Code No. 200.1

ORGANIZATION OF THE BOARD OF DIRECTORS

The Red Oak Community School District board is authorized by and derives its organization from Iowa law. The board will consist of 5 board members. Board members are elected at-large.

The board is organized for the purpose of setting policy and providing general direction for the school district. The board will hold its organizational meeting in each odd-numbered year at the first regular meeting following the canvass of votes~~each year at the first regular meeting following the canvass of votes~~. The retiring board will transfer materials, including the board policy manual, and responsibility to the new board.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business and review the school election results. The retiring board will adjourn and the new board will then begin. The board secretary will administer the oath of office to the newly-elected board members. The board secretary will preside while the new board elects the president and vice-president of the new board.

Approved June 27, 2011 Reviewed June 13, 2011 Revised <INSERT DATE HERE>

Red Oak Community School District

95

Code No. 200.2

POWERS OF THE BOARD OF DIRECTORS

The ~~b~~Board of Directors of the Red Oak Community School District, acting on behalf of the school district, will have jurisdiction over school matters within the territory of the school district.

The board is empowered to make policy for its own governance, for employees, for students and for school district facilities. The board is also empowered to enforce its policies. The board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the school district.

The board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the express powers.

Because all powers of the board derived from the state statutes are granted in terms of action as a group, individual board members exercise authority over district affairs only as they vote to take action at a legal meeting of the board. In other instances, an individual board member, including the president, will have power only when the board, by vote, has delegated authority. The board will make its members, the district staff, and the public aware that only the board acting as a whole has authority to take official action. Therefore, the board may transact business only with a quorum present during a regular or special meeting.

Pursuant to the state statutes, any board member shall not seek individually to influence the official functions of the district. The board and its members will deal with administrative services through the superintendent and will not give orders to any subordinates of the superintendent either publicly or privately, but may make suggestions and recommendations.

~~Legal Reference:~~ ~~Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).~~
~~Iowa Code §§ 28E; 274.1-.2; 279.8 (2007).~~
~~281 I.A.C. 12.1(2).~~
~~1990 Op. Att'y Gen. 66.~~

~~Cross Reference: 209 Board of Directors' Management Procedures~~

Approved June 27, 2011 Reviewed June 13, 2011 Revised

<INSERT DATE HERE>

Code No. 200.3

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The board is authorized to govern the school district, which it oversees. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty and evaluative duty.

As a representative of the citizens of the school district community, the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the board, under the board's executive duty, to select its chief executive officer, the superintendent, to operate the school district on the board's behalf. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy.

The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and ancillary services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy for the school district.

~~Legal Reference:~~ ~~Iowa Code §§ 274.1; 279.1, .8, .20; 280.12 (2007).~~
~~281 I.A.C. 12.3(2).~~

~~Cross Reference:~~ ~~101 Educational Philosophy of the School District~~
~~103 Long-Range Needs Assessment~~
~~209 Board of Directors' Management Procedures~~
~~600 Goals and Objectives of the Education Program~~

Approved June 27, 2011

Reviewed ~~June 13, 2011~~<INSERT DATE HERE>
Revised

Code No. 201

BOARD OF DIRECTORS' ELECTIONS

The ~~annual~~ school election takes place on the second Tuesday in September of odd-numbered years. Each ~~annual~~ school election is used to elect ~~at least one~~ citizens to the board to maintain a 5-member board and to address other questions that must be submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, consistent with the deadlines provided in Iowa law~~between sixty-four and forty days before the school election unless otherwise directed~~.

If a vacancy occurs on the board it may be filled by appointment or by a special election consistent with Iowa law.~~within 30 days of the vacancy. If the board does not fill the vacancy by appointment, the board secretary will call a special election to fill the vacancy. Candidates for a seat created by a vacancy must file their nomination papers 25 days before the special election.~~

All elections will be held as provided in Iowa law. It is the responsibility of the county commissioner of elections to conduct school elections.

~~Legal Reference: Iowa Code §§ 39; 45; 47-53; 56-57; 63, 69; 274.7; 277; 278.1, 279.7 (2007).~~

~~Cross Reference: 202 Board of Directors Members~~
~~203 Board of Directors' Conflict of Interest~~

Approved: June 27, 2011 ~~Reviewed: June 13, 2011 Revised: June 13, 2011~~<INSERT DATE HERE>

Code No. 202.1

QUALIFICATIONS

Serving on the board of directors is an honor and privilege. Its rewards are respect from the community, students, and employees and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Citizens wanting to run for a position on the board must be a citizen of the school district, eighteen (18) years of age or older, an eligible elector of the district, and free from a financial conflict of interest with the position.

~~Legal Reference: Iowa Code §§ 63; 68B; 277.4, .27; 279.7A (2007).~~

~~Cross Reference: 201 Board of Directors' Elections~~
~~202.4 Vacancies~~
~~203 Board of Directors' Conflict of Interest~~

Approved June 27, 2011 Reviewed June 13, 2011 Revised <INSERT DATE HERE>

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Code No. 202.2

OATH OF OFFICE

Board members are officials of the state. As a public official, each board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability.

Each newly-elected board member will take the oath of office prior to any action taken as a school official. The oath of office is taken by each new board member elected at the annual school election at or before the organizational meeting of the board. In the event of an appointment or special election to fill a vacancy, the new board member will take the oath of office within ten days of the appointment or election.

Board members elected to offices of the board will also take the same oath of office but replacing the office of board member with the title of the office to which they were elected.

The oath of office is administered by the board secretary and does not need to be given at a board meeting. In the event the board secretary is absent, the oath is administered by another board member.

The oath of office is the following:

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

~~Legal Reference: Iowa Code §§ 277.28; 279.1, .6 (2007).~~

~~Cross Reference: 200.1 Organization of the Board of Directors~~
~~201 Board of Directors' Elections~~
~~202 Board of Directors Members~~
~~204 Code of Ethics~~
~~206 Board of Directors' Officers~~

Approved June 27, 2011 Reviewed June 13, 2011 ~~Revised~~ <INSERT DATE HERE>

Code No. 202.3

TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in September, of odd-numbered years, serve for four years. Board members appointed to fill a vacant position will serve until the next scheduled school election. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

~~Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6 .7 (2007).~~

~~Cross Reference: 201 Board of Directors' Elections~~
~~202 Board of Directors Members~~

Approved: June 27, 2011 ~~Reviewed: June 13, 2011~~<INSERT DATE HERE>
~~Revised: June 13, 2011~~

Code No. 202.4

VACANCIES

A vacancy occurs when a board member resigns, forfeits, or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to be properly elected, failure to qualify within the time fixed by law, failure to reside in the school district or director district, a court order declaring the seat vacant, conviction of a felony, three violations of the open meetings law, or conviction of a public offense in violation of the oath of office.

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within 30 days of the vacancy and consistent with the requirements of Iowa law. The newly-appointed board member will hold the position until the next scheduled school election. At that time the appointed board member may run for a three year term, if one is available, or run for the remainder of the unexpired term.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs, the board secretary will call a special election to be held consistent with the requirements of Iowa law~~no sooner than 60 days and not later than 70 days after the vacancy occurred~~. A board member elected at the special election will serve the remaining portion of the unexpired term.

~~Legal Reference:~~ ~~Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).~~
~~Board of Directors of Grimes Independent School Dist. v. County Board of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965).~~
~~Board of Directors of Menlo Consol. School Dist. v. Blakesburg, 240 Iowa 910, 36 N.W.2d 751 (1949).~~

~~Iowa Code §§ 21.6(3)(d); 69; 277.29-.30; 279.6-.7 (2007).~~
~~1944 Op. Att'y Gen. 39.~~

~~Cross Reference: 201 Board of Directors' Elections~~
~~202 Board of Directors Members~~

Approved Jun 27, 2011 Reviewed June 13, 2011 ———Revised <INSERT DATE HERE>

BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for a school textbook or school supply company during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the board member does not exceed $2,500 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily competitively bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not limited to, any of the following:

(1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.

(2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected

to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.

BOARD OF DIRECTORS' CONFLICT OF INTEREST

(3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment of or activity. If the activity or employment falls under (3), then the board member must:

- Cease the outside employment or activity; or

~~BOARD OF DIRECTORS' CONFLICT OF INTEREST~~

- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It is the responsibility of each board member to be aware of an actual or potential conflict of interest. It is also the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

~~Legal Reference: Iowa Code §§ 55; 68B; 71.1; 277.27; 279.7A; 301.28 (2007).~~
~~1990 Op. Att'y Gen. 37.~~
~~1988 Op. Att'y Gen. 21.~~
~~1986 Op. Att'y Gen. 10.~~
~~1984 Op. Att'y Gen. 23.~~
~~1982 Op. Att'y Gen. 302.~~
~~1978 Op. Att'y Gen. 295.~~
~~1976 Op. Att'y Gen. 89.~~
~~1974 Op. Att'y Gen. 137.~~

~~1936 Op. Att'y Gen. 237.~~

~~Cross Reference: 201 Board of Directors' Elections~~
~~202.1 Qualifications~~
~~204 Code of Ethics~~
~~216.3 Board of Directors' Member Compensation and Expenses~~
~~217 Gifts to Board of Directors~~
~~401.3 Nepotism~~

Approved June 27, 2011 ~~Reviewed June 13, 2011~~ ~~Revised~~
<INSERT DATE HERE>

CODE OF ETHICS

Board members'~~,~~ actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.

~~Approved June 27, 2011 Reviewed June 13, 2011 Revised~~

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15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

CODE OF ETHICS

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.

~~Approved June 27, 2011 Reviewed June 13, 2011 Revised~~

~~CODE OF ETHICS~~

~~IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY (continued)~~

3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.

3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the board adequately informed through oral and written reports.
7. I will vote to employ employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and the board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

CODE OF ETHICS

TO COOPERATE WITH OTHER SCHOOL BOARDS

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
3. I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.
4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.
5. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

~~Legal Reference: Iowa Code §§ 21.6(3)(d); 68B; 69; 277.28; 279.7A, 279.8, 301.28 (2007).~~

~~Cross Reference: 202 Board of Directors Members~~
~~203 Board of Directors' Conflict of Interest~~

Code No. 205

BOARD MEMBER LIABILITY

Board members will not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members will act in good faith.

The school district will defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless it constitutes a willful or wanton act or omission. However, the school district will not save harmless or indemnify board members for punitive damages.

~~Legal Reference:~~ ~~Wood v. Strickland, 420 U.S. 308 (1975).~~
~~42 U.S.C. §§ 1983, 1985 (2004).~~
~~Iowa Code ch. 670 (2007).~~

~~Cross Reference:~~ ~~709 Insurance Program~~

Approved June 27, 2011 Reviewed ~~June 13, 2011~~<INSERT DATE HERE>
Revised

Code No. 206.1

PRESIDENT

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board is elected by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one year term of office. A member may be elected to successive one-year terms as president.

The president, in addition to presiding at the board meetings, will take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. Before making or seconding a motion, the board president will turn over control of the meeting to either the vice-president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board. The board president will ~~and~~ appear on behalf of the school corporation in causes of action involving the school district, unless the board president must appear individually as a party, in which case, this duty shall be performed by the board secretary.

~~Legal Reference: Iowa Code §§ 279.1 .2; 291.1 (2007).~~

~~Cross Reference: 200.1 Organization of the Board of Directors~~
~~202.2 Oath of Office~~
~~206.2 Vice-President~~

Approved: June 27, 2011 Reviewed: ~~June 13, 2011~~<INSERT DATE HERE->
Revised: June 13, 2011

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Code No. 206.2

VICE-PRESIDENT

The vice-president shall serve in the absence of the president and shall perform such other duties as may be assigned by the president or by the board. If the board president is unable or unwilling to carry out the duties required, it is the responsibility of the ~~V~~vice-p~~P~~President of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice-president will serve as president for the balance of the president~~'~~'s term of office, and a new vice-president will be elected.

The vice-president of the board is elected by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one year term of office~~will be elected by a majority vote at the organizational meeting each year to serve a one-year term of office~~. A member may be elected to successive one-year terms as vice-president.

The vice-president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice-president will take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

~~Legal Reference: Iowa Code § 279.5 (2007).~~

~~Cross Reference: 200.1 Organization of the Board of Directors~~
~~202.2 Oath of Office~~
~~206.1 President~~

Approved June 27, 2011 Reviewed June 13, 2011 ———Revised <INSERT DATE HERE>

Code No. 206.3

SECRETARY-TREASURER

It shall be the responsibility of the board to annually appoint a board secretary-treasurer.

A board secretary-treasurer may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary-treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. It is the responsibility of the board to evaluate the board secretary-treasurer annually.

It is the responsibility of the board secretary-treasurer, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary-treasurer will also be responsible for filing the required reports with the Iowa Department of Education.

It is the responsibility of the board secretary-treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It will also be the responsibility of the secretary-treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.

In the event the board secretary-treasurer is unable to fulfill the responsibilities set out by the board and the law, the board will appoint a protem secretary-treasurer to assume those duties until the board secretary-treasurer is able to resume the responsibility or a new board secretary-treasurer is appointed. The board secretary-treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

~~Legal Reference:~~ ~~Iowa Code §§ 12B.10; 12C; 64; 279.3, .5, .7, .31-.33, .35; 291.2-.4, .6-.15; 299.10, .16 (2007).~~
~~281 I.A.C. 12.3(1).~~
~~1978 Op. Att'y Gen. 328.~~

~~Cross Reference:~~ ~~202.2 Oath of Office~~
~~210.1 Annual Meeting~~
~~215 Board of Directors' Records~~
~~501.10 Truancy - Unexcused Absences~~
~~704.3 Investments~~
~~707 Fiscal Reports~~
~~708 Care, Maintenance and Disposal of School District Records~~

Approved: June 27, 2011 Reviewed: June 13, 2011 Revised: <INSERT DATE HERE>~~June 13, 2011~~

~~Code No. 206.3E1~~
~~Page 1 of 5~~

~~Board Secretary Evaluation Form~~
~~20__-20__ School Year~~

~~Name: Date of Conference:~~

~~Process~~
~~This form is to be completed by Board members. A conference will be held between the Board Secretary and the Board President. Written comments are encouraged, particularly for unusual ratings. This form shall include a section for evaluation of personal goals developed by the Board Secretary and approved by the Board President.~~

~~Format - Numerical Rating Scale~~

Red Oak Community School District

Marginal	*Fair*	*Competent*	*Commendable*	*Distinguished*
1	2	3	4	5

1. *Marginal:* Performance is clearly below acceptable level. (Does not meet district standards.)
2. *Fair:* Performance comes close to being acceptable but needs further development. (Needs Improvement.)
3. *Competent:* Performance is acceptable, satisfactory, sufficient. (Meets district standards.)
4. *Commendable:* Performance is noticeably better than "acceptable." (Exceeds district standards.)
5. *Distinguished:* Outstanding performance is clearly obvious. (A special category to recognize exemplary district performance.)

SECTION I GENERAL PERFORMANCE CHARACTERISTICS

The Board Secretary:

1.	Maintains poise in stressful situations while continuing to function in a professional manner.	1	2	3	4	5
2.	Demonstrates patience, understanding, consideration, and courtesy.	1	2	3	4	5
3.	Demonstrates the initiative and persistence needed to accomplish goals.	1	2	3	4	5
4.	Creates a feeling of unity and enthusiasm among those in contact with him/her.	1	2	3	4	5
5.	Demonstrates ability to work with members of the Board of Directors, administrative team, teachers, students, and parents	1	2	3	4	5
6.	Shows interest and enthusiasm toward work.	1	2	3	4	5
7.	Effectively devotes time and energy to the job.	1	2	3	4	5
8.	Demonstrates courage in making recommendations and providing friendly, constructive criticism.	1	2	3	4	5
9.	Shows a willingness to try new approaches or methods.	1	2	3	4	5
10.	Provides verbal communication which is clear and concise.	1	2	3	4	5
11.	Demonstrates ability to write in a clear, accurate, logical manner.	1	2	3	4	5

Evaluator's Comments:	Board Secretary's Comments:

Board Secretary Evaluation Form

SECTION II PERFORMANCE FACTORS

Improving the Management Process

The Board Secretary:

1.	Assists with contract negotiations as directed by the Board and superintendent.	1	2	3	4	5
2.	Utilizes effective office and time management practices.	1	2	3	4	5
3.	Maintains appropriate records.	1	2	3	4	5
4.	Organizes a planned program of financial evaluation and assessment.	1	2	3	4	5
5.	Keeps the public informed regarding official business of the Board.	1	2	3	4	5
6.	Manages and monitors the district insurance programs and claims.	1	2	3	4	5
7.	Demonstrates the ability to implement innovations and successful financial operational changes.	1	2	3	4	5
8.	Promotes financial activities appropriate to meet the goals of the district and staff.	1	2	3	4	5
9.	Encourages high expectations in the job performance of all personnel.	1	2	3	4	5

Working with the Administrative Team

10.	Promotes a feeling of teamwork with the administrative team.	1	2	3	4	5
11.	Strives to create and maintain a harmonious and trustworthy working relationship between and among Board members, the superintendent, and the administrative team.	1	2	3	4	5
12.	Keeps other administrators informed on problems, solutions, and general operations of the school system.	1	2	3	4	5
13.	Offers professional advice on matters requiring administrative action, placing before the team such facts and quality information as needed to make informed decisions.	1	2	3	4	5

Developing Staff

~~14.~~	~~Demonstrates positive professional relationship with district personnel.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~15.~~	~~Seeks to foster high morale and cohesiveness among all employees.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~16.~~	~~Keeps the staff informed and updated about the employee benefit program.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~17.~~	~~Makes decisions after seeking counsel and advice of appropriate staff.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~18.~~	~~Encourages proper financial management and timely investment strategies among employees.~~	~~1~~	~~2~~	~~3~~	4	~~5~~

~~Managing Operations~~

~~19.~~	~~Decisions are well-developed, objective, timely, and lead to successful and practical results.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~20.~~	~~Gains respect and support of the staff on the conduct of the financial, transportation, food service, and facilities maintenance operations.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~21.~~	~~Objectively evaluates programs, practices, and personnel.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~22.~~	~~Prepares appropriate and timely reports for the superintendent and the Board.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~23.~~	~~Demonstrates the ability to coordinate the activities of the personnel assigned to the transportation, food services, and maintenance departments.~~	~~1~~	~~2~~	~~3~~	4	~~5~~

~~Board Secretary Evaluation Form~~

~~24.~~	~~Establishes and maintains a program of public relations to keep the public informed about financial operations.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~25.~~	~~Presents a positive image of the school by participation in community life and activities.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~26.~~	~~Carries out the duties of the Board Secretary.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~27.~~	~~Strives to build effective relationships between business, industry, and the school district.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~28.~~	~~Ensures that all school facilities are in compliance with state and federal mandates.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~29.~~	~~Prepares state reports as required.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~30.~~	~~Coordinates the recruitment, screening, selection, and assignment of personnel under his/her supervision.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~31.~~	~~Strives to develop cooperative and effective relationships with news media.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~32.~~	~~Invests district funds so as to gain the highest rate of return.~~	~~1~~	~~2~~	~~3~~	4	~~5~~

~~Professional and Personal Development~~

~~33.~~	~~Earns respect and standing among professional colleagues.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~34.~~	~~Possesses and maintains the health and energy necessary to meet the responsibility of the position.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~35.~~	~~Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~36.~~	~~Strives to keep current on financial operation trends.~~	~~1~~	~~2~~	~~3~~	4	~~5~~
~~37.~~	~~Actively participates in professional organizations with the express purpose of better serving the district.~~	~~1~~	~~2~~	~~3~~	4	~~5~~

~~Evaluator's Comments:~~	~~Board Secretary's Comments:~~

~~Board Secretary Evaluation Form~~

~~SECTION III - PERSONAL PERFORMANCE GOALS~~

~~The Board Secretary's:~~

~~200__-200__ Personal Goals~~

~~1.~~	~~1~~ ~~2~~ ~~3~~ 4 ~~5~~
~~2.~~	~~1~~ ~~2~~ ~~3~~ 4 ~~5~~
~~3.~~	~~1~~ ~~2~~ ~~3~~ 4 ~~5~~
~~4.~~	~~1~~ ~~2~~ ~~3~~ 4 ~~5~~
~~5.~~	~~1~~ ~~2~~ ~~3~~ 4 ~~5~~

~~Evaluator's Comments:~~	~~Board Secretary's Comments:~~

~~Signatures:~~ _____ _____
~~Board Secretary~~ ~~Board President~~

Board Secretary Evaluation Form

SECTION IV - PERSONAL GOALS FOR 200__-200__

Personal Goals
The number of goals should be limited to no more than five (5). The Board President and the Board Secretary should mutually agree on the personal goals, appraisal method, and timelines.

A. Personal Goal: _____

B. Procedure for Achieving Goal (Action Plan): _____

C. Appraisal Method and Timelines: _____

Date Personal Goal Developed: _____

Signatures: _____ _____
Board Secretary Board President

Code No. 207

BOARD OF DIRECTORS' LEGAL COUNSEL

It is the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel at its annual meeting or as otherwise necessary and appropriate.

The superintendent and board secretary will have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board secretary believes it is necessary for the management of the school district. The board president may contact and seek advice from the school board's legal counsel. Board members may contact legal counsel upon approval of a majority of the board. It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

The board's legal counsel will attend both regular and special school board meetings upon the request of the board or the superintendent. Board members may contact legal counsel upon approval of a majority of the board. ~~It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.~~

It is the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

~~Legal Reference:~~ ~~Bishop v. Iowa State Board of Public Instruction, 395 N.W.2d 888 (Iowa 1986).~~
~~Iowa Code § 279.37 (2007).~~

~~Cross Reference:~~ ~~200 Legal Status of the Board of Directors~~

Approved June 27, 2011 Reviewed June 13, 2011 ~~Revised~~ <INSERT DATE HERE>

Code No. 208.1

BOARD OF DIRECTORS' COMMITTEES

The board may determine from time to time that board committees may be required to assist the board in its discharge of duties. In addition to any legally required committees, the board may appoint standing committees with specific charges.

If the board creates or appoints a committee, the board and the committee will strive to follow all applicable federal and state laws. The board and the committee will strive to follow state open meetings and public records requirements.

In no case shall a committee constitute a quorum of the Board of Directors.

Reports of board committees shall be circulated in advance through the superintendent's office, except in an emergency or as directed by the board or president of the board.

Approved <INSERT DATE HERE> Reviewed Revised

Code No. 208.21

AD HOC COMMITTEES

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees or students to assist the board. Committees formed by the board are ad hoc committees.

An ad hoc committee may be formed by board resolution which will outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee will automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. ~~The committee will be subject to the open meetings law if the committee is established by statute or if the committee makes policy recommendations and is established or approved by the board.~~

The method for selection of committee members will be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and will consider the various viewpoints on the issue. The board may designate a board member and/or the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

~~Legal Reference: Iowa Code §§ 21; 279.8; 280.12(2) (2007).~~
~~281 I.A.C. 12.3(3), .3(8); .5(8).~~

~~O.A.G., Nov. 18, 1993~~

~~Cross Reference: 103 Long-Range Needs Assessment~~
~~211 Open Meetings~~
~~212 Closed Sessions~~
~~215 Board of Directors' Records~~
~~605.1 Instructional Materials Selection~~
~~900 Principles and Objectives for Community Relations~~

Approved June 27, 2011 Reviewed June 13, 2011 ~~———~~Revised <INSERT DATE HERE>

Code No. 208.2R~~1E~~1

AD HOC COMMITTEES ~~EXHIBIT~~REGULATIONS

Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board~~'~~'s role to take action based on information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of others. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of business to the ad hoc committee.

Ad Hoc Committee Membership

Ad hoc committee members may be appointed by the board. The board may request input from individuals or organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Boards must follow the legal limitations or requirements regarding the membership of an ad hoc committee.

~~Code No. 208.2~~

~~ADVISORY COMMITTEES OF THE BOARD~~

~~Appointment. The board of directors shall annually appoint a citizens' advisory committee to assist in assessing, developing, establishing, and evaluating educational needs, goals, and objectives of the district. The board shall appoint a chair of the citizens' advisory committee. Other advisory committees as required by law shall be appointed by the board, or the board may delegate such duties to the citizens' advisory committee. The chair of other advisory committees shall be appointed by the board, or the board shall specify that the committee shall elect a chair from its membership. The superintendent shall submit a list of suggested names to the board for consideration. Any person desiring to serve on an advisory committee shall make known his or her wishes to the superintendent or to a board member.~~

Membership. There shall be no maximum on the number of times an individual may be appointed to an advisory committee or the number of advisory committees an individual may serve on. However, there shall be an attempt to have a wide range of viewpoints and backgrounds on advisory committees.

Procedures. Whenever the board appoints a committee, the committee must give advance public notice of its meetings and hold the meetings open to the public. The chair of the committee shall designate one of its members to act as secretary, who shall keep minutes of all meetings, showing the date, time, and place of all meetings, members present, and items discussed. A copy of the minutes shall be provided to all members of the committee, to the superintendent of schools, and to the board secretary. The board secretary shall be the official custodian of the minutes. The committee may adopt rules for its conduct of affairs.

Functions. The functions of an advisory committee shall be to study designated matters and to make written recommendations to the administration and to the board of directors. The board retains all final decision-making.

Compensation and expenses. No member of an advisory committee (other than district employees) shall be compensated for service on the committee. All expenses, including, but not limited to, expenses for travel, outside consultants, resource materials and printing, to be incurred by a committee must be approved in advance by the superintendent.

Legal Reference: Iowa Code §§ 21; 279.8; 280.12(2) (2007).
281 I.A.C. 12.3(3), .3(8); .5(8).
O.A.G., Nov. 18, 1993

Cross Reference: 103 Long-Range Needs Assessment
211 Open Meetings
212 Closed Sessions
215 Board of Directors' Records
605.1 Instructional Materials Selection
900 Principles and Objectives for Community Relations

Approved June 27, 2011 Reviewed June 12, 2011 Revised

Code No. 209.1

DEVELOPMENT OF POLICY

Red Oak Community School District

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The board shall develop and maintain a policy manual that provides a codification of its policy actions. ~~The board has jurisdiction to legislate policy for the school district with the force and effect of law.~~ Board policy provides the general direction as to what the board wishes to accomplish and why it wishes to accomplish it while allowing the superintendent to implement board policy. Policies shall be reviewed on a regular basis to ensure relevance to current practices and compliance with the law.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements are the basis for the formulation of regulations by the administration. The board will determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention of the board.

The policies of the board may be amended or revised by resolution adopted at any regular meeting, provided notice of such change shall have been given at a previous meeting. The superintendent is authorized to submit written recommendations for revision of any existing policies as he deems necessary for the most efficient operation of the school district. The superintendent will notify all employees whenever revisions, additions or amendments are made. This notice procedure shall be required except for emergency situations, which shall be determined solely by the board.

~~Legal Reference: Iowa Code §§ 274.1-.2; 279.8 (2007).~~
~~281 I.A.C. 12.3(2).~~
~~1970 Op. Att'y Gen. 287.~~

~~Cross Reference: 101 Educational Philosophy of the School District~~
~~200.2 Powers of the Board of Directors~~
~~200.3 Responsibilities of the Board of Directors~~
~~209 Board of Directors' Management Procedures~~

Approved June 27, 2011 Reviewed June 13, 2011 Revised <INSERT DATE HERE>

Code No. 209.2

ADOPTION OF POLICY

The board will give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes will be distributed and public comment ~~will~~ may be allowed at both meetings prior to final board action. This notice procedure will be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The board will have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy will be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy will expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

~~Legal Reference: Iowa Code § 279.8 (2007).~~
~~281 I.A.C. 12.3(2).~~
~~1970 Op. Att'y Gen. 287.~~

~~Cross Reference: 200.2 Powers of the Board of Directors~~
~~200.3 Responsibilities of the Board of Directors~~
~~209 Board of Directors' Management Procedures~~

Approved June 27, 2011 Reviewed June 13, 2011 ~~Revised~~ <INSERT DATE HERE>

Code No. 209.3

DISSEMINATION OF POLICY

The board policy manual is available electronically. Persons unable to access the policy manual electronically should contact the board secretary for assistance.

Red Oak Community School District

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It shall be the responsibility of the board secretary to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals as soon as possible following the policy's adoption. Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

~~Legal Reference: Iowa Code §§ 277.31; 279.8 (2007).~~
~~281 I.A.C. 12.3(2).~~

~~Cross Reference: 200.3 Responsibilities of the Board of Directors~~
~~209 Board of Directors' Management Procedures~~

Approved: June 27, 2011 - —Reviewed: June 13, 2011 —Revised: ~~June 13, 2011~~<INSERT DATE HERE>

Code No. 209.4

SUSPENSION OF POLICY

Generally, the board will follow board policy and enforce it equitably. The board, and only the board, may, in extreme emergencies of a very unique nature, suspend policy. It is within the discretion of the board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of board policy will be documented in board minutes.

~~Legal Reference: Iowa Code § 279.8 (2007).~~
~~281 I.A.C. 12.3(2).~~

Red Oak Community School District

~~Cross Reference: 200.3 Responsibilities of the Board of Directors~~
~~209 Board of Directors' Management Procedures~~

Approved June 27, 2011 Reviewed ~~June 13, 2011~~<INSERT DATE HERE>~~—~~
Revised

Code No. 209.5

ADMINISTRATION IN THE ABSENCE OF POLICY

When there is no board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the school district.

It is the responsibility of the superintendent to inform the board of the situation and the action taken and to document the action taken when necessary. If needed, the superintendent will draft a proposed policy for the board to consider.

~~Legal Reference: Iowa Code § 279.8 (2007).~~
~~281 I.A.C. 12.3(2).~~

~~Cross Reference: 200.3 Responsibilities of the Board of Directors~~
~~209 Board of Directors' Management Procedures~~
~~302.4 Superintendent Duties~~
~~304 Policy Implementation~~

Approved June 27, 2011 Reviewed June 13, 2011 Revised <INSERT DATE HERE>

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Code No. 209.6

REVIEW AND REVISION OF POLICY

The board shall, at least once every five years, review board policy. Each year, the board may make a determination about the sections and/or series of the policy manual and the specific policies in the policy manual to be reviewed.

~~Once the policy has been reviewed, even if no changes were made, a notation of the date of review is made on the face of the policy statement.~~

~~The board will review one-fifth of the policy manual annually according to the following subject areas:~~

- ~~Board of Directors (Series 200)~~
- ~~Administration, Employees (Series 300 and 400)~~
- ~~School District, Education Program (Series 100 and 600)~~
- ~~Students (Series 500)~~
- ~~Noninstructional Operations and Business Services, Buildings and Sites, School District-Community Relations (Series 700, 800 and 900)~~

It is the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent will also be responsible for bringing proposed policy statement revisions to the board~~'~~s attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

~~Legal Reference: Iowa Code § 279.8 (2007).~~
~~281 I.A.C. 12.3(2).~~

~~Cross Reference: 200.3 Responsibilities of the Board of Directors~~
~~209 Board of Directors' Management Procedures~~

Approved June 27, 2011 Reviewed June 13, 2011 Revised <INSERT DATE HERE>

Code No. 209.7

REVIEW OF ADMINISTRATIVE REGULATIONS

Board policy sets the direction for the administration of the education program and school district operations. Some policies require administrative regulations for implementation.

It is the responsibility of the superintendent to develop administrative regulations to implement the board policies. The regulations, including handbooks, will be approved by the board prior to their use in the school district.

~~The administrative regulations will be available no later than the first regular board meeting after the adoption of the board policy unless the board directs otherwise.~~

~~Legal Reference: Iowa Code §§ 279.8, .20 (2007).~~

~~Cross Reference: 200.3 Responsibilities of the Board of Directors~~
~~209 Board of Directors' Management Procedures~~

Approved June 27, 2011 Reviewed ~~June 13, 2011~~<INSERT DATE HERE>~~-~~
Revised

-Code No. 210.1

ANNUAL MEETING

Each year at a regular or special meeting held after August 31, but before the organizational meeting in odd-numbered years or the September regular meeting in even-numbered years, the board will hold its annual meeting. In odd-numbered years, the annual meeting may be held in conjunction with the organizational meeting.
~~Each year after August 31 and prior to the organizational meeting of the board, the board will hold its annual meeting.~~

At the annual meeting, the board will examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30 and transact such other business as may properly come before it. As part of the annual reports, the treasurer will present affidavits from depository banks.

The board may also appoint the board's legal counsel.

~~Legal Reference: Iowa Code §§ 279.3, .33 (2007).~~

~~Cross Reference: 206.3 Secretary~~
~~206.4 Treasurer~~
~~701.1 Depository of Funds~~
~~707 Fiscal Reports~~

Approved June 27, 2011 ~~Reviewed June 13, 2011~~ ~~Revised~~ <INSERT DATE HERE>

ORGANIZATIONAL MEETING ~~PROCEDURES~~

The board will hold its organizational meeting annually at the first regular meeting following the canvass of votes in odd-numbered years. Notice of the meeting's place and time will be given by the board secretary to each member, member-elect and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing board to the new board. At the meeting, the board will elect a president who will hold office for one year. Once elected, the president will be entitled to vote on all matters before the board.

Meeting Procedure

The organizational meeting of the board will be held in two parts: the final meeting of the outgoing board, and the organizational meeting of the new board.

I. Call to Order

II. Roll Call

III. Communications
- A. Visitors
- B. Correspondence
- C. Other

IV. Consent Agenda
- A. Agenda
- B. Minutes from Previous Meeting
- C. Claims
- D. Financial Reports

V. Business of the Retiring Board of Directors
- A.
- B.

VI. Review of election results. The board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.

VII. Adjournment of the Retiring Board of Directors

ORGANIZATIONAL MEETING ~~PROCEDURES~~

VIII. Business of the New Board of Directors
A. Organizational Meeting of the Board of Directors (The board secretary, as president pro tem, will preside over the meeting until a new board president is elected.)
1. Call to Order
2. Roll Call
3. Oath of office. The board secretary will administer the oath to new members.
4. Election of Board Officers (Election of a president of the board. The president pro tem will call for a motion to elect the board president, with the process to continue until a board member is elected as board president following a motion and second. The board secretary will administer the oath of office to the newly elected president and the newly elected president will assume the chair. Election of the vice-president. The president of the board will call for a motion to elect the board vice-president, with the process to continue until a board member is elected as board vice-president following a motion and second. The board president will administer the oath of office to the newly elected vice-president.)
5. Review of Board Member Code of Ethics
6. Appoint Board Member to County Conference Board(s)
7. Make Appointments to Other Board Committees
8. Reaffirm Dates, Place, & Time of Regular Board Meetings

B. New Business
1.
2.

IX. Reports
A. Administrative

B. Upcoming Events and Meetings
1.
2.

X. Adjournment

Vacancies in Officer Positions

If any office of the board should become vacant between organizational meetings, such office will be filled by the remaining members of the board in accordance with this policy.

Approved: <INSERT DATE HERE> Reviewed: Revised:

~~Legal Reference: Iowa Code §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 (2007).~~
~~281 I.A.C 12.3(2).~~

~~Cross Reference: 202 Board of Directors Members~~
~~206.1 President~~
~~206.2 Vice-President~~
~~210 Board of Directors' Meetings~~

Code No. 210.23

REGULAR MEETING

The regular meeting time and date will be set by the board at its annual or organizational meeting. In general, the regular meetings of the board will be held on the second and fourth Mondays of each month. The board will adopt the official meeting schedule through September of each year at its organizational meeting.

Meetings will begin promptly at 6:00 p.m. The board will adhere to this meeting date schedule unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled at the board's convenience.

Meetings will be held in the meeting place officially designated by the board, which will be accessible to the public. –Public notice of the meetings will be given.

~~Legal Reference: Iowa Code §§ 21.3, .4; 279.1 (2007).~~
~~1980 Op. Att'y Gen. 148.~~

~~Cross Reference: 200.1 Organization of the Board of Directors~~
~~210 Board of Directors' Meetings~~

Approved: June 27, 2011 —Reviewed: June 13, 2011 ———Revised: ~~June 13, 2011~~<INSERT DATE HERE>

Code No. 210.~~43~~

SPECIAL MEETING

It may be necessary for the board to conduct a special meeting in addition to the regularly scheduled board meeting. Special meetings may be called by the president of the board or by the board secretary at the request of a majority of the board.

–Should a special meeting be called, public notice will be given.

_If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board will give public notice of the meeting as soon as practical and possible in light of the situation. Emergency meetings will only be held when an issue cannot wait twenty-four hours necessary for a special meeting. The reason for the emergency meeting and why notice in its usual manner could not be given will be stated in the minutes.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The board will strictly adhere to the agenda for the special meeting and action on other issues will be reserved for the next regular or special board meeting.

~~Legal Reference: Iowa Code §§ 21.3, .4; 279.2 (2007).~~
~~1980 Op. Att'y Gen. 148.~~

~~Cross Reference: 200.1 Organization of the Board of Directors~~
~~210 Board of Directors' Meetings~~

Approved June 27, 2011 Reviewed <INSERT DATE HERE>~~June 13, 2011~~
~~Revised~~

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Code No. 210.54

WORK SESSIONS

The board, as a decision making body, is confronted with a continuing flow of problems, issues and needs which require action. While the board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, the board may schedule work sessions and retreats in order to provide its members and the administration with such opportunities. The board has the authority to hire an outside facilitator to assist them in work sessions.

Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in open session. However, no board action will take place at the work session.

~~Legal Reference:~~ ~~Iowa Code §§ 21; 279.8 (2007).~~
~~1982 Op. Att'y Gen. 162.~~
~~1980 Op. Att'y Gen. 167.~~
~~1976 Op. Att'y Gen. 384, 514, 765.~~
~~1972 Op. Att'y Gen. 158.~~
~~1970 Op. Att'y Gen. 287.~~

~~Cross Reference:~~ ~~210 Board of Directors' Meetings~~
~~211 Open Meetings~~

Approved June 27, 2011

Reviewed ~~June 13, 2011~~<INSERT DATE HERE>
Revised

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Code No. 210.56

MEETING NOTICE

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings. The public notice will be posted on the bulletin board in the central administration office at least 24 hours before it is scheduled.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

It is the responsibility of the board secretary to give public notice of board meetings and work sessions.

~~Legal Reference:~~ ~~Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).~~
~~Iowa Code §§ 21.2-.4; 279.1, .2 (2007).~~
~~1952 Op. Att'y Gen. 133.~~

~~Cross Reference:~~ ~~210 Board of Directors' Meetings~~
~~210.8 Board of Directors' Meeting Agenda~~

Approved June 27, 2011 Reviewed ~~June 13, 2011~~<INSERT DATE HERE>-
Revised

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Code No. 210.67

QUORUM

Action by the board regarding the affairs of the school district may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting.

_While board members are encouraged to attend board meetings, three (3) members will constitute a quorum and are a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the votes cast is sufficient to pass a motion or take action unless law or board policy requires a vote of a greater number.

It is the responsibility of each board member to attend board meetings.

~~Legal Reference: Iowa Code §§ 21.5(1); 279.4 (2007).~~

~~Cross Reference: 210 Board of Directors' Meetings~~

Approved June 27, 2011 Reviewed ~~June 13, 2011~~<INSERT DATE HERE>
Revised

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Code No. 210.87

RULES OF ORDER

An orderly board meeting allows the board members to participate in the discussion and decision process on an issue confronting the school district. Rules of order for board meetings allow school district business and the relative information concerning the business to be brought to the attention of the board. They also allow the board to discuss, act upon and make a clear record of school district business in a regular, ordered, reasonable and consistent manner.

The board will follow Robert's Rules of Order, Revised, latest edition as modified by this policy and subsequent rule.

The purpose of modified rules adopted by the board are:

- To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
- To organize the meetings so all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner;
- To ensure members of the board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made; and,
- To ensure meetings and actions of the board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

It is the responsibility of each board member to follow the rules of order stated in this policy at each meeting, and it is the responsibility of the presiding officer to conduct the board meeting within these rules.

~~Legal Reference: Iowa Code §§ 21.2, .7; 279.8 (2007).~~

~~Cross Reference: 210 Board of Directors' Meetings~~
~~210.8 Board Meeting Agenda~~

Approved June 27, 2011 Reviewed ~~June 13, 2011~~<INSERT DATE HERE>
Revised

Code No. 210.78R1

RULES OF ORDER REGULATIONS

The following rules of procedure have been adopted by the board:

1. Board members need not rise to gain the recognition of the board president.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the board. If a motion does not receive a second, the board president may declare the motion dead for lack of a second.
5. The board president may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
6. The board president shall rule on all motions that come before the board.
7. The board president may rule on points of order brought before the board.
8. The board president shall have complete authority to recognize a member of the audience regarding a request to participate in the board meeting. Members of the public may speak on any agenda item at the time that item is present for board discussion prior to that discussion, provided they have indicated a desire to do so on a sign-in sheet provided at the entrance to the board meeting room.
9. If an agenda item is discussed, and a majority of the board members present wishes to have additional information from the public, the board has the right to ask any person or persons for that information.
10. If an agenda item is discussed, and the board president wishes to have additional information from the public, the board president has the right to ask any person or persons for that information.
11. Roll call vote will taken on every motion.
12. The order in which the board members' names will be called for roll call votes will be as follows:
    a. All board members will be listed in alphabetical order by last name at each organizational meeting.
    b. The first roll-call vote will begin at the top of the list and proceed down. The second roll-call vote will begin with the second name and proceed down the list with the last name called to be the first person called on the previous vote.
    c. A person's absence will have no effect on the rotation.
    d. The president's name will be called in the same rotation.
    e. The board secretary will maintain the record of rotation for roll-call votes. The sequence will continue from meeting to meeting. In the event the roll-call list is not available, the secretary may assign a new list.

13. The public may address the board on non-agenda items, provided they have indicated a desire to do so on a sign-in sheet provided at the entrance to the board meeting room. Generally, the total period of time allotted such items shall be five (5) minutes.
14. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
15. The board president has the same authority and responsibility as each board member to vote on all issues

Code No. 210.98

BOARD MEETING AGENDA

The tentative agenda for each board meeting will state the topics for discussion and action at the board meeting. The agenda is part of the public notice of the board meeting and will be posted and distributed.

It is the responsibility of the board president and superintendent to develop the agenda for each board meeting. Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause.

The tentative agenda and supporting documents will be sent to the board members ~~three (3) days~~ prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the central administration office.

The board will take action only on the items listed on the tentative agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting will state the reason justifying the immediate action.

~~It is the responsibility of the board president and superintendent to develop the agenda for each board meeting.~~

~~Legal Reference: Iowa Code §§ 21; 279.8 (2007).~~
~~1980 Op. Att'y Gen. 269.~~

Red Oak Community School District

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~~Cross Reference: 210 Board of Directors' Meetings~~
~~211 Open Meetings~~
~~213 Public Participation in Board Meetings~~
~~215 Board of Directors' Records~~
~~402.5 Public Complaints About Employees~~
~~502.4 Student Complaints and Grievances~~

Approved June 27, 2011 Reviewed June 13, 2011~~____~~ ~~_____~~Revised <INSERT DATE HERE>

Code No. 210.89E1

ORDER OF REGULAR BOARD OF DIRECTORS MEETING

The board shall conduct an orderly board meeting. The board will, at all regular board meetings, follow an agenda order similar to the following:

REGULAR SCHOOL BOARD MEETING
RED OAK COMMUNITY SCHOOL DISTRICT
MEETING LOCATION: SUE WAGAMAN BOARD ROOM, WEBSTER BUILDING
904 BROAD STREET
RED OAK, IOWA 51566
MONDAY, ----, 20--

6:30 P.M.

MEETING AGENDA

I. Call to Order

II. Roll Call

III. Communications
- A. Visitors
- B. Correspondence
- C. Other

IV. Consent Agenda
- A. Agenda
- B. Minutes from Previous Meeting
- C. Claims
- D. Financial Reports

V. General Business of the Board of Directors
- A. Old Business
  1.
- B. New Business
  1.

VI. Reports
- A. Administrative
- B. Upcoming Events and Meetings
  1.

VII. Adjournment

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Code No. 210.910

CONSENT AGENDAS

~~Very often t~~The board must often consider agenda items which are noncontroversial or similar in content. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school buildings and grounds, open enrollment requests or approval of various schedules.

In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

The superintendent in consultation with the board president and board secretary shall place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one resolution. Items may be removed from the consent agenda at the request of a board member.

Nothing in this policy is to be construed as an attempt to avoid full compliance with laws dealing with open meetings or public notice of the agenda and meeting.

~~Legal Reference: Iowa Code §§ 21; 279.8 (2007).~~

~~Cross Reference: 210 Board of Directors' Meetings~~

Approved June 27, 2011 ——Reviewed June 13, 2011 ———Revised
<INSERT DATE HERE>

Code No. 211

OPEN MEETINGS

A gathering of a majority of board members in which deliberation of an issue within the jurisdiction of the board takes place is a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting unless a discussion of policy takes place. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

~~Legal Reference: Iowa Code §§ 21, 279.1-.2 (2007).~~
~~1982 Op. Att'y Gen. 162.~~
~~1980 Op. Att'y Gen. 167.~~

~~Cross Reference: 208 Ad Hoc Committees~~
~~210 Board of Directors' Meetings~~
~~210.8 Board Meeting Agenda~~
~~212 Closed Sessions~~

Approved June 27, 2011

Reviewed ~~June 13, 2011~~<INSERT DATE HERE>
Revised

CLOSED SESSIONS

Generally, board meetings will be open meetings, unless a closed session or exempt meeting is provided for by law. The board will hold a closed session or exempt meeting only when a closed session or exempt meeting is permitted under Iowa~~in the situations stated below~~.

~~Exceptions to the Open Meetings Law~~

Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions will be tape recorded and have detailed minutes kept by the board secretary. Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the tape recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The tape recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and tapes will be made public after the real estate transaction is completed.

The detailed minutes and tape recording will be sealed and will not be public records open to public inspection. The minutes and tape recording will only be available to board members or opened upon court order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to whom may be present at a closed session.

~~Reasons for the board entering into a closed session from an open meeting include, but are not limited to, the following:~~

~~1. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the board's possession or receipt of federal funds.~~

~~2. To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be likely to prejudice or disadvantage the board.~~

~~3. To discuss whether to conduct a hearing, or conduct a hearing for suspension or expulsion of a student, unless an open meeting is requested by the student or the parent of the student.~~

4. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

5. To discuss the purchase or sale of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the board would have to pay for the property, or in case of a sale reduce the price the board could receive for the property.

Approved June 27, 2011 Reviewed June 13, 2011 Revised <INSERT DATE HERE>

Code No. 212
Page 2 of 2

CLOSED SESSIONS

Exemptions to the Open Meetings Law

Code No. 213

EXEMPT MEETINGS

Generally, board meetings will be open meetings, unless a closed session or exempt meeting is provided for by law. The board will hold a closed session or exempt meeting only when a closed session or exempt meeting is permitted under Iowa.

Board meetings at which a quorum is not present, or gatherings of the board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. The board may also hold an exempt session for the reasons outlined in Iowa law.

Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without taping the gathering or taking minutes, and be held without a vote or motion. ~~The board may also hold an exempt session for the following:~~

~~1. negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration;~~

~~2. to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law;~~

~~3. to conduct a private hearing relating to the recommended termination of a teacher's contract. The private hearing however, in the teacher's contract termination will be recorded verbatim by a court reporter; and~~

~~4. to conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract.~~

~~Legal Reference:Iowa Code §§ 20.17; 21; 22.7; 279.15, .16, .24 (2011).~~
~~1982 Op. Att'y Gen. 162.~~
~~1980 Op. Att'y Gen. 167.~~
~~1976 Op. Att'y Gen. 384, 514, 765.~~
~~1972 Op. Att'y Gen. 158.~~
~~1970 Op. Att'y Gen. 287.~~

~~Cross Reference:208Ad Hoc Committees~~
~~211 Open Meetings~~

Approved <INSERT DATE HERE> Reviewed Revised

Code No. 214.1~~3.1~~

PUBLIC PARTICIPATION IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board ~~will~~ may set time aside for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. The board has the discretion to limit the amount of time set aside for public participation. If the pressure of business or other circumstances dictate, the board president may decide to not set time aside for citizen participation or to eliminate this practice.

Citizens wishing to address the board on a certain agenda item must notify the superintendent or board president prior to the board meeting. Citizens wishing to present petitions to the board may do so at this time. However, the board will only receive the petitions and not act upon them or their contents. ~~The board has the discretion to limit the amount of time set aside for public participation.~~

If the board has set time aside for citizen participation and citizens wish to address the board, the ~~If the pressures of business or other circumstances dictate, the board president may decide to eliminate this practice. The~~ board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting will not be interfered with or disrupted. Only those speakers recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or any other individual causing disruption may be asked to leave the board meeting.

Individuals who have a complaint about employees may bring their complaint to the board only after they have followed board policy addressing citizens' complaints. Students who have a complaint may only bring their complaint to the board after they have followed board policy addressing students' complaints.

~~Legal Reference: Iowa Code §§ 21; 22; 279.8 (2007).~~

~~Cross Reference: 205 Board Member Liability~~
~~210.8 Board Meeting Agenda~~
~~214 Public Hearings~~
~~307 Communication Channels~~
~~401.4 Employee Complaints~~
~~402.5 Public Complaints About Employees~~
~~502.4 Student Complaints and Grievances~~

Approved June 27, 2011 Reviewed June 13, 2011~~____~~~~_____~~Revised <INSERT DATE HERE>

Code No. 2143.1~~1~~R1

GENERAL COMPLAINTS BY CITIZENS REGULATIONS

The board recognizes that concerns regarding the operation of the school district will arise. The board further believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.

Procedures for dealing with complaints concerning programs or practices should be governed by the following principles:

- where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible;
- complaints should both be investigated and, if possible, resolved expeditiously;
- complaints should be dealt with courteously and in a constructive manner; and,
- individuals directly affected by the complaint should have an opportunity to respond.

Specific procedures for handling complaints may be established in policies. The board, consistent with its board policy-making role, will deal with complaints concerning specific schools, programs or procedures only after the usual channels have been exhausted. Complaints regarding employees or complaints by students will follow the more specific policies on those issues.

When a complaint requiring attention is received by the board or a board member, it will be referred to the superintendent. After all of the channels have been exhausted, the complainant may appeal to the board by requesting a place on the board agenda or during the public audience portion of the board meeting. If the complainant appeals to the board, the appeal will be in writing, signed and explain the process followed by the complainant prior to the appeal to the board. It is within the board's discretion to determine whether to hear the complaint.

Code No. 2154

PUBLIC HEARINGS

Public hearings may be held on school district matters at the discretion of the board. Public notice of a public hearing will be in the same manner as for a board meeting except that the notice will be given at least ten days before the hearing is to be held unless it is impossible or impractical to do so or the law requires otherwise.

At public hearings, citizens of the district who register at the door will be allowed to speak on the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board will conduct public hearings in an orderly fashion. At the beginning of the hearing, statements, background materials and public hearing rules and procedures will be presented by the board president. The board president will recognize the speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings will be asked to leave.

The board may take action on the subject at the public hearing, after all presentations have been made, or at a later meeting.

~~Legal Reference: Iowa Code §§ 24.9; 73A.18; 279.8, .10; 297.22 (2007).~~

~~Cross Reference: 210 Board of Directors' Meetings~~
~~213 Public Participation in Board Meetings~~
~~601.1 School Calendar~~
~~703.1 Budget Planning~~

Approved June 27, 2011 Reviewed June 13, 2011 ~~———~~Revised <INSERT DATE HERE>

Code No. 216.~~15.1~~

BOARD OF DIRECTORS' RECORDS

The board will keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings and other required records of the board.

It is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed will be attached. This information will be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the central administration office after the board secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

~~Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36; 291.6, .7; 618.3 (2007).~~
~~281 I.A.C. 12.3(1).~~
~~1982 Op. Att'y Gen. 215.~~
~~1974 Op. Att'y Gen. 403.~~
~~1952 Op. Att'y Gen. 133.~~

~~Cross Reference: 206.3 Secretary~~

~~206.4 Treasurer~~
~~208 Ad Hoc Committees~~
~~210.8 Board Meeting Agenda~~
~~708 Care, Maintenance and Disposal of School District Records~~
~~901 Public Examination of School District Records~~

Approved June 27, 2011

Reviewed ~~June 13, 2011~~<INSERT DATE HERE>
Revised

BOARD MEETING MINUTES

A complete and accurate set of minutes of each regular and special board meeting shall be kept to comply with all legal requirements.

The board minutes should reflect the following:

~~Since the official minutes of the board are the only basic legal record, it is important that they be recorded with extreme care and completeness. The board secretary will follow the following guidelines in writing board minutes and, with respect to content, should show the following:~~

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1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting.
9. Complete information as to each subject of the board~~'~~s deliberation and the action taken.
10. The maker and seconder of the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. Complete text of all board resolutions, numbered consecutively for each fiscal year.
12. A record of all contracts entered into, with the contract documents kept in a separate file.
13. A record of all change orders on construction contracts.
14. All employment changes, including resignations or terminations.
15. A record, by number, of the bills of account approved by the board for payment.
16. A record of all calls for bids, bids received, and action taken thereon.
17. Approval of all transfers of funds from one budgetary fund to another.
18. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
19. Board policy and administrative guides should be made a part of the minutes by exhibit.
20. Adoption of textbooks and establishment of bus routes by the board for the school year as well as the school calendar should become a part of the minutes.
21. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
22. A record of all delegations appearing before the board and a record of all petitions.

23. At the annual meeting each year the record should indicate that the books of the treasurer and secretary and the Certified Annual Report have been examined and approved subject to audit.
24. The election or appointment of board officers.
25. The appointment of auditors to examine the books.

BOARD MEETING MINUTES

At the annual or organizational meeting in odd-numbered years, the board minutes ~~At the organizational meeting in September/October, the minutes~~ should reflect the following:

1. Appointment of a temporary chairperson if not specified in policy.
2. Oath of office administered to newly elected board members.
3. Nominations taken for the office of president and vice-president.
4. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
5. The resolution to pay bills when the board is not in session.
6. A resolution to automatically disburse payroll along with a roster of all employees under contract.
7. A resolution naming depositories along with the maximum deposit for each depository.
8. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
9. Motion designating a member or a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.
10. Voting rotation when a roll call vote is used if so desired by the board.

A copy of the minutes shall be sent to each member of the board before the next regularly scheduled meeting. The board secretary shall furnish a copy of the proceedings as indicated by the minutes within a reasonable amount of time following the adjournment of the meeting to the school district's official newspaper for publication.

Minutes shall be kept in an official record book specified for that purpose and shall be kept on file as the official record of legislation of the school district and shall be open to public inspection. Examination of the official record book by any citizen or group of citizens must be made at the location where the school district maintains the records and under the jurisdiction of the board secretary.

A complete and accurate set of minutes will be made of each meeting and/or session of the board as required by law. A complete and accurate set of minutes and complete audio recordings will be made of each closed session of the board as required by law. The board secretary will be custodian of the minutes and audio recordings from a closed session, which shall be maintained as required by law.

~~Code No. 216.1~~

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~~ASSOCIATION MEMBERSHIP~~

~~Participation in board member associations is beneficial to the board. The board will maintain an active membership in the Iowa Association of School Boards and in organizations the board determines will be of benefit to the board and the school district.~~

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~~Legal Reference: Iowa Code § 279.38 (2007).~~

~~Cross Reference: 216.2 Board of Directors' Member Development and Training~~

~~Approved June 27, 2011 Reviewed June 13, 2011 Revised~~
~~_____~~
~~_____~~

~~Code No. 216.2~~

~~BOARD OF DIRECTORS' MEMBER DEVELOPMENT AND TRAINING~~

~~The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.~~

~~The board will work closely with the Iowa Association of School Boards' Academy of Board Learning Experiences and encourage the board members to participate in conferences to achieve the Better Boardsmanship Award.~~

Red Oak Community School District

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~~Legal Reference: Iowa Code §§ 279.8, .38 (2011).~~

~~Cross Reference: 216.1 Association Membership~~

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~~Approved: June 27, 2011 Reviewed: June 13, 2011 Revised: June 13, 2011~~

Code No. 2176~~.3~~

BOARD OF DIRECTORS' MEMBER COMPENSATION AND EXPENSES

As an elected public official, the board member is a public servant who serves without compensation. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties as allowed by law.

Prior to reimbursement of actual and necessary expenses, the board member must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. A credit card receipt is generally not considered a detailed receipt. Failure to provide a detailed receipt will make the expense nonreimbursable. In exceptional circumstances, the board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

Personal expenses will be reimbursed by the board member to the school district no later than ten working days following the date of the expense. ~~In exceptional circumstances, the board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.~~

It is the responsibility of the board secretary to compile the expenses of board members and bring them to the board for audit and approval in the same manner as other claims of the school district. It is the responsibility of the board to determine through the audit and approval process

of the board whether the expenses incurred by a board member are actual and necessary expenses incurred in the performance of their official duties.

~~Legal Reference: Iowa Code §§ 68B; 277.27; 279.7A, .8, .32 (2007).~~

~~Cross Reference: 203 Board of Directors' Conflict of Interest~~
~~401.7 Employee Travel Compensation~~
~~401.10 Credit Cards~~

Approved June 27, 2011 Reviewed June 13, 2011 Revised <INSERT DATE HERE>

GIFTS TO BOARD OF DIRECTORS

Board members may receive a gift on behalf of the school district. Board members will not, either directly or indirectly, solicit, accept or receive a gift, series of gifts or an honorarium unless the donor does not meet the definition of ~~"~~restricted donor" as outlined in Iowa law~~"~~ ~~stated below~~ or the gift or honorarium does not meet the definition of "gift" or "honorarium" as outlined in Iowa law ~~stated below~~. Board members may receive nonmonetary gifts of a value less than $3.00 if the donor does not intend to influence the board member's professional judgment.

It is the responsibility of each board member to know when it is appropriate to accept or reject gifts or honorariums.

~~A "restricted donor" is defined as a person or other entity which:~~

- ~~Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from or with the school district;~~
- ~~Will be directly and substantially affected financially by the performance or nonperformance of the board member's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or~~
- ~~Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.~~

~~A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:~~

- ~~Contributions to a candidate or a candidate's committee;~~
- ~~Information material relevant to a board member's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;~~
- ~~Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;~~
- ~~An inheritance;~~
- ~~Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;~~
- ~~Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;~~
- ~~Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;~~
- ~~Plaques or items of negligible resale value given as recognition for public service;~~

Approved June 27, 2011 Reviewed June 13, 2011 ~~———~~Revised <INSERT DATE HERE>

~~GIFTS TO BOARD OF DIRECTORS~~

- ~~Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;~~
- ~~Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;~~
- ~~Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;~~
- ~~Funeral flowers or memorials to a church or nonprofit organization;~~
- ~~Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;~~
- ~~Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;~~
- ~~Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member; or~~
- ~~Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.~~

An "honorarium" is anything of value that is accepted by, or on behalf of, a board member as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of a board member for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;

GIFTS TO BOARD OF DIRECTORS

- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the department of general services; or
- A payment made to a board member for services rendered as part of a private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a board member but, rather, because of some special expertise or other qualification.

It is the responsibility of each board member to know when it is appropriate to accept or reject gifts or honorariums.

~~Legal References: Iowa Code ch. 68B (2007).~~
~~1972 Op. Att'y Gen. 276.~~
~~1970 Op. Att'y Gen. 319.~~

~~Cross References: 203Board of Directors' Conflict of Interest~~
~~402.4 Gifts to Employees~~
~~704.4 Gifts - Grants - Bequests~~

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Red Oak Community School District

Changes to Policies (200s)

Revised by Emily K. Ellingson on December 3, 2017

Items highlighted in yellow require the district to follow-up and consider revisions.

Type of Policy	Old Policy	New Policy	Change
Organization of the Board of Directors	200.1	200.1	Changed language regarding when the organizational meeting will be held, considering change in law.
Powers of the Board of Directors	200.2	200.2	Added langauge re: the authority of the board acting as an entity.
Responsibilities of the Board of Directors	200.3	200.3	No changes
Board of Directors' Election	201	201	Deleted specific references to statutory timelines for elections/appointments because these are changing and you don't want your Board policies to be inaccurate if/when they change. Therefore, if you keep the langauge broader, you won't have modify Board policy every time the law changes.
Qualifications	202.1	202.1	Made minor changes
Oath of Office	202.2	202.2	Made minor changes
Term of Office	202.3	202.3	Made minor changes
Vacancies	202.4	202.4	Changed to update language consistent with new requirements for filling vacancies (passed in 2015 legislative session).
Board of Directors' Conflict of Interest	203	203	Made minor changes
Code of Ethics	204	204	No changes
Board Member Liability	205	205	No changes
President	206.1	206.1	Made minor changes
Vice-President	206.2	206.2	Made minor changes
Secretary-Treasurer	206.3	206.3	Made minor changes
Board Secretary Evaluation Form	*206.3E1*	*DELETED*	*Deleted this because it should not be in Board policy. It can be in a handbook or a procedures manual, but we advise that it is not in Board Policy Manual.*
Board of Directors' Legal Counsel	207	207	Made minor changes
Board of Directors' Commitees	NEW	208.1	Added policy to address general board committees because not all board committees are ad hoc.
Ad Hoc Committees	208.1	208.2	Made minor changes
Ad Hoc Committees Regulations	208.1E1	208.2R1	Revised from Exhibit to Regulations because the document isn't really in an exhibit format, but more closely resembles regulations.
Advisory Committees of the Board	*208.2*	*DELETED*	*Deleted this policy because a citizens' advisory committee falls under one of the other committees already outlined in Board Policy. Furthermore, citizen committees take on different forms depending upon their goals. Therefore, I would advise you have nothing in your Board policy outlining the citizens' committee's role and instead just put in place requirements (possibly similar to those seen in the Board policy that is being deleted) as appropriate.*
Development of Policy	209.1	209.1	Added language relating to specific procedures for developing or revising board policy.
Adoption of Policy	209.2	209.2	Made minor changes
Dissemination of Policy	209.3	209.3	Made minor changes
Suspension of Policy	209.4	209.4	Made minor changes
Administration in the Absence of Policy	209.5	209.5	Made minor changes
Review and Revision of Policy	209.6	209.6	Deleted reference to specific schedule of review. The board can either review a certain subsection of policies annually or review the entire policy book every 5 years. By deleting the specific reference to the review schedule, this allows the Board to make whatever decision it wants regarding policy review.
Review of Administrative Regulations	209.7	209.7	No changes
Annual Meeting	210.1	210.1	Modified language to better fit with holding board elections every other year.
Organizational Meeting	200.1R1	210.2	Moved this policy so it is with the other policies outlining procedures for other meetings.
Regular Meeting	210.2	210.3	Made minor changes
Special Meeting	210.3	210.4	No changes
Work Sessions	210.4	210.5	No changes
Meeting Notice	210.5	210.6	No changes
Quorum	210.6	210.7	Made minor changes
Rules of Order	210.7	210.8	Made minor changes
Rules of Order Regulations	210.7R1	210.8R1	No changes
Board Meeting Agenda	210.8	210.9	Made minor changes
Order of the Regular Bard of Directors' Meeting	210.8E1	210.9E1	Made minor changes
Consent Agenda	210.9	210.10	Made minor changes
Open Meetings	211	211	No changes
Closed Sessions	212	212	Deleted all references to the specific exceptions/exemptions for Iowa's open meeting law. By keeping it more generalized, the board policy won't be outdated if the law ever changes.
Exempt Meeting	ADDED	213	Added separate policy to address exempt session, taking language originally found in closed session policy.
Public Participation in Board Meeting	213.1	214	Made minor changes to better clarify process
General Comlpaints by Citizens Regulations	213.1R1	214.R1	Made minor changes
Public Hearings	214	215	Made minor changes
Board of Directors' Records	215	216	No changes

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Red Oak Community School District

Changes to Policies (200s)

Revised by Emily K. Ellingson on December 3, 2017

Items highlighted in yellow require the district to follow-up and consider revisions.

Type of Policy	Old Policy	New Policy	Change
Board Meeting Minutes	215.1E1	216.R1	Added language outlining how the minutes are handled before and after the board meeting.
Association Membership	*216.1*	*DELETED*	*Deleted this policy because it isn't necessary to include in board policies.*
Board of Directors' Member Development and Training	216.2	*DELETED*	*Deleted this policy because it isn't necessary to include in board policies.*
Board of Directors' Member Compensation and Expenses	216.3	217	Made minor changes
Gifts to Board Members	217	218	Modified this policy to make it more generalized so it references Iowa law generally instead of the specific outlined in Iowa law. By keeping it more generalized, the board policy won't be outdated if the law ever changes.

General Policy Notes

(1) If a policy is designated as "NEW" there is no old policy on the topic.

(2) Legal References have been removed because they are frequently outdated and/or irrelevant.

(3) Intra-policy references were removed because these are frequently outdated. Also, if the district were to change one policy every cross site would need to be checked. This is time consuming and rarely done.

(4) Terms used throughout the policy manual have been altered for consistency.

(5) Policies have been re-organized and re-numbered to account for deleted policies, added policies, grouping of similar policies, and consistent numbering progression.

(6) Deleted references to superintendent's adoption of regulations. Often there will be a lag in the actual development of these regulations. Consequently, we find this better be left unsaid from a liability standpoint.

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STERLING
EXPERIENCE EASIER I.T.

SALES QUOTATION

Quote No. Q-00183043
Ref. No. Red Oak - Cisco Meraki Point 2 Point

Date 2/21/2018
Exp. Date 3/23/2018

Sterling Account Manager
Matt Pugh
600 Stevens Port Dr., Suite 200
Dakota Dunes, SD 57049
P: (605) 242-4044
F: (605) 242-4001
matt.pugh@sterlingcomputers.com

Customer Information
Red Oak Community Schools
Bob Deter
904 N. Broad St.
Red Oak, IA 51566
P: (712) 623-8244
deterb@roschools.org

Terms	FOB	Contract	Lead Time
Net 30	Destination	Open Market	30 Days ARO

Line No.	QTY	Part Number	Description	Unit Price	Extension
1	2	MR84-HW	MERAKI MR84 CLOUD MGD AP	$1,835.00	$3,670.00
2	2	LIC-ENT-3YR	MERAKI MR ENT CLOUD CTRL LIC 3YR	$465.00	$930.00
3	2	MA-ANT-21	MERAKI 5GHZ SECTOR ANT	$405.00	$810.00
4	1	MA-INJ-4-US	MERAKI MR 802.3AT POE INJECTOR US PLUG	$305.00	$305.00

TOTAL $ 5,715.00

Quotation Comments
NOTE - This pricing includes the Installation of Access Points, Assuming that no power outlets are needed at the location of these access points. **

CAGE: **06AP0** | DUNS: **938836541**
TIN: **95-4634907** | F-23 **12/09**

THANK YOU FOR YOUR BUSINESS!

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RTI®
RIVERSIDE TECHNOLOGIES, INC.

PARTNER OF THE YEAR

Quote For Wireless Access to Gold Fair Building (eventually to Football Field)

Red Oak Outdoor Wireless

Quote #MC013070 v1

Prepared For:
Red Oak School District
Bob Deter
2011 N. 8th Street
Red Oak, IA 51566

P: (712) 623-8244
E: deterb@roschools.org

Contract:

Prepared By:
Riverside Technologies, Inc.
Matt Collins
105 Gateway Dr.
North Sioux City, SD 57049

P: 866.804.4388
E: mcollins@1rti.com

Date Issued:
01.30.2018
Expires:
02.28.2018

Hardware		Price	Qty	Ext. Price
Meraki Hardware and Software	**Meraki Hardware and Software**	**$5,297.64**	**1**	**$5,297.64**
MR84-HW	**MERAKI MR84 CLOUD MGD AP**		2	
MA-ANT-20	**MERAKI DUAL-BAND OMNI ANT**		2	
MA-ANT-27	**MERAKI DUAL BAND SECTOR ANT**		2	
MA-INJ-5-US	**MERAKI MULTIGIGABIT 802.3AT INJECTOR US**		2	
MR42-HW	**MERAKI MR42 CLOUD MGD AP**		1	
LIC-ENT-5YR	**MERAKI MR ENT CLOUD CTRL LIC 5YR**		3	
		Subtotal		**$5,297.64**

Services		Price	Qty	Ext. Price
Installation and Cabling	**Installation and Cabling**	**$1,229.00**	**1**	**$1,229.00**
RTFDS-T0024	**RTI Services - AP Installation and configuration.**		1	
RTI-SO-041017	**Installation of 2 cable runs, includes cable.**		2	
	Installation			
		Subtotal		**$1,229.00**

Quote Summary	Amount
Hardware	$5,297.64
Services	$1,229.00
Total:	**$6,526.64**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

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Red Oak Community School District
Standard Operating Procedure
Fresh Fruit and Vegetable Program (FFVP)

Policy:

Foodservice employees, teachers, other school staff, and volunteers will work together to ensure that FFVP snacks are safe to eat.

Procedure:

The food service manager/supervisor will:

1. Plan fruits and vegetables with food safety in mind
2. Arrange for an appropriate time for delivery when items are served in other locations.
3. Obtain suitable food containers, utensils, and will store foods under refrigeration until time of delivery to classrooms.
4. Monitor temperature logs to review recorded temperatures and ensure that cold items are maintained at 41 F or below. Follow up with food service personnel if temperatures are not recoded, if there is questionable information recorded, and/or if appropriate corrective action has not been taken.
5. Review safe handling procedures listed below with teacher, foodservice staff, other school employees, and volunteers who assist with FFVP production, transport, set up, serving, and clean up responsibilities.
6. Monitor refrigeration log and corrective action form to ensure that forms are consistently and accurately completed.
7. Routinely visit classrooms or other serving areas to determine if appropriate food safety measures are followed. Revise and adapt current procedures based on observations. Conduct follow up training as needed and follow up with administration when there are non-compliance findings.
8. Monitor food waste to determine if changes in the serving size and/or total amount of vegetables or fruits are warranted.

All school foodservice staff that prepare and/or pack items for the FFVP will:

1. Locate the site's Standard Operating Procedure (SOP) Manual. Identify the SOP(s) that applies to the Fresh Fruit and Vegetable Program.
2. Follow Standard Operating Procedures established in the food safety plan for personal hygiene and employee health reporting.
3. Follow Stand Operating Procedures for the preparation of fresh fruits and vegetables, especially for potentially hazardous foods, including cooked vegetables, leafy greens and cut fruits and vegetables such as melons and tomatoes.
    a) Wash, rinse, sanitize and air dry all food contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
    b) Wash thoroughly all raw fruits and vegetables to remove soil and other contaminants before being cut, combined with other ingredients, or served.
    c) Packaged vegetables and fruit labeled as previously washed and ready-to-eat are not required to be washed.
4. Follow Standard Operating Procedures for holding of fresh fruits and vegetables, especially for potentially hazardous foods, including cooked vegetables, leafy greens and cut fruits and vegetables such as melons and tomatoes.
    a) Keep cold items under refrigeration until time of transport or service.

b) Use suitable portable cold holding transporters to ensure that potentially hazardous items will be held at 41 F or below from the time items are removed from refrigeration up to the time of service.

5. Use gloves or utensils to prevent bare hand contact when handling fruits and vegetables that ready to serve.
6. Follow procedures for taking and recording temperatures of cold items and heated items prior to delivery.
7. Check and record temperature of refrigerator using the refrigeration log.
8. Store fresh fruit and vegetables at least 6" off the floor and 18" from the ceiling.

Teachers, other school employees, and volunteers who assist with FFVP transport, set up, service and clean up duties of the FFVP will:

1. Implement appropriate food handling techniques.
   a) Serve fresh fruit and/or vegetable snacks as soon as possible after delivery to classroom/designated serving area or retrieval from designated storage location, to avoid contamination.
   b) Serve cut fresh fruits and vegetables held at room temperature within 4 hours or less. Discard cut fresh fruits and vegetables stored at room temperature for 4 hours or more to avoid contamination.
   c) If you will be serving fruit/vegetable after lunch, must be stored under refrigeration.
   d) Store FFVP delivery containers or bags at least 6" off the floor and 18" from the ceiling. Do not store FFVP bags or delivery containers on the floor.
   e) Wash hands prior to assembling snacks, when changing tasks, before putting on gloves, and before distributing snacks.
   f) Encourage students to wash hands prior to service and before consuming fresh fruits and vegetables.
   g) Use clean serving utensils or single use disposable gloves to distribute the FFVP snacks to students.
   h) Teach students how to serve themselves by using tongs or serving utensils to minimize contamination.
   i) **DO NOT** return any unused fruit or vegetable to the kitchen. Leftover snacks may be distributed as a 2nd portion or disposed of.
   j) Discard leftover fruits and vegetables served to students or exposed to sources of contamination as soon as possible in designated receptacles.
   k) Use approved cleaner/sanitizer and a clean rag or single use towel to wipe desks and contact surfaces prior to and following snack distribution.
   l) Follow procedures for removing trash from classroom.
2. Promptly return containers, utensils, and other items to the school foodservice.

All school foodservice staff receiving returned food items and transporters will:

1. Discard any heated product that remains in the transporter.
2. Discard any items that appear to have been served to students.
3. Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans, and other items returned from classrooms.
4. Store utensils, transporters, pans, and other items to minimize contamination.

Policy Approved: _____

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Woodward-Granger Community School District

Serving the Communities of Woodward and Granger

Bradley Anderson	Robb Boley	Amy Bidwell	Matt Brummond	Matt Brummond	Rebekka Maass
Superintendent	HS Principal	MS Principal	Early Learning Ctr. Principal	Elementary Principal	Grandwood Principal
1904 State Street	306 West Third Street	306 West Third Street	2200 State Street	2002 Oak Street	1251 334th Street
Granger, IA 50109	Woodward, IA 50276	Woodward, IA 50276	Granger, IA 50109	Granger, IA 50109	Woodward, IA 50276
515-999-8022	515-438-2115	515-438-4263	515-999-8058	515-999-2357	515-438-3240
Fax 515-999-8025	Fax 515-438-4329	Fax 515-438-4329	Fax 515-999-8060	Fax 515-999-9299	Fax 515-438-3414

Building Futures, One Student at a Time

INTER-AGENCY AGREEMENT FOR SPECIAL EDUCATION

INSTRUCTIONAL PROGRAM 2017-2018

This agreement is entered in Red Oak Community School District and the Woodward-Granger Community School District.

We, the undersigned agencies, for each special education student being provided services or programs by other than the student's agency of residence, do hereby consent and agree to the following conditions:

CONDITION I

The receiving agency shall provide instructional services and programs for the students referred for special education classes in accordance with the State of Iowa Department of Education Rules and Regulations and in accordance with the state laws governing such services and the delivery thereof (Chapters 273, 281 and 442). The receiving agency shall retain the right to limit enrollment.

CONDITION II

The cost of the above services shall be paid by the sending agency to the receiving agency and shall be actual costs incurred in providing these services and programs. Payment of these actual costs will be determined in the following manner:

A. The receiving agency shall provide the sending agency with SEMIANNUAL INVOICES for the actual costs of services and programs of the current school year. The first invoice will include an estimate of the costs and the final invoice will include the actual costs for the entire year including administrative costs minus previously paid amounts. Cost will be prorated to the days of service if the service is for less than one year.
B. For Special education services provided by the Woodward Youth Academy, located within the Woodward-Granger School District, tuition invoices shall be forwarded to the sending agency when Woodward Academy makes costs known to the W-G Business Office.
C. The receiving district shall provide the sending agency with an itemized final statement of the actual costs of services and itemize any payments received toward the cost.

Signed_____ Date_____

Superintendent or Authorized Agent Designee of Sending District

Signed Bill Anderson Date: 2/10/18

Superintendent or Authorized Agent Designee, W-G Community School

Contract Services provided for: Student Name:

Start Date: Special Ed Weighting Level: 3.74

Academy Special Education Program

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Please return one signed copy to:

Woodward-Granger Schools, 1904 State Street, Granger, IA 50109
Attention: Beth Griffin

onesource®
The Background Check Company

ACCOUNT SERVICE AGREEMENT

SECTION A: TERMS & CONDITIONS

This Service Agreement is executed by and between One Source The Background Check Company, a Nebraska corporation and Consumer Reporting Agency hereinafter referred to as "CRA" and Red Oak Community Schools hereinafter referred to as "End User" and collectively referred to as the "Parties".

Scope of Agreement. This Agreement applies to any information services which End User may desire to receive from CRA and which CRA offers to End User. Such information services shall herein be collectively referred to as "Services".

Consumer Report Information. CRA makes certain consumer report information available to its End Users who have a permissible purpose for receiving such information in accordance with the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.) including, without limitation, all amendments thereto ("FCRA"). Such consumer report information shall herein be collectively referred to as "Consumer Report" or "Reports".

Compliance with Applicable Laws. End User understands that federal government, individual states and municipalities may have laws that regulate, ban, or restrict the use of this information and it is up to the End User to identify and comply with such laws. End User certifies awareness of the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.) including, without limitation, all amendments thereto ("FCRA"). The FCRA creates responsibilities and obligations for the End User. End User understands these obligations and agrees to abide by them.

FCRA Penalties. THE FCRA PROVIDES THAT ANY PERSON WHO KNOWINGLY AND WILLFULLY OBTAINS INFORMATION ON A CONSUMER FROM A CRA UNDER FALSE PRETENSES SHALL BE FINED UNDER TITLE 18 OF THE UNITED STATES CODE OR IMPRISONED NOT MORE THAN TWO YEARS, OR BOTH.

End User Certifications. End User certifies that it shall request Reports solely for End User's exclusive one-time use and use such information solely for the permissible purpose(s) set forth below in Permissible Purposes and for no other purpose, subject however to the additional restrictions set forth herein. If requested by CRA, and in addition to the general certification set forth herein, End User agrees to, and shall, individually certify the permissible purpose for each Consumer Report it requests. Such individual certification shall be made by End User pursuant to instructions provided from time to time by CRA.

Permissible Purpose(s):

1. In connection with a credit transaction involving the consumer on whom the information is to be furnished and involving the extension of credit to, or review or collection of an account of the consumer; or
2. In connection with the underwriting of insurance involving the consumer, or
3. Pursuant to the written authorization of the consumer who is the subject of the Consumer Report. End User certifies that each such written authorization will expressly authorize End User to obtain the Consumer Report, and will contain at a minimum the subject's name, address, social security number (where available) and signature. Nothing in this certification, or elsewhere in this Agreement, is intended to allow End User to purchase Consumer Report for the purpose of selling or giving the Consumer Report, or information contained in or derived from it, to the subject of the Consumer Report, or to any other third party, and End User expressly agrees to refrain from such conduct; or
4. For employment purposes, in which case End User shall request only CRA services expressly designed for employment purposes ("Employment Report").
   a. If ordering credit history services for Employment Reports:
      i. End User has a need for consumer credit information in connection with the evaluation of individuals for employment, promotion, reassignment or retention as an employee ("Consumer Report for Employment Purposes").
      ii. End User shall request Consumer Report for Employment Purposes pursuant to procedures prescribed by CRA from time to time only when it is considering the individual inquired upon for employment, promotion, reassignment or retention as an employee, and for no other purpose.; or
5. To use the Consumer Report as a potential investor or servicer, or current insurer, in connection with a valuation of, or an assessment of, the credit or prepayment risks associated with an existing credit obligation; or
6. To use the Consumer Report in connection with End User's legitimate business need in connection with a business transaction that is initiated by the consumer, including, but not limited to, tenant screening; or

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7. To use the Consumer Report in connection with End User's legitimate business need for the information to review an account to determine whether the consumer continues to meet the terms of the account.

End User may be required to obtain different account codes for each scope of business for which it will procure Reports.

California Certification. If End User is a retailer who uses a Consumer Report in connection with in-person credit applications, subject to the California Consumer Credit Reporting Agencies Act and all amendments thereto, then End User shall instruct its employees responsible for receiving in-person credit applications from California consumers, including point of sale applications, to inspect the applicant's photo identification prior to requesting a Consumer Report. End User shall identify to CRA, on the affected inquiry when it requests a Consumer Report for an in-person credit application. Furthermore, End User agrees to provide California Notice of Rights in English and Spanish.

Vermont Certification. End User agrees to comply with Vermont law when requesting a Consumer Report on a Vermont resident. End User expressly agrees to obtain the consumer's consent before requesting a Consumer Report to the extent and in the manner required by Vermont law.

Credentialing. End User agrees to comply with CRA's obligation to complete due diligence of required credentialing prior to being given access to order and view reports. CRA will work with End User to provide options as it relates to credentialing whenever possible.

On-site Inspections. End User agrees to complete an on-site inspection as part of the account activation process and prior to accessing credit reports. As a regulated consumer reporting agency compliance requirement, as an industry best practice and for the additional protection and security of each consumer's personal data and the security of all One Source The Background Check Company End Users, One Source shall perform an on-site inspection of each End User's business premises and perform other such due diligence to credential End User. Please note that the on-site inspection must be scheduled an estimated 3-5 business days in advance of anticipated account activation. On-site inspections may be performed by a third party vendor. Inspectors may take photos as part of the documentation process, not to include confidential business processes or practices. Residential locations will be subject to annual inspections. In the event the End User's principal place of business changes, an additional on-site inspection of the new location must be performed within sixty (60) days of CRA becoming aware of such change. In the cases of re-inspection, End User may incur additional fees for re-inspection. Cancelled inspections may incur cancellation fees.

Disclosure and Authorization. End User certifies that it will not request a Consumer Report for the certified permissible purpose, when required by law, unless:

1. A clear and conspicuous disclosure is first made in writing to the consumer before the Consumer Report is obtained, in a document that consists solely of the disclosure that a Consumer Report may be obtained for said permissible purpose;
2. The consumer has authorized in writing the procurement of the Consumer Report; and
3. Information from the Consumer Report will not be used in violation of any applicable federal or state law, equal employment opportunity law or regulation.

Retention and Destruction. End User will maintain copies of all written authorizations for a minimum of five (5) years from the date of inquiry and make such written authorizations available to CRA upon request. End User understands the retention and destruction practices outlined by the FACTA (Fair and Accurate Credit Transactions Act of 2003) Disposal Rule. CRA will maintain all information used for consumer reports for a term of no less than two (2) years.

Confidentiality. All Reports shall be used in a strictly confidential manner. Except as required by law, no information from Reports will be revealed to any other person, except for those whose duty requires they review the information in relation to the permissible purpose for which the Consumer Report was ordered.

The Consumer Report shall be requested by, and disclosed by End User only to End User's designated and authorized employees having a need to know and only to the extent necessary to enable End User to use the Consumer Report in accordance with this Agreement.

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Restricted Access and Security Measures. End User shall maintain reasonable and appropriate technical security measures. End User agrees to restrict access both in authorization of users and physical security to those with a need to know. Devices used to obtain Reports and Reports, if printed, will be kept in a secure manner. CRA requires that each user have their own username and password. Personally Identifiable Information will only be transmitted in secure, encrypted methods. In the event an Authorized User is no longer responsible for accessing the information, or if End User suspects an unauthorized person has accessed the system, the End User is required to notify the CRA immediately.

Prohibition on Resale or Reuse of Reports. End User shall not obtain or use consumer reports for any other purpose other than the permissible purpose certified. End User shall not directly or indirectly, sell, transfer, lease, rent, or disclose the contents of or distribute Reports in whole or in part, alone or in conjunction with End User's own data to any third party, other than to the consumer or in conjunction with a required disclosure. End User shall use Reports solely as an End User, for a single, one time use.

Scores. End User will request Credit Scores only for End User's exclusive use. End User may store scores solely for End User's own use in furtherance of End User's original purpose for obtaining the scores. End User shall not use the scores for model development or model calibration and shall not reverse engineer the score. All scores provided hereunder will be held in strict confidence and may never be sold, licensed, copied, reused, disclosed, reproduced, revealed or made accessible, in whole or in part, to any Person, except (i) to those employees of End User with a need to know and in the course of their employment; (ii) to those third party processing agents and other contractors of End User who have executed an agreement that limits the use of the scores by the third party only to the use permitted to End User and contains the prohibitions set forth herein regarding model development, model calibration, reverse engineering and confidentiality; (iii) when accompanied by the corresponding reason codes, to the consumer who is the subject of the score; (iv) to government regulatory agencies; or (v) as required by law. Note: scores are not allowed for the permissible purpose of employment.

Audit Rights. During the term of this Agreement and for a period of three (3) years thereafter, CRA and/or its suppliers, vendors, or their designated representative may conduct reasonable periodic audits of End User's compliance with this Agreement. CRA agrees to provide reasonable notice and coordinate during normal business hours. End User may be required to provide documentation as to their permissible purpose. End User agrees to cooperate fully and promptly in the conduct of any audit as well as promptly correct any discrepancy revealed by such audit.

Receipt of Required Notices. End User acknowledges receipt of and certifies has read all required notices required by the FCRA including the *Notice to Users of Consumer Reports, Obligations of Users under the FCRA, A Summary of Your Rights Under the FCRA* and *Remedying the Effects of Identity Theft.*

Legal Counsel. End User acknowledges CRA is not legal counsel and shall seek End User's own legal counsel regarding specific legal responsibilities. End User shall base its screening processes, guidelines and decisions on its own policies and procedures. End User acknowledges that any consultation, training, and forms provided by CRA are provided for informational purposes only.

Identity Confirmation. End User is responsible for verification of an applicant/individual's identity.

Pre-adverse Action. Required for any Consumer Report for Employment Purposes, recommended for all Consumer Reports. Before taking adverse action in whole or in part based on the Consumer Report, End User shall provide the consumer with a copy of the Consumer Report and shall provide the consumer with a copy of the consumer's rights, in the format approved by the Consumer Financial Protection Bureau ("CFPB"), supplied by CRA as noted in section Receipt of Required Notices, with each Consumer Report. End User is required to wait a reasonable amount of time before taking adverse action. Reasonable amount of time to be determined by End User. CRA agrees to provide sample letter at the bottom of each completed Consumer Report and copy of consumer rights.

Adverse Action. End User is strictly prohibited from taking adverse action on an incomplete Consumer Report. For purposes of this Agreement, the term "adverse action" shall have the same meaning as that term is defined in the FCRA. End User further certifies that End User will provide to the consumer to whom the report relates, within 3 business days of taking such action, an oral, written or electronic notification:

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1. that adverse action has been taken based, in whole or in part, on a Consumer Report received from CRA;
2. of the name, address and telephone number of the CRA that furnished the consumer report (including a toll-free telephone number 800.608.3645);
3. that the CRA did not make the decision to take the adverse action and is unable to provide to the consumer the specific reasons why the adverse action was taken; and
4. that the consumer may, upon providing proper identification, request a free copy of a report and may dispute with the CRA the accuracy or completeness of any information in a report.

If the consumer requests a copy of a Consumer Report from End User, within 3 business days of receiving the consumer's request, together with proper identification, the End User must send or provide to the consumer a copy of a report and a copy of the consumer's rights. CRA agrees to provide sample letter at the bottom of each completed Consumer Report and copy of consumer rights.

Representations. CRA gathers information for Reports through a number of databases that have been developed and are maintained by government agencies, private corporations and other fallible human sources and therefore cannot guarantee or warrant the accuracy or completeness of the information. CRA will investigate disputed information in accordance with FCRA requirements and complete the investigation free of charge. CRA will report back as far as allowed unless there are legal, client, or vendor restrictions. Seven (7) years minimum is the industry standard.

Mutual Indemnification. The Parties to include their officers, directors, employees, agents, vendors, and suppliers (collectively "Indemnifying Party") shall indemnify, defend and hold the other Party ("Indemnifying Party") harmless from and against any third party claims, demands, suits, judgements, costs, expenses, damages, and liabilities, including, without limitation, negligence, reasonable attorneys' fees (collectively, Claims), to the extent caused by the Indemnifying Party's failure to comply with the FCRA or other applicable laws. With respect to CRA's liability for any Claim alleging inaccurate or incomplete information, End User shall, prior to taking adverse action based on the Consumer Report, provide CRA with a reasonable opportunity to investigate the disputed information in accordance with CRA's FCRA imposed investigation obligations and deadlines.

If End User engages CRA to perform professional reference checks, End User further agrees to defend, indemnify, and hold CRA harmless from and against all Claims with respect to the content of reference questions that have been customized at End User's request. Each Party's total aggregate liability under this section shall not exceed the Limitation of Liability.

Limitation of Liability. The Parties expressly understand and agrees that in no event will total liability to the other Party for any damages, losses, expenses, and claims and/or claim expenses including attorneys' fees exceed the cost of the Consumer Report obtained by End User from CRA.

Fees and Payment. End User agrees to pay all fees, related expenses and required taxes agreed upon in pricing schedule within 30 days of invoice. CRA reserves the right to assess late fees for no payment after 30 days and may submit End User to collection agency after 120 days. All fees and interest incurred during past due payments may be subject to additional charges at CRA's discretion. CRA reserves the right to withhold access to information if payment is not received. The Parties have the right to dispute charges in good faith, prior to a Party filing suit or terminating the agreement.

Force Majeure. The obligations of the Parties to perform under this Agreement (other than payment obligations) shall be excused during a reasonable period of delay caused by matters beyond the affected Party's reasonable control, including, without limitation, changes in law, closure or unavailability of universities, courthouses or other sources, power or internet service failure, third party system or service integration failure, war, fire, flood, or other natural disaster.

End User's Business. End User certifies that the nature of End User's business is as described by End User in End User's application materials. End User is required to further disclose if they are specifically a private detective, private detective agency, private investigative company, bail bondsman, attorney, law firm, credit counseling firm, financial counseling firm, credit repair clinic or any type of company involved in credit repair activity, pawn shop (except companies that do only Title pawn), check cashing company (except companies that do only loans, no check cashing), genealogical or heir research firm, dating service, massage service, tattoo service, business that operates out of an unrestricted location 209

within a residence, an individual seeking information for their private use, an adult entertainment service of any kind, company that locates missing children, company that handles third party repossession, underwriting insurance, company seeking information in connection with time shares, subscriptions (magazines, book clubs, record clubs and the like), company or individual involved in spiritual counseling, judgment recovery entities (other than bona fide third party collection agencies), insurance claims, asset location service, foreign company or agency of a foreign government, law enforcement agency, news agency or journalist, or business involving weapons.

Assignment. Neither Party shall reassign this Agreement without prior written consent of the other Party; provided, however, that CRA shall have the right to assign or otherwise transfer this Agreement in connection with a merger, acquisition, corporate reorganization, public stock offering, or sale of all or substantially all of its assets.

Governing Law. This Agreement will be interpreted, construed and enforced according to the laws of the State of Nebraska without regard to its principles of conflicts of law.

Term. This Agreement does not obligate End User to utilize services of CRA. This agreement shall be automatically renewed at the end of one (1) year from the date of signing for successive terms unless either Party gives written notice of its intention not to renew thirty (30) days before expiration of the current term. The pricing of any renewed service will be our then-current rates unless CRA agrees to a different rate at that time. Any other changes to the agreement after the initial term, including mid-contract price adjustments may be made with a 30-day written notice.

Termination. With just cause, such as violation of the terms of End User's contract or a legal requirement, or a material change in existing legal requirements that adversely affects End User's Agreement, CRA may, upon its election, discontinue serving the End User and cancel the agreement immediately.

Entire Agreement. This Agreement sets forth the entire understanding of the parties and supersedes all prior agreements, negotiations or understandings whether oral or written, for any service agreement or addendum executed between parties for Reports or Services.

Counterparts. This Agreement may be executed in any number of counterparts, each which shall be deemed an original, but all of which together shall constitute one and the same instrument. A facsimile or electronic transmission of the signed agreement shall be legal and binding on all parties.

Consent and Authority. By signing below End User certifies that they have direct understanding and knowledge of the facts in this document. Each Party represents that this Agreement has been executed on its behalf by a representative authorized to bind such Party with respect to the undertakings and obligations contained in this agreement.

Company/End User: Red Oak Community Schools

Authorized Representative: Deb Drey

Title: _____

Sign & Date: _____

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END USER

SECTION B: COMPANY INFORMATION

LEGAL COMPANY NAME: Red Oak Community Schools FEDERAL TAX ID: _____

PHYSICAL ADDRESS: _____ CITY, STATE, ZIP: Select

MAILING ADDRESS: _____ CITY, STATE, ZIP: Select

PHONE: _____ FAX: _____

INDUSTRY: Select

NATURE OF BUSINESS: _____

DATE ESTABLISHED: _____ WEBSITE: _____

TYPE OF BUSINESS: ☐ Public Corporation ☐ Private Corporation ☐ Partnership ☐ LLC ☐ Sole Proprietor ☐ Nonprofit

PRIMARY CONTACT: _____ TITLE: _____

PHONE: (712) 623-6600 EMAIL: _____

Primary Contact will be added as the Account Administrator.

SECTION C: BILLING INFORMATION

Invoices will be delivered via email to the person listed as the billing contact on the first business day of the month if your account was utilized in the prior month. If the billing contact is not an authorized user, a username & password will be issued to allow access to strictly view invoices.

BILLING CONTACT: _____

PHONE: _____ EMAIL: _____

Choose from the following payments methods.

☐ End User to pay via Check. (End User will mail a check.)

☐ End User to pay via Credit Card. (Permission to charge End User's credit card each month.)

☐ End User to pay via Online Payment. (Manually pay invoice online each month.)

Sales Tax Exempt. Before the exemption can be applied to your account, exemption certificate or appropriate state forms must be included:

☐ Exempt

SECTION D: PERMISSIBLE PURPOSE

END USER purchases consumer reports from One Source The Background Check Company (Consumer Reporting Agency) for the following purpose(s) under the Fair Credit Reporting Act and guarantees that said reports will not be utilized in a manner inconsistent with these specified purposes. Only check applicable scope of business. Each scope will require an additional account to be created.

☐ Employment ☐ Student ☐ Volunteer Legitimate Business Purpose: ☐ Tenant ☐ Other: _____

Written Authorization: ☐ Site Access ☐ Other: _____

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SECTION E: CREDENTIALING

The Fair Credit Reporting Act (FCRA) and Consumer Financial Protection Bureau (CFPB) require certain knowledge and practices of any business transacting in consumer data. In order to receive access to Consumer Reports, every One Source Client/End User must be credentialed.

Provide a copy of ONE of the following credentialing documents:

- Business License
- Articles of Incorporation
- State Filing (Department of Revenue, Tax Exempt Form, etc.)

Choose from one of the following methods to send a copy of your credentialing documentation:

Document Upload:

Fax: 800.929.8117

Attention: Client Relations

Email: cr@onesourcebackground.com

Company Name and Address on documentation MUST MATCH the address and company name entered in Section B: Company Information of this agreement. Additional credentialing measures will be needed if the information cannot be verified, is outdated, if End User is a Sole Proprietor, opened less than 1 year and/or a residential location.

Please check the following if it applies:

☐ Residential Location

If applicable, One Source will contact you for the additional credentialing documentation.

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ADDENDUM A: ACCOUNT CONFIGURATION

In order to properly set up your account, we will need you to provide the following information.

YEARS REPORTABLE. Select from the list the scope of years reportable:

- (●) Industry Standard - 7 Years Minimum
- ( ) 7 Years Only
- ( ) 10 Years Only*
- ( ) 10 Years Minimum*

*Also known as Extended Year Search. These are subject to additional fees charged per location for each additional year reported past the industry standard. Please see Addendum B: Pricing Schedule for fees associated to this reporting.

DISMISSED CHARGES. One Source does not include dismissed charges unless requested. Dismissed charges when legally reportable may be included on your report. Dismissed charges may not be used as the sole basis for taking adverse action, if applicable. Check the box below if you want your account to include the following:

- ☐ Dismissed Charges

ONLINE ORDERING. One Source provides 24/7/365 access to secure online ordering for background check reports. End User may select from the following options:

- ☑ End User Data Entry (DEFAULT): End User obtains Authorization, selects services and enters data to complete orders individually.

A custom URL to allow Applicants to complete the background ordering process is available. End Users access the system via individual logins in the event they need to assist with an order or to view reports. During account set up Account Administrator will be contacted for Applicant entry page design.

- ☐ Applicant Entry Link: Dedicated link for End User to direct Applicants to authorize and enter order based on set package(s). *Also known as No User Pass in ordering system.***

- ☐ Gated Applicant Entry Link: End User enters Applicant contact information and selects services prior to sending a password-protected, dedicated link to a specific Applicant. *Also known as New Applicant Order in ordering system.***

**Applicant Entry Link and Gated Applicant Entry Link are subject to an additional fee for the Disclosure and Authorization electronic signature service. Please see Addendum B: Pricing Schedule for fees associated with this.

APPLICANT PAY. In special circumstances it is an option to allow applicants to prepay for services to be reported, if desired to have the applicants pay please select from one of the following options. Client acknowledges responsibility for complying with state laws restricting applicants from being required to pay for their reports.

- ☐ Client is responsible for any additional fees.
- ☐ Client agrees to applicant rate increase to absorb fee average.

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ACCOUNT ACCESS. To be completed by the primary contact/account administrator. Add additional users to your account and indicate their level of access. Each contact will be provided with a USERNAME & PASSWORD via email. Cell numbers will be used to send SMS text messages for a Personal Identification Number ONLY.

Ordering: Request background checks for applicants
View Reports: View completed background checks
View Invoices: Access to monthly invoices

CONTACT:_____
EMAIL:_____
WORK:_____ CELL:_____

SELECT ALL THAT APPLY
☑ ORDERING
☑ VIEW REPORTS
☑ VIEW INVOICES

CONTACT:_____
EMAIL:_____
WORK:_____ CELL:_____

SELECT ALL THAT APPLY
☐ ORDERING
☐ VIEW REPORTS
☐ VIEW INVOICES

CONTACT:_____
EMAIL:_____
WORK:_____ CELL:_____

SELECT ALL THAT APPLY
☐ ORDERING
☐ VIEW REPORTS
☐ VIEW INVOICES

CONTACT:_____
EMAIL:_____
WORK:_____ CELL:_____

SELECT ALL THAT APPLY
☐ ORDERING
☐ VIEW REPORTS
☐ VIEW INVOICES

To add additional users, contact One Source. Account Administrator can modify access of users at any time.

SYSTEM NOTIFICATIONS. System notifications include questions or alerts regarding a specific order that is sent via email. The system notification defaults to send the email to the user that entered the order. If Applicant Entry Link is used, the system notification email goes to the Account Administrator. If you would like additional account users to be copied on correspondence or customization of correspondence, you can request this below. All requests are subject to review and approval by One Source. Account changes may only be requested by Account Administrator.

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ADDENDUM B: PRICING SCHEDULE

COMPANY NAME/END USER: Red Oak Community Schools DATED: 2/21/2018

CONFIDENTIALITY

This Pricing Schedule contains information that is confidential and proprietary to One Source The Background Check Company. In consideration of receipt of this document, you agree (i) to make this information available only to those of your employees who need access to such information for the purpose of evaluating its contents, and (ii) not to disclose this information to any third party for any purpose without the prior written consent of an authorized representative of One Source The Background Check Company.

PACKAGE & A LA CARTE SEARCHES

PROJECTED VOLUME/YEAR: 50

SERVICES INCLUDE	LIST PRICE/APPLICANT	END USER PRICE/APPLICANT
County Criminal - Statewide If Available - Included	10.00	10.00
TotalCheck Plus with Abuse	40.50	40.50
IA MVR	0.01	$0.00
IASB Rescreen 452	7.50	7.50
TotalCheck with Abuse	20.50	20.50

ACCOUNT CONFIGURATON

SET UP INLCUDES	LIST PRICE	END USER PRICE
Account Set Up Fee (One-time Fee)	$199.00	$0.00

TERMS

Pricing may be subject to additional third party fees that One Source can accrue. Fees can include but are not limited to court fees, state fees, third party verification fees, processing fees, DMV fees, out of network drug testing fees, etc. These fees are subject to change at the discretion of the third party source.

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ACKNOWLEDGEMENT OF THE ABOVE PRICING AND TERMS_____

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PROFESSIONAL SERVICES		
UNLIMITED ACCOUNT USERS	Ability to modify access at any time, update users, etc.	included
ACCOUNT CONFIGURATION	Custom account design	included
24/7 ONLINE ACCESS	Submit orders, retrieve completed reports, report monitoring	included
ONLINE ORDERING	Web-based access	included
ONLINE REPORTS	View completed reports with secure login	included
DEDICATED SUPPORT TEAM	Toll-free Phone, Email	included
COMPLIANCE TEMPLATES	Adverse, Pre-Adverse	included
ACCOUNT CONFIGURATION CHANGES	Default searches, optional searches, etc.	included
ONLINE RESOURCES	Quick Start Guide, End User Forms, Blogs, Glossary	included
TRAINING	1:1 Training, Group Training	included
UPDATE NOTIFICATIONS	Email communication of account-specific information	included
NEWSLETTER	Quarterly	included
ARCHIVED REPORTS	Storage of completed reports	included
DISPUTE RESOLUTION	Support team	included
DOCUMENT UPLOAD	Disclosure and Authorization form storage for each applicant	included
DOCUMENT LIBRARY	Access forms for compliance	included
INDUSTRY UPDATES	Laws, compliance-related information, FCRA updates, etc.	included

One Source The Background Check Company thanks you for your business. We look forward to partnering with your company and serving you with your background screening needs. Should you have any questions regarding this Service Agreement, please contact your One Source Business Development representative.

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Tammi VanMeter

From: Keith Little
Sent: Tuesday, February 13, 2018 10:10 AM
To: Tom Messinger; Deb Drey; Tammi VanMeter
Cc: Jeff Spotts; Patty Henke
Subject: Golf Recommendation

RECEIVED
FEB 13 2018
BY: JW

Mr. Messinger and the Board;

I would like to recommend that we change the golf coaching situation. I would like to recommend the district hires Patty Henke for the Head Girls Golf Coach and Bob Boeye for the Head Boys Golf Coach. Thanks in advance for your cooperation.

Keith Little
Asst. Principal / Athletic Director
Red Oak Community School District
littlek@roschools.org
712-621-6610
"TIGER NATION"

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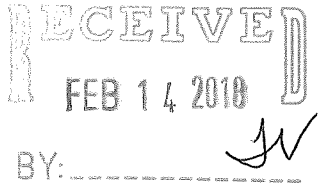
Tammi VanMeter

From: Keith Little
Sent: Tuesday, February 13, 2018 3:59 PM
To: Tom Messinger
Cc: Tammi VanMeter
Subject: FW: GOLF



Here is Bob's letter of application.

From: RNB [mailto:rboeye@mchsi.com]
Sent: Monday, February 12, 2018 12:48 PM
To: Keith Little <littlek@roschools.org>
Subject: GOLF

I would like to apply for the head golf coach position at Red Oak Community High School. This is Robert Boeye, currently asst. golf coach.Thank You

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Red Oak Community School District
Staff Selection Recommendation

FEB 13 2018
BY: JV

Date: 2/13

Building: Admin (HS) MS WIS IPS ECC Trans
(Please Circle All That Apply)

Position: Boys HS Head Coach

Name: Bob Boeye

Certified:
Lane: ———

Step: ———

Salary: $3596.63 (from $2502.00)

Classified:
Hourly Rate: _____

Hours Per Day: _____

Kurt R Case
Principal/Director

Please send form to Superintendent for Board Approval

2.9

Office Use Only
Background Check: _____

Red Oak Community School District
Staff Selection Recommendation

RECEIVED FEB 13 2018 BY: JW

Date: 2/13

Building: Admin HS (MS) WIS IPS ECC Trans
(Please Circle All That Apply)

Position: MS Girls Track

Name: Julie Wolfe

Certified:
Lane: —

Step: —

Salary: $2345.63

Classified:
Hourly Rate: _____

Hours Per Day: _____

Kelli Rae
Principal/Director

Please send form to Superintendent for Board Approval

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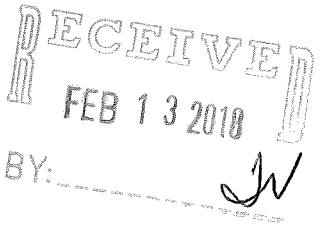
Office Use Only
Background Check: _____



Ryan Gelber

February 13, 2018

To Whom It May Concern,

This letter is to inform you that effective immediately I will be resigning from my duties as Head Football Coach at Red Oak High School.

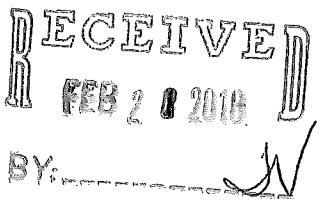
I am grateful to the board and administration for believing in me and giving me the opportunity to do something I love with the students of the community. I appreciate the support and am happy to have held the position.

If I could be of any help during the transition process in the future, please let me know.

Sincerely,

Ryan Gelber

February 21, 2018



To Whom It May Concern:

I (Brandi Stites) am resigning from all duties from the Red Oak Community School District effective at the end of my current contract/end of the 2017-2018 school year.

Brandi Stites 2-21-2018

Brandi Stites

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