Reference: 902 Press, Radio and Television News Media

Approved _____

Reviewed _____

Revised _____

NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or pre-arranged for school district activities will include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It is within the discretion of the superintendent to determine whether a news conference or interview is held to provide an immediate response to an issue.

It is the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2005).

Cross Reference: 902 Press, Radio and Television News Media

Approved February 16, 1982 Reviewed _____ Revised December 19, 2005

IASB - SUGGESTED

Code No. 902.2

NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or pre-arranged for school district activities will include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It is within the discretion of the superintendent to determine whether a news conference or interview is held to provide an immediate response to an issue.

It is the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2011).

Cross Reference: 902 Press, Radio and Television News Media

Approved _____

Reviewed _____

Revised _____

NEWS RELEASES

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases will be directed to the superintendent.

Legal Reference: Widmer v. Reitzler, 182 N.W.2d 177 (Iowa 1970).
Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).
Iowa Code §§ 21.4; 22.2 (2005).
1980 Op. Att'y Gen. 73.
1952 Op. Att'y Gen. 133.

Cross Reference: 902 Press, Radio and Television News Media

Approved February 16, 1982

Reviewed _____

Revised December 19, 2005

IASB - SUGGESTED

Code No. 902.3

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Iowa Code §§ 21.4; 22.2 (2011).
1980 Op. Att'y Gen. 73.
1952 Op. Att'y Gen. 133.

Cross Reference: 902 Press, Radio and Television News Media

Approved _____

Reviewed _____

Revised _____

LIVE BROADCAST OR VIDEOTAPING

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request. Broadcasting or videotaping of events also are subject to copyright laws.

It is within the discretion of the superintendent or the superintendent's designee to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent or the superintendent's designee. Parents will be notified prior to videotaping of classroom activities if the time frame for videotaping is such that notification is feasible. At the beginning of each school year, parents/guardians will have the opportunity to indicate in writing if they do not want their child(ren) to be included in any videotaping opportunities. The notification regarding videotaping and the deadline for submitting the written request for the child(ren) of parents/guardians will be in the student handbook for each attendance center.

It is the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

Legal Reference: Iowa Code §§ 21.4, .7; 22; 279.8 (2005).

Cross Reference: 506.2 Student Directory Information
902.1 News Media Relations
903.3 Visitors to School District Buildings and Sites

Approved December 19, 2005 Reviewed _____ Revised _____

IASB - SUGGESTED

Code No. 902.4

LIVE BROADCAST OR VIDEOTAPING

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with, or disrupt, the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It is within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities.

It is the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

NOTE: This policy states that prior to videotaping of classroom activities, parents will be notified but does not require parental permission. Notification is not a legal requirement, but it is recommended. The policy gives the school district the flexibility to have one notice to cover the entire year and can be placed in the student directory info policy, a parent newsletter or handbook.

Legal Reference: Iowa Code §§ 21.4, .7; 22; 279.8 (2011).

Cross Reference: 506.2 Student Directory Information
902.1 News Media Relations
903.3 Visitors to School District Buildings and Sites

Approved _____

Reviewed _____

Revised _____

CURRENT

Code No. 903.1

SCHOOL - COMMUNITY GROUPS

The board values the participation and the support of school district-community groups, including, but not limited to, the booster clubs and parent-teacher organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fund raising for, the purchase of goods or services for the school district, the group will confer with the superintendent or superintendent's designee to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district may be kept as part of the accounts of the school district.

It is the responsibility of the building principal to be the liaison with the school district-community groups affiliated with the building principal's attendance center.

Legal Reference: Iowa Code §§ 279.8; 291.13 (2005).

Cross Reference: 903 Public Participation in the School District

Approved February 16, 1982

Reviewed _____

Revised December 19, 2005

Red Oak Community School District

IASB - SUGGESTED

Code No. 903.1

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Funds raised by these groups for the school district may be kept as part of the accounts of the school district.

It is the responsibility of the building principal to be the liaison with the school district-community groups affiliated with the building principal's attendance center.

NOTE: Boards may want to personalize this policy to reflect the actual groups, organizations and associations within the school district.

Legal Reference: Iowa Code §§ 279.8 (2011).

Cross Reference: 903 Public Participation in the School District

Approved _____

Reviewed _____

Revised _____

COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent.

Legal Reference: Iowa Code §§ 279.8; 670 (2005).

Cross Reference: 603.1 Basic Instruction Program
903.3 Visitors to School District Buildings and Sites

Approved December 19, 2005

Reviewed _____

Revised _____

IASB - SUGGESTED

Code No. 903.2

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Legal Reference: Iowa Code §§ 279.8; 670 (2011).

Cross Reference: 603.1 Basic Instruction Program
903.3 Visitors to School District Buildings and Sites

Approved _____

Reviewed _____

Revised _____

VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct, which may include contacting law enforcement to remove individuals from school property.

Legal Reference: Iowa Code §§ 279.8; 716.7(2005).

Cross Reference: 902 Press, Radio and Television News Media
903.2 Community Resource Persons and Volunteers

Approved December 19, 2005 Reviewed _____ Revised _____

IASB - SUGGESTED

Code No. 903.3

VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

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Legal Reference: Iowa Code §§ 279.8; 716.7 (2011).

Cross Reference: 902 Press, Radio and Television News Media
903.2 Community Resource Persons and Volunteers

Approved _____

Reviewed _____

Revised _____

PUBLIC CONDUCT ON SCHOOL PREMISES

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Individuals are permitted to attend school sponsored or approved activities or visit the school building only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with the education program, enjoyment of the students participating, other individuals or with the performance of employees and officials supervising the school sponsored or approved activity. Individuals, like the student participants, are expected to display mature behavior and sportsmanship. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program, or activities without fear of interference, and to permit the employees or sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, employees, officials or sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, employees, officials or sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, employees, officials or sponsors participating in an sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the individual from the school buildings or from future sponsored or approved activities. The Hawkeye 10 Athletic Conference has approved this policy for conference-wide implementation.

Upon recommendation of the superintendent, the board will cause a notice of exclusion from the school building or from sponsored or approved activities to be sent to the individual involved. The notice will advise the individual of the school district's right to exclude the individual from school buildings, school district activities and events and the duration of the exclusion. If the individual disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the individual. If an individual has been notified of exclusion and thereafter tries to enter a school building or attends an sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion the school building or from future school sponsored or approved activities.

Legal Reference: Iowa Code §§ 279.8; 716.7(2005).

Cross Reference: 205 Board Member Liability
 504 Student Activities
 802.6 Vandalism
 903 Public Participation in the School District

Approved December 19, 2005

Reviewed _____

Revised _____

IASB - SUGGESTED

Code No. 903.4

Page 1 of 2

PUBLIC CONDUCT ON SCHOOL PREMISES

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

Approved _____

Reviewed _____

Revised _____

PUBLIC CONDUCT ON SCHOOL PREMISES

NOTE: This policy reflects the Iowa civility and trespass law, and outlines a school district's authority to enforce the law. The first paragraph of the policy addressing civility is mandatory, but the remaining portions are optional. Boards can amend the language as needed to fit their individual needs. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #2- September 13, 2007..

Legal Reference: Iowa Code §§ 279.8, .66; 716.7 (2009).

Cross Reference: 205 Board Member Liability
504 Student Activities
802.6 Vandalism
903 Public Participation in the School District

DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

Legal Reference: U.S. Const. Amend. I.
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel School District v. Fraser, 478 U.S. 675 (1986).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Iowa Code §§ 279.8; 280.22 (2005).

Cross References: 502.3 Freedom of Expression
503.1 Student Conduct
504 Student Activities
603.9 Academic Freedom

Approved December 19, 2005 Reviewed _____ Revised _____

IASB - SUGGESTED

Code No. 903.5

DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

NOTE: The regulation accompanying this policy has been approved by the 8th Circuit Court of Appeals in Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987). Amendments to or deviation from this regulation should be addressed to local counsel prior to adoption.

Legal Reference: U.S. Const. amend. I.
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel School District v. Fraser, 478 U.S. 675 (1986).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Iowa Code §§ 279.8; 280.22 (2011).

Cross References: 502.3 Freedom of Expression
503.1 Student Conduct
504 Student Activities
603.9 Academic Freedom

Approved _____

Reviewed _____

Revised _____

DISTRIBUTION OF MATERIALS REGULATION

I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

Approved December 19, 2005 Reviewed _____ Revised _____

DISTRIBUTION OF MATERIALS REGULATION

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.

DISTRIBUTION OF MATERIALS REGULATION

3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

DISTRIBUTION OF MATERIALS REGULATION

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2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

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1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
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4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either, the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

DISTRIBUTION OF MATERIALS REGULATION

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

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The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
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 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.

DISTRIBUTION OF MATERIALS REGULATION

3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent or the superintendent's designee to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent or the superintendent's designee. Private vehicles will be used only when proof of insurance has been supplied to the superintendent or the superintendent's designee and when the parents of the students to be transported have given written permission to the superintendent or the superintendent's designee. The school district assumes no responsibility for those students who have not received the approval of the superintendent or the superintendent's designee and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2005).
281 I.A.C. 43.

Cross Reference: 401.6 Transporting of Students by Employees
401.7 Employee Travel Compensation
711 Transportation

Approved December 19, 2005

Reviewed _____

Revised _____

IASB - SUGGESTED

Code No. 904.1

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

NOTE: There is no legal requirement that private drivers have written proof of insurance. The requirement is written into the policy as a protection for the school district. Prior to letting private drivers transport students, a school district may want to check with the school district's insurance carrier to determine its coverage in those instances.

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2011).
281 I.A.C. 43.

Cross Reference: 401.6 Transporting of Students by Employees
401.7 Employee Travel Compensation
711 Transportation

Approved _____

Reviewed _____

Revised _____

ADVERTISING AND PROMOTION

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is generally disallowed. The Directors may allow an exception when it is deemed in the best interest of the Red Oak Community School District. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the board.

Legal Reference: Iowa Code § 279.8 (2005).

Cross Reference: 504.5 Student Fund Raising
904 Community Activities Involving Students

Approved December 19, 2005

Reviewed: 6-8-09

Revised: 6-8-09

Red Oak Community School District

IASB - SUGGESTED

Code No. 904.2

ADVERTISING AND PROMOTION

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is not allowed except with prior board approval. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the board.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 504.5 Student Fund Raising
904 Community Activities Involving Students

Approved _____

Reviewed _____

Revised _____

COMMUNITY USE OF SCHOOL FACILITIES: CONDITIONS, FEES

The board promotes the concept of school facilities serving as a center for community activities. Therefore, groups or organizations in the community will be allowed to use school facilities when the following conditions are met:

1. The use in no way interferes with the district's educational and activity programs.
2. The use is consistent with state law and conforms to district regulations.
3. The group or organization is responsible and will exercise care in the use of the facilities.
4. The activity is supervised by an adequate number of adult sponsors.
5. No alcoholic beverages or controlled substances are available or used on school grounds.
6. Red Oak Community School District buildings and campus facilities are tobacco^{/-nicotine} free. The use of tobacco products (in any form) is prohibited.
7. The activity is confined to the area designated, and no school equipment or supplies are used except as approved in advance.
8. Any decorations or materials to be applied to the walls or floors must be approved in advance by the building principal.
9. Candles or other flammable materials shall be prohibited.
10. The activity is not a commercial profit-making venture by a taxable entity.
11. The use is not for private purpose or for personal gain.
12. A written application and agreement is executed, and approval is received in advance. A valid certificate of insurance is required.
13. Fees are paid in advance, if requested.
14. The group or organization shall be responsible for paying for any damage or destruction to the school facilities.
15. The group or organization shall indemnify and hold the district harmless from any claims or charges arising from the actions or inactions of the group or organization.

Application and Arrangements. A written application must be filled out by the group or organization and approval received through the business office, or through the athletic director for athletic facilities. The district reserves the right to withdraw approval.

Approved February 16, 1982 Reviewed December 19, 2005 Revised June 11, 1984; October 8, 1984; January 13, 1992; January 14, 1996; October 14, 1996; July 24, 2001, May 29, 2007, January 24, 2011

COMMUNITY USE OF SCHOOL FACILITIES: CONDITIONS, FEES

Priority. Requests for use of school facilities for activities other than for the educational and activity program of the district (which shall always have precedence) shall receive priority scheduling as follows. Once an activity is scheduled, however, the district need not cancel the activity to make the facility available for a group with a higher priority.

1. **First Priority:** Meetings or activities for students, parents, and/or staff sponsored by recognized tax-exempt organizations which are affiliated with the district programs, such as:
 - Parent-Teacher Organizations
 - Booster Clubs
 - Red Oak Education Association for meetings of the local association only.
 - Red Oak Support Staff Association for meetings of the local association only.

2. **Second Priority:** Adult education programs and other programs or training activities sponsored by tax-supported organizations, such as:
 - Community College adult education classes
 - University/college educational programs
 - Green Valley Area Education Agency staff development activities
 - Law Enforcement Programs or Training sponsored at the City, County, or State Patrol levels, with a designated law enforcement official responsible for supervision
 - Armed Forces programs, other than recruitment or fundraising programs, that are open to the public and for which there is no admission charge

3. **Third Priority*:** Educational and recreational programs which are sponsored by tax-exempt organizations, such as:
 - Staff recreational programs
 - City recreational programs
 - Church programs
 - Red Cross programs
 - Boy Scouts, Girl Scouts, Campfire Girls
 - Junior Achievement
 - Rotary
 - Jaycees
 - Meetings sponsored by governmental agencies to which the public is invited
 - Nonpublic schools for special purposes
 - Political meetings

4. **Fourth Priority:** Fund-raising activities and nonprofit making meetings and activities sponsored by commercial groups and parent-study groups sponsored by non-tax-exempt organizations.

Fees. Groups specified in the first priority are exempt from all rental and personnel fees. Groups specified in the second priority are exempt from all rental fees but will be charged for necessary personnel fees. Groups specified in the third and fourth priorities will be charged rental fees as set forth below and shall be charged for necessary personnel fees. Personnel fees include fees for the custodian(s), for food service workers if the kitchen is used, and for persons to operate public address systems, lighting, and special stage equipment. The rate shall be based on actual time required at that person's overtime rate.

COMMUNITY USE OF SCHOOL FACILITIES: CONDITIONS, FEES

Rental Fees.

		Second Priority	Third Priority	Fourth Priority
a.	Junior High Auditorium		\$25.00	\$100.00
b.	Senior High Auditorium		\$25.00	\$100.00
c.	Elem./Junior High Gymnasium		\$25.00	\$100.00
d.	Senior High Gymnasium		\$25.00	\$100.00
e.	Media Center		\$25.00	\$100.00
f.	Elem./Junior High Cafeteria (including kitchen)		\$15.00 \$25.00	\$60.00 \$100.00
g.	Senior High Cafeteria		\$25.00	\$100.00
h.	Washington Intermediate Multi-Purpose Room		\$15.00	\$60.00
i.	General classrooms (all buildings)		\$5.00	\$20.00

*No fees will be charged for use of classrooms for after-school use (Monday-Friday from 3:15 p.m. to 4:45 p.m., during the school year), by Third Priority Groups which provide adult supervised activities for Red Oak Community School students. These groups will be charged a custodial fee if clean-up is required or if a custodian must stay beyond normally scheduled hours.

Third Priority Groups shall be eligible for a reduced-rate for multiple use requests. These rates shall be determined by the administration.

Football Stadium/Track Use.

A. Groups shall be charged the following rental fees for use of limited facilities at the football stadium:

- Third Priority - \$25.00
- Fourth Priority - \$100.00

The following facilities are included in the above user fee as needed:

- Stadium parking facilities
- Parking lots
- Ticket stations
- Players' benches
- Restrooms

COMMUNITY USE OF SCHOOL FACILITIES: CONDITIONS, FEES

B. Groups shall be charged the following rental fees for use of extended facilities at the football stadium:

- Third Priority - \$50.00
- Fourth Priority - \$100.00

The following additional facilities are included in the above use fee as needed:

- Athletic field and track
- Sound system
- Locker & shower rooms
- Press box
- Lights

The following conditions shall apply in addition to the general conditions outlined in this policy:

1. Any use of the track or football field must be approved in advance.
2. All concession rights and privileges are reserved by the district.
3. If designated by the district, the organization shall insure that police protection is provided and shall pay all such costs.
4. If rehearsals are necessary, arrangements shall be determined by the athletic director.
5. If any platforms, stages, chairs or additional stage equipment are needed, they shall be provided by the organization. Installation must be approved by the athletic director.
6. The organization shall be required to provide public liability insurance naming the Red Oak Community School District as an "additional insured" through a company approved by the district with a minimum of \$50,000 property coverage.

The school district will sponsor education related organizations' use of the ICN upon approval of the superintendent or the superintendent's designee. Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorized users of the ICN will ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. It is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming, contact the school district's ICN scheduler's office to inform them of their needs.

COMMUNITY USE OF SCHOOL FACILITIES: CONDITIONS, FEES

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

Legal Reference: Iowa Code §§ 8D; 276; 278.1(4); 279.8; 288; 297.9-.11 (2005).
~~751 I.A.C. 14.~~
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232.
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply at _____ . It is the responsibility of the board secretary or superintendent to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the superintendent and board secretary to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings, or equipment, or sites must leave the building or site in the same condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

(The school district will sponsor education related organizations' use of the ICN upon approval of the superintendent.) Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorized users of the ICN will ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. It is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming, contact the school district's ICN scheduler's office to inform them of their needs.

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

Approved _____

Reviewed _____

Revised _____

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

The board may allow entities, such as the Boy and Girl Scouts and 4-H, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

It is the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

NOTE: This policy requires that all users of school district facilities provide proof of insurance. This is not a legal requirement. It is there for the protection of the school district. Prior to waiving insurance requirements for groups, a school district should check with its insurance carrier to clarify coverage.

This policy also addresses use of the school district's ICN classroom. The language the fifth paragraph addresses the school district's sponsorship of outside groups use of the ICN. Boards can limit their sponsorship if they choose. The language in the policy in parentheses is written to limit sponsorship to education-related groups but should be stricken and replaced with the appropriate language. The policy is also written to pass on the ICN costs to the sponsored group.

The language in the sixth paragraph represents mandatory policy language. The seventh paragraph is language that is recommended but is not mandatory. The supporting administrative regulations address matters specific to ICN classroom use for the board's consideration. The new ICN regulation is at 905.1R2.

Legal Reference: Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-.11 (2007).
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232.
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

ICN ROOM USE REGULATION

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees and board members. The school district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the school district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal law in using the ICN.

The ICN scheduler is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program are filed with ICN scheduler.

It is the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
5. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other school district facilities, sites, areas in a the school district building or equipment are off limits to the authorized users.*
6. The charge for use of the ICN room is \$12.50.
7. The ICN will be available Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m.
8. The sponsored or authorized user is responsible for all site and site usage charges.
9. A school district employee will be present in the school district facility while the ICN is in use outside of regular school hours.
10. Food and drink may be restricted in the ICN room.
11. First time use of the ICN will require prior training and should be organized through the school district ICN scheduler.

Approved December 19, 2005

Reviewed May 29, 2007

Revised _____

IASB - SUGGESTED

Code No. 905.1R1

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

1. Alcoholic beverages will not be brought to or consumed on school grounds.
2. Smoking is prohibited in school district facilities and on school district grounds, including in private vehicles.
3. A school district employee must be present while the school district facility or equipment is being used by an entity.
4. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
6. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

ICN ROOM USE REGULATION

12. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.
13. The school district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.
14. The school district reserves the right to charge all costs, including attorneys' fees, that may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.

IASB - SUGGESTED

Code No. 905.1R2

Page 1 of 3

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT FEES SCHEDULE

Rates for Use of Buildings and Sites

Elementary school gym (first two hours)	_____
Elementary school gym with kitchen (first two hours)	_____
Middle school gym (first two hours)	_____
Middle school kitchen and lunch room (two hours)	_____
High school gym (two hours)	_____
High school auditorium	_____
High school lunch room	_____
<i>[Add other items]</i>	_____

Add to above:

For each additional hour or fraction thereof	_____
For providing chairs and/or tables for meetings	_____
Custodial charges	_____
<i>[Add other items]</i>	_____

ICN classroom per hour (maximum \$12.50 per hour)	_____
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In addition to paying the above fees, other than entities using the ICN classroom, each entity must make arrangements with the school district to have adequate custodial and supervisory services. Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

Rates for Use of Equipment

VCR (one-half day)	_____
Overhead projector (one-half day)	_____
<i>[Add other items]</i>	_____

Add to above:

For each additional hour or fraction thereof	_____
<i>[Add other items]</i>	_____

ICN ROOM USE REGULATION

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees and board members. The school district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the school district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal law in using the ICN.

(_____ title _____) is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program are filed with (_____ title _____).

It is the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
5. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other school district facilities, sites, areas in the school district building or equipment are off limits to the authorized users.*
6. The charge for use of the ICN room is _____. **(The maximum hourly rate school districts can charge for use of the facilities is \$12.50 per hour. This is for use of the room, not the ICN. This cost reimburses the school district for its administrative, custodial, etc. costs for the room's usage.)**
7. The ICN will be available _____. **(The minimum hours the facility must be available is Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m.)**
8. The sponsored or authorized user is responsible for all site and site usage charges.
9. A school district employee will be present in the school district facility while the ICN is in use.*
10. Food and drink are not permitted in the ICN room.*
11. First time use of the ICN will require prior training and should be organized through the school district ICN scheduler at _____.*

ICN ROOM USE REGULATION

12. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.*
13. The school district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.*
14. The school district reserves the right to charge all costs, including attorneys' fees, that may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.*

*Items with an asterisk are not legal requirements but are items that should be considered when writing an ICN room usage regulation.

CURRENT

~~Code No. 905.2~~

COMMUNITY USE OF SCHOOL EQUIPMENT

District equipment may be temporarily loaned to community groups under the following conditions:

- a. The use in no way interferes with the district's educational and activity program.
- b. The use is consistent with state law and conforms to district regulations.
- c. The use is consistent with the conditions or purposes for which the equipment was originally intended. For example, equipment designed for interior use will not be used in outdoor settings.
- d. Electrical equipment must be used in settings with adequate, appropriate, and properly installed electrical access.
- e. The group or organization is responsible and will exercise care in the use of the equipment.
- f. Properly trained individuals must operate equipment.
- g. The activity is supervised by an adequate number of adult sponsors.
- h. The activity is not a commercial profit-making venture by a taxable entity.
- i. The use is not for a private purpose or for personal gain.
- j. A written application and agreement is executed and approval is received in advance through the appropriate administrator.
- k. The group or organization shall be responsible for paying for any damage or destruction to the school equipment, up to and including replacement of equipment lost or damaged beyond repair.
- l. If it is determined that the use of school equipment by community groups or organizations could result in increased and unnecessary liability exposure for the district, the request will be denied.

Legal Reference: Iowa Code §§ 8D; 276; 278.1(4); 279.8; 288; 297.9-.11 (2005).
751 I.A.C. 14.
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232.
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

Approved February 16, 1982

Reviewed December 19, 2005

Revised June 11, 1984;
January 13, 1992, May 29, 2007

TOBACCO/NICOTINE-FREE ENVIRONMENT

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

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).

House File 2212, Iowa General Assembly (2008)
Iowa Code §§ 142D; 279.8, .9; 297 (2011).

Cross Reference: 903.4 Public Conduct on School Premises
905.1 Community Use of School District Buildings & Sites & Equipment

Approved October 29, 2013

Reviewed October 14, 2013

Revised October 14, 2013

IASB - SUGGESTED

Code No. 905.2

TOBACCO/NICOTINE-FREE ENVIRONMENT

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

NOTE: According to Iowa law, all school grounds are smoke free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco or nicotine free as well. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 22 #6-June 19, 2013 and Vol. 20 #5-July 28, 2008.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
House File 2212, Iowa General Assembly (2008)
Iowa Code §§ 142D; 279.8, .9; 297 (2011).

Cross Reference: 903.4 Public Conduct on School Premises
905.1 Community Use of School District Buildings & Sites & Equipment

Approved _____ Reviewed _____ Revised _____

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

Given the first semester is completed and the fiscal year is one half finished, a mid-year report from department directors is timely and would provide for the Board a quick analysis of happenings within each department. This evening time will not be available for in-person presentations. Upon the Board's request one or all of the department leaders could be available on January 27 to address your concerns or questions.

7.2 Future Conferences, Workshops, Seminars

The Red Oak Directors will host this meeting on Wednesday, February 5. Please advise if you can attend this function.

IASB 2014 District Meetings:

Coming Soon to a Town Near You

Come join us for an IASB District Meeting. We've changed the scheduling and the format to better focus on legislative issues during the legislative session and budgetary issues while you are planning your budgets.

- Hear from IASB's lobbyist who will join us via Skype from the Capitol. She'll share what issues are being discussed on the floor and what we can do to influence the outcome.
- Learn what financial information you need to provide to your legislators and legislative leadership to help them make informed decisions about education funding.
- Hear IASB school finance experts talk about how to plan for FY 2015 and FY 2016, as well as timely information on other school finance issues percolating at the Capitol.
- Discover what you can do in your own community to connect with local legislators and become someone they rely on for information related to key education issues.

- Gain insight about developing coalitions around your education issues – how to involve parents, business leaders, etc. in advocating for public education.

All meetings will run from 6-8:30 p.m. with registration beginning at 5:30 p.m. A light meal will be served.

District Meeting Schedule

Director 4 – Jan. 29 – Carroll

District 7 – Feb. 5 – Red Oak

District 3 – Feb. 6 – New Hampton

District 6 – Feb. 17 – Maquoketa

District 2 – Feb. 18 – Algona

District 5 – Feb. 19 – BCLUW

District 8 – Feb. 20 – Clarke

District 6 – Feb. 24 – Grant Wood AEA

District 9 – Feb. 25 – Fairfield

District 5 – Feb. 27 – Dallas Center-Grimes

District 1 – Mar. 3 – South O'Brien

7.3 Other Announcements – (to be provided as needed at the table)

Health Services Department Report

By

Heather Hall RN
District Nurse

The Health Department has had a busy and productive start to the 2013-14 school year. A majority of time has been spent updating health records, and attempting to obtain required documents for school enrollment.

It is important to have current health information on students. Parents are asked at registration to inform the school of any changes in their child's health status. All changes are updated in their electronic file on Infinite Campus. Students with known significant health conditions who were not at registration are contacted via telephone and/or mail. Staff who are affected by this information are notified prior to the first day of school. Student health records are updated throughout the school year.

The State of Iowa has specific immunization requirements for public school enrollment. Schools are required to have on file a complete immunization record, or medical/religious exemption on all students who are enrolled. State of Iowa law states that a child may be withheld from school if these records are not provided. These records are audited yearly by Sue Drake, RN with Montgomery County Public Health. Many hours are spent entering information into individual records, retrieving records from IRIS (Iowa's Immunization Registry Information System), and contacting parents.

Results of our immunization audit showed that the only missing records from the entire K-12 were seven records in the 7th grade and one from kindergarten. This year Iowa implemented a new law requiring all 7th graders to provide proof of a Tdap booster. So along with obtaining new information from kindergarten students, we needed to obtain new records for 7th graders. According to Sue, this is an improvement over previous years considering this is a newly implemented law.

Letters have recently gone home to the seven remaining noncompliant students requesting updated immunization records. A deadline of January 24th has been given, or they will face exclusion from school. Multiple letters and phone calls have been made prior to this final letter and deadline requesting this information.

In October Montgomery County Public Health came to Inman Primary and provided Influenza vaccinations free of charge to those who have the district insurance plan. We vaccinated 98 employees this year, which is the highest number Public Health can recall.

This year we have been working on securing funds to purchase AED's (automated external defibrillator) for the entire school district. Montgomery County Public Health donated a new Zoll AED to replace the one at the high school. The old AED was relocated to the Tech center. Shirley Maxwell and I wrote for the fall Community Foundations of Southwest Iowa grant. Funds were requested to be able to purchase AED's to be located in all of our school buildings. We were awarded \$3,000. With this generous grant

we were able to purchase two AED's along with the trainer. These two AED's will be located outside the gyms at Inman Primary and the Middle School. The trainer will be used to train staff and for during CPR instruction with the senior class.

Christy Bennett with DirctV is raising funds to be able to purchase the remaining two AED's needed for WIS and ROECC. She is hoping to have the full \$3,400 needed to purchase them by spring.

Over Christmas break Shirley Maxwell and I wrote for the spring portion of the Community Foundations of Southwest Iowa grant. We are requesting funds to be able to purchase a new vision screener for the school district. The one we are currently using is over 40 years old, and needs to be replaced. This new equipment would allow for us to be able to provide reliable exams to more students.

Red Oak School District has a committee working on organizing teams for the Live Health Iowa Wellness Challenge. Barb Sims, Jeanne Redel, Karen Subbert, Roxanne Lamb, Michael Moran, Barry Bower, and myself are part of this committee. Students will log exercise time, and fruit/vegetable consumption. This is free for students and they will be eligible to win prizes. Along with several student teams we are challenging staff to be part of this. The district will pay the \$20 participation fee for employees who join. Teams will choose to either log exercise time or pounds lost.

Soon routine vision exams will be started at Inman Primary for 1st and 3rd grades, and 5th grade will be added if time allows. Heights and weights will also be recorded on K-3 at this time.

School Maintenance Department Report

- Fall 2013
 - No major issues during Christmas break. All boiler systems ran great over the break with only minor issues.
 - Able to keep up with all work without the use of overtime in maintenance department.
 - Vendors have looked at our issues with door security at all buildings and will have seal bid in by January 20, 2014.
 - Had a vendor in to look at adding handicap seat on the home side of the stands at the football field. Still waiting on cost to complete. The work being done would be similar to what has been completed in Shenandoah.
 - Had a couple vendors in to look at our outdoor lighting at the football, baseball, and softball fields. The cost to complete \$220,000- \$300,000. It would be wise to have an electrical engineer look into this as well if we want to move forward.
 - Four new doors were installed on locker rooms at the football field.
 - A new controller was installed at the Washington school on the boiler. This is the same controller that was installed at IPS a few years ago. The boiler was not running properly. This has corrected the problem and it also increases the energy efficiency of the boiler.

- Spring 2014
 - Compressor on AC unit failed late this fall at Tech Center. We will need to replace before summer.
 - We have a need for a new heat exchanger at the HS. This will need to be installed between heating and cooling season. \$14,000 to replace.
 - Would like to have security and handicap door systems installed at all schools before the end of the school year.

- New staff members
 - Monica Murcek has been an excellent addition to the 2nd shift staff at IPS. (started November 2013)

- Goals for the Maintenance Department:
 - Maintain buildings without the use of overtime.
 - Continue to work on “curb appeal” at all buildings.
 - New boilers at the HS.

Thank you for your continued support in our effort to maintain all of the facilities.

Transportation Report

Personnel

Kevin Crouch a route driver and Rick Gustafson a substitute driver both have resigned for higher paying positions. Diana Wesbrook who transports our special needs preschoolers in town will be on medical leave for 4-5 weeks. The Transportation Department is in desperate need of drivers' full time and part time.

Personnel Changes

With the shortage of drivers the transportation department has asked the High School for assistance. Para educator Sara White who is licensed to transport students in a van will help us for 4-5 weeks until Diana returns. Van driver Carolyn Lewis who is licensed to drive a yellow school bus will start driving a bus route.

Vehicles

New Propane buses have arrived and are being used on routes right away. The UFMC has installed the fueling station and we will be doing some training for the drivers. UFMC fueled the buses for us the day of delivery and one bus received 26.5 gal. at a cost of \$28.37



TO: Red Oak Community School District
Board of Directors
FROM: Sharon Foote, Food Service Director
DATE: 1/16/2014

The 2013-2014 school year had some new changes from the State. See Below:

*New Calorie counts for Breakfast

K-12 450-500 calories

Grains: K-5: minimum 7 grains per week

6-8: minimum 8 grains per week minimum

9-12: minimum 9 grains per week

Hot Lunch 4 YEAR COMPARISON:

Shirley Maxwell and I have put together an attached sheet for you to look over.

In the past years some things that have taken place in the program:

- Salaries & Benefits have increased
- 2012-2013 Major repairs on HS freezer costing \$11,307.
- The Healthy Kid's Act regulates what can be sold Ala Cart
- Food prices have increase a lot especially in fruits and vegetables

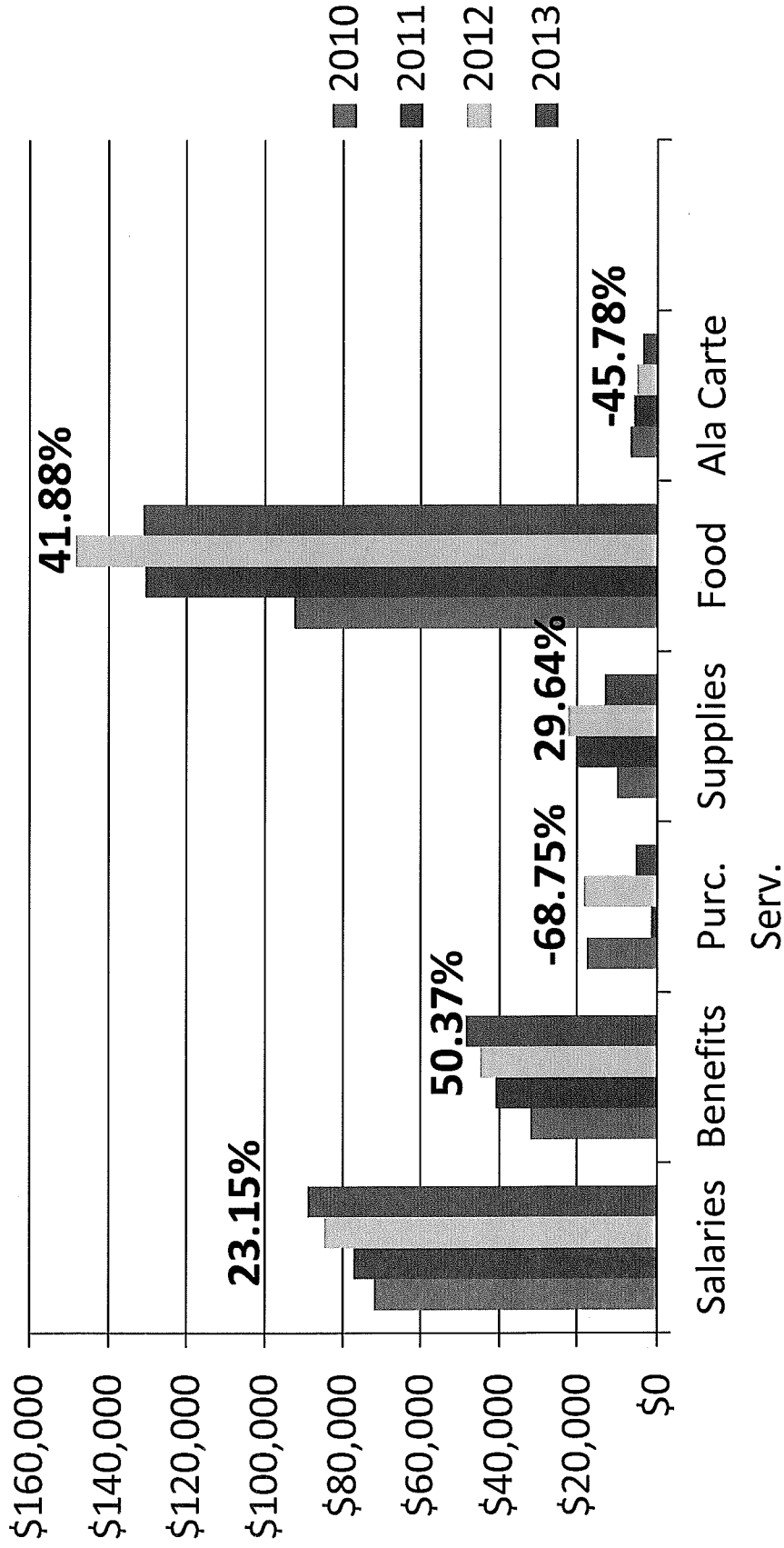
Suggestions on things that we could do:

- Look at raising lunch prices. See what other schools our size are charging
- Have regular meetings with my Head Cooks
- Work more on offer verse serve so not so much waste
- Visit with Jan Steffens our State Consultant about different ideas on how to get more revenue for our dept.

Sharon Foote

Food Service Director

HOT LUNCH 4 YEAR COMPARISON



Business Area of Red Oak Community School District

By Shirley Maxwell

Business Manager/Board Secretary

- Registration went well, received comments on how fast people were able to complete the process. We continue to work towards online registration in the future.
- Fixed Asset Reporting-Kim Pratt is assisting with this process. We have developed a process so all items costing over \$500.00 is labeled with an asset tag and the information is entered into the accounting program. These records would be valuable if we ever experienced a break in, fire, etc.
- Day to day operations is going smoothly. We are working on a "team member" system where if one person is out of the office others can assist visitors if needed.
- Shared business manager position is starting its fourth year. Each year seems to create new challenges with changes in administration, board meeting dates, days in each district, etc. Overall it is working and generates additional revenue for both districts. At this time we still do not know this amount of revenue since the Dept. of Ed has referred this issue back to the legislators to resolve. Technology is a very important part of this shared program working successfully. -
- Financial conditions continue to be monitored on a daily basis. A finance workshop was held in November revealing where the district is heading financially if things continue as they are today. This topic was discussed during the December Administrative Cabinet Meeting.
- Central Office Personnel hosted another successful Holiday Open House that was enjoyed by several of the staff members and Board of Directors.
- Staffing issues in other departments always creates "issues" in Central Office. Ex: Bus personnel shortage creates a time when no one is available at the bus barn so all calls are routed to Central Office. We are glad to be of assistance when this happens.
- The Administrative Office changed drastically when Rita Leinen, Administrative Assistant, announced her resignation effective Jan. 2, 2014. This creates the following concerns: How will her position be handled in the future?
- Some of her job duties have been realigned with remaining office personnel taking on some of these duties and a substitute, Angie Britten are assisting with some of the duties.
 - This creates people needing additional training and realigning their daily job patterns so all work can be completed.
 - We all have expressed the "Fear of the Unknown." Ex: Hot Lunch Rules and Regulations
 - We are concerned that there may be jobs that we are not aware of, example report deadlines, etc.
 - We are closely monitoring Rita's emails that continue to come in to help prevent this from happening.

- We also ask assistance from people at the Dept. of Ed, neighboring districts and of course Rita herself. She has graciously agreed to help with any questions that arise.