



Red Oak Community School District

604 S Broadway

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

Regular Board of Directors Meeting

Red Oak Inman Elementary School Campus for:

Board Members, Superintendent, Business Manager

VIA Internet and Phone for others-visit school website for information

Monday, September 28, 2020 – 7:00 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bryce Johnson
- 4.0 Public Presenters/Guest and Visitors Addressing the Board
- 5.0 Communications
 - 5.1 Good News from Red Oak Schools
 - 5.2 Visitors and Presentations
 - 5.2.1 Presentation from Matt Collins, Ralph Oxley, Dave Schaar and Steve Weidner of Riverside Technologies, Inc. regarding replacement of network equipment, managed services and additional technology supports
 - 5.3 Affirmations and Commendations
 - 5.4 Correspondence
 - 5.5 Public Comments
- 6.0 Consent Agenda
 - 6.1 Review and Approval of Minutes from September 14, 2020 *pg 1-2*
 - 6.2 Review and Approval of Monthly Business Reports *pg 3-13*
 - 6.3 Open Enrollment Requests Consideration
 - 6.3.1 Open Enrollment for Kindergartner Eleya Whigham from Red Oak Community School District to Stanton Community School District for the 2020-2021 school year
 - 6.3.2 Open Enrollment for 3rd grader Danika Mitchell from Red Oak Community School District to Stanton Community School District for the 2020-2021 school year due to a move on August 2020
 - 6.3.3 Open Enrollment for Kindergartner Annabelle Paul from Red Oak Community School District to Griswold Community School District for the 2020-2021 school year
 - 6.3.4 Open Enrollment for Kindergartner Aiden Paul from Red Oak Community School District to Griswold Community School District for the 2020-2021 school year
 - 6.3.5 Open Enrollment for 6th grader Launie Smith from Red Oak Community School District to Griswold Community School District for the 2020-2021 school year due to a move on 9-19-2020

- 6.3.6 Open Enrollment for 1st grader Myla Smith from Red Oak Community School District to Griswold Community School District for the 2020-2021 school year due to a move on 9-19-2020
- 6.3.7 Open Enrollment for 4th grader Aleah Smith from Red Oak Community School District to Griswold Community School District for the 2020-2021 school year due to a move on 9-19-2020
- 6.3.8 Open Enrollment for Kindergartner Lilly Justice from Griswold Community School District to Red Oak Community School District for the 2020-2021 school year

7.0 General Business for the Board of Directors

7.1 Old Business

- 7.1.1 Discussion/Approval of 2nd reading of Board Policy 501.9: Student Absences-Excused *Pg 14-15*
- 7.1.2 Discussion/Approval of 2nd reading of Board Policy 604.10: Appropriate Use of Online Learning Platform *Pg 16*
- 7.1.3 Discussion/Approval of 2nd reading of Board Policy 906: District Operation During Public Emergencies *Pg 17*

7.2 New Business

- 7.2.1 Update on attendance and percentage of students falling behind in online learning-Jane Chaillie-Inman Principal and Nate Perrien-Jr./Sr. High Principal
- 7.2.2 Discussion/Approval of Lil SIS for Google Classroom application *Pg 18*
- 7.2.3 Discussion of the current year e-rate funding and approved purchases
- 7.2.4 Discussion/Approval of the purchase of Managed Services from RTI for the current year *Pg 19-28*
- 7.2.5 Discussion/Approval of the purchase of 2 Meraki Switches, 2 Meraki Firewalls, 1 Tripp Lite UPS, and all necessary connectors, licensing, and installation *Pg 19-28*
- 7.2.6 Discussion/Approval to advertise for sealed bids for the following vehicles: 2005 Thomas Freightliner Bus; two 2012 Dodge Vans
- 7.2.7 Discussion/Approval of the Special Education Supplement Request for allowable growth in the amount of \$72,828.35
- 7.2.8 Discussion/Approval the Limited English Proficiency request for allowable growth in the amount of \$48,090.34
- 7.2.9 Discussion/Approval of Red Oak Community School District Preschool Program Policies and Procedures manual *Pg 29-50*
- 7.2.10 Discussion/Approval of the purchase of Marzano Focused Teacher Growth and Evaluation Model *Pg 51*

8.0 Reports

- 8.1 Administrative
- 8.2 Future Conferences, Workshops, Seminars
- 8.3 Other Announcements
- 8.4 Board Member Requested Item(s) for next meeting agenda

9.0 Next Board of Directors Meeting: Monday, October 12, 2020 – 7:00 pm
 Red Oak Inman Elementary
 Red Oak CSD Inman Elementary Campus

10.0 Adjournment

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Red Oak Inman Elementary/ Phone/Internet
Red Oak Inman Elementary Campus
September 14, 2020

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 7:01 p.m. at the Red Oak Inman Elementary School Media Center.

Present

Directors: Bret Blackman, Roger Carlson, Jackie DeVries, Bryce Johnson, Kathy Walker
Superintendent Ron Lorenz, Business Manager Deb Drey

Approval of Agenda

Motion by Director Carlson, second by Director Walker to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

Good News from Red Oak Schools

The High School Volleyball Team has beaten two ranked opponents and are ranked #13 in Class 3A. Chloe DeVries reached 1000 assists. Coach Angie Montgomery earned her 300th career win.

The High School Cross Country Team is running well. Baylor Bergren placed 3rd, Nolan Blackman placed 11th, Alexa McCunn placed 7th, and Cam Bass placed 19th at the Clarinda meet. Results from the Red Oak meet were Baylor Bergren 1st place, Kaden Johnson 9th place, Nolan Blackman 10th place, Chloe DeVries 2nd place, and Alexa McCunn placed 3rd.

The JV Football team beat Shenandoah by a score of 20 to 6

Presentations

Angie Britten and Tianna Fisher of United Farmers Coop and Jen Bruce from the Red Oak Athletic Boosters presented information on the Tiger Pump at UFC. Three cents per gallon of the purchases through the rest of the school year from the Tiger Pump will be donated to the Weight Room at the Junior/Senior High School. The kickoff for the program was postponed until September 16. Athletes will be available to assist patrons from 11:00 a.m. to 1:00 p.m. during the kickoff.

Janelle Erickson updated the Board on the remote instruction. There are several software programs that are being looked at for use with remote learning.

Consent Agenda

Motion by Director Walker, second by Director Blackman to approve the consent agenda as presented including meeting minutes, monthly business reports, open enrollments, and personnel considerations. Motion carried unanimously.

ROECC Parking Lot

Motion by Director DeVries, second by Director Walker to allow the Montgomery County Child Development Center to construct a parking lot on property south of the Red Oak Early Childhood Center at no cost to the district. Motion carried unanimously.

Continuation of September 14, 2020 Meeting Minutes-Page 2

District Title IX Handbook

Motion by Director Blackman, second by Director Walker to approve the District Title IX Handbook as presented. Motion carried unanimously.

Board Policy 501.9

Motion by Director Blackman, second by Director Walker to approve the first reading of Board Policy 501.9 Student Absences-Excused. Motion carried unanimously.

Board Policy 604.10

Motion by Director Carlson, second by Director Walker to approve the first reading of Board Policy 604.10 Appropriate Use of Online Learning Platform. Motion carried unanimously.

Board Policy 906

Motion by Director Walker, second by Director DeVries to approve the first reading of Board Policy 906 District Operation During Public Emergencies. Motion carried unanimously.

Immersed Learning Program Policy & Procedure Manual

Motion by Director Walker, second by Director DeVries to approve the Junior/Senior High School Immersed Learning Program Policy and Procedure Manual at presented. Motion carried unanimously.

IASB 2020 Legislative Resolutions

Through consensus, the Board chose the following priority issues relative to IASB's 2020 Legislative Resolutions: #18-School Funding Policy; #7-Mental Health; #2-Student Achievement Standards and Accountability; #25-Unfunded Mandates; with #6-Drop Out/At Risk being an alternate.

Closed Session Per Code Section 21.5(1)(i)

Motion by Director Carlson, second by Director Blackman to enter closed session at 8:20 p.m. per Iowa Code Section 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Motion carried unanimously.

Exited Closed Session at 9:41 p.m.

Adjournment

Motion by Director Carlson, second by Director DeVries to adjourn the meeting at 9:42 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, September 28, 2020 – 7:00 p.m.
Red Oak Inman Elementary/Phone/Internet
Red Oak CSD Inman Elementary Campus

Bryce Johnson, President

Deb Drey, Board Secretary

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
APPLE COMPUTER, INC.	1133095	344.00
10 9010 2235 000 0000 734	Magic Mouse 2 - Space Gray	99.00
10 9010 2235 000 0000 734	61W USB-C Power Adapter	138.00
10 9010 2235 000 0000 734	USB-C Charge Cable (2m)	38.00
10 9010 2235 000 0000 734	1	69.00
APPLE COMPUTER, INC.	834572	1,879.00
10 9010 2235 000 0000 734	13-inch MacBook Pro with Touch Bar - Spa	1,879.00
Vendor Name	APPLE COMPUTER, INC.	<u>2,223.00</u>
CARRIE WESTON - CR GRAPHICS	81820crg	42.00
10 9010 2700 000 0000 618	Magnets for Buses	42.00
Vendor Name	CARRIE WESTON - CR GRAPHICS	<u>42.00</u>
CHAT MOBILITY	91520CM	534.22
10 9010 2510 000 0000 532	SBO Phone (1)	44.02
10 0109 2410 000 0000 532	Jr/Sr HS Asst Principal Phone (1)	44.02
10 0109 2410 000 0000 532	Jr/Sr HS Principal Phone (1)	44.02
10 0418 2410 000 0000 532	IES SAM Phone (1)	44.02
10 0418 2410 000 0000 532	IES Principal Phone (90%)	44.15
10 0445 2410 000 0000 532	ROECC Principal Phone (10%)	4.90
10 9010 2490 000 0000 532	Maintenance Phones (3)	132.06
10 9010 2490 000 0000 532	Tech Phones (2)	88.99
10 9010 2490 000 0000 530	Bus Barn Phone (1)	44.02
10 9010 2490 000 0000 530	Nurse Phone (1)	44.02
Vendor Name	CHAT MOBILITY	<u>534.22</u>
CHEMSEARCH	7090628	430.04
10 9010 2600 000 0000 432	Water Treatment for Boilers 9/20	430.04
Vendor Name	CHEMSEARCH	<u>430.04</u>
CHROMEBOOK PARTS.COM	81521	658.92
10 9010 2235 000 0000 618	Lenovo 300e 1st Gen Touchscreen Replacem	139.00
10 9010 2235 000 0000 618	Lenovo 300e 1st gen Audio Board	149.95
10 9010 2235 000 0000 618	Lenovo 300e 1st Gen Bottom Cover	29.99
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen Touchscreen Replace	339.98
Vendor Name	CHROMEBOOK PARTS.COM	<u>658.92</u>
CORE TECH	CW-137110	38.52
10 9010 2235 000 0000 359	Tech Support for Internet Disconnect	38.52
Vendor Name	CORE TECH	<u>38.52</u>
DOLLAR GENERAL	DGSTMT92020	22.00
10 0109 2222 000 0000 618	Totes for Media Center	22.00
Vendor Name	DOLLAR GENERAL	<u>22.00</u>
FIRST BANKCARD	91020FBC#1	76.41
10 0445 2600 000 4052 618	ROECC Door Hardware	76.41

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
FIRST BANKCARD	91020FBC#1-1	236.86
10 9010 2600 000 0000 618	Toilet Parts - Maintenance	236.86
FIRST BANKCARD	91020FBC#1-2	146.99
10 9010 2600 000 0000 618	3 Pk Water Filters	146.99
FIRST BANKCARD	91020FBC#1-3	605.51
10 9010 2600 000 0000 618	4 Clocks - Maintenance	605.51
FIRST BANKCARD	91020FBC#1-4	32.25
10 9010 2600 000 0000 618	Irrigation Valve Diaphragm	32.25
FIRST BANKCARD	91020FBC#1-5	73.99
10 9010 2600 000 0000 618	Taping Tool	73.99
FIRST BANKCARD	91020FBC#1-6	28.00
10 9010 2700 000 0000 618	#17 Car Wash	7.00
10 9010 2700 000 0000 618	#15 Car Wash	7.00
10 9010 2700 000 0000 618	#4 Car Wash	7.00
10 9010 2700 000 0000 618	#23 Car Wash	7.00
FIRST BANKCARD	91020FBC#1-7	37.00
10 0418 2600 000 0000 618	Inman Toilet Stall Parts	37.00
FIRST BANKCARD	91020FBC#1-8	92.40
10 9010 2600 000 0000 618	800 Pan Treatment Tabs	92.40
FIRST BANKCARD	91020FBC#4	101.64
10 9010 2321 000 0000 611	Printer Ribbon for Card Printer (Securit	101.64
FIRST BANKCARD	91020FBC#1-1	(64.99)
10 9010 2235 000 4052 652	Refund for Zoom Cancel	(64.99)
FIRST BANKCARD	91020FBC#1-2	61.50
10 9010 2700 000 0000 618	6 Body Fluid Cleanup Kits	61.50
FIRST BANKCARD	91020FBC#1-3	1,101.66
10 9010 2600 000 4052 618	IES Playground COVID Type Toys	1,101.66
FIRST BANKCARD	91020FBC#1-4	163.60
10 0445 1000 100 8002 618	PTO Supplies for ROECC	175.05
10 0109 2410 000 0000 618	Refund for Tax Charge	(11.45)
FIRST BANKCARD	91020FBC#1-5	12.99
10 9010 2321 000 4052 618	Rags for ROECC COVID Cleanup	12.99
FIRST BANKCARD	91020FBC#1-6	26.16
10 0109 2410 000 0000 618	Jr/Sr HS Storage Containers	26.16
Vendor Name FIRST BANKCARD		<u>2,731.97</u>
GILLESPIE, ARRYN	091820AG	59.04
10 0445 1000 100 8002 618	PTO SUPPLIES REIMBURSEMENT	59.04
Vendor Name GILLESPIE, ARRYN		<u>59.04</u>
GLENWOOD COMMUNITY SCHOOLS	091020GCSD	2,854.77
10 9010 1200 217 3303 320	Apex Lvl 3 x 2 - 8/2020	2,854.77
Vendor Name GLENWOOD COMMUNITY SCHOOLS		<u>2,854.77</u>
HY VEE FOOD STORES	91020HV	11.48
10 0109 1300 310 0000 612	Food for Class Activity	11.48
HY VEE FOOD STORES	91020HV-1	26.83
10 9010 2321 000 0000 618	Office Supplies - paper products, Kleenex	26.83
HY VEE FOOD STORES	91020HV-2	55.01
10 0109 1300 340 0000 612	Gerst and Henke FACS Groceries	55.01
Vendor Name HY VEE FOOD STORES		<u>93.32</u>

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
IOWA DIVISION OF LABOR SERVICE	DAS202102163 8	550.00
10 9010 2310 000 0000 810	Annual TSA Administrative Fee	550.00
Vendor Name	IOWA DIVISION OF LABOR SERVICE	<u>550.00</u>
JOHNSON AUTO PARTS	229444	25.98
10 9010 2700 000 0000 618	Automotive Clamp	25.98
JOHNSON AUTO PARTS	387630	10.80
10 9010 2700 000 0000 618	Wiper Blades for #27	10.80
Vendor Name	JOHNSON AUTO PARTS	<u>36.78</u>
KAPLAN EARLY LEARNING CO	5592000	1,399.80
10 9010 1000 100 8017 641	Curriculum - ROECC	1,399.80
Vendor Name	KAPLAN EARLY LEARNING CO	<u>1,399.80</u>
LEARNING A-Z	2692306	316.35
10 0418 1200 431 4501 618	READING A-Z RENEWAL 1 YR, 3 EDUCATORS	316.35
Vendor Name	LEARNING A-Z	<u>316.35</u>
LIBERTY HARDWOOD INC.	16435-001	171.80
10 0109 1300 370 0000 612	4/4 Poplar F1F 12"	156.80
10 0109 1300 370 0000 612	Fuel Surcharge	15.00
Vendor Name	LIBERTY HARDWOOD INC.	<u>171.80</u>
MATHESON TRI-GAS	22288960	98.87
10 0109 1300 370 0000 612	C-25 Welding Gas Refill	98.87
Vendor Name	MATHESON TRI-GAS	<u>98.87</u>
McGraw-Hill	114131489001	548.80
10 0418 1000 100 0000 642	EVERYDAY MATH ESSENTIAL SMS 1 YR	507.60
10 0418 1000 100 0000 642	SHIPPING	41.20
McGraw-Hill	115055359001	2,250.00
10 0109 1200 432 4508 618	ALEKS 50 Licenses for 6 Years	2,250.00
Vendor Name	McGraw-Hill	<u>2,798.80</u>
MEDIA DISTRIBUTORS	90820MC	46.59
10 9010 2236 000 0000 536	Admin PRI Lines	46.59
MEDIA DISTRIBUTORS	91220MC	111.87
10 9010 2236 000 0000 536	Jr/Sr HS PRI Lines	111.87
Vendor Name	MEDIA DISTRIBUTORS	<u>158.46</u>
MEDIACOM	92120MCDI	2,630.00
10 9010 2236 000 0000 536	Districtwide Internet 10/2020	2,630.00
MEDIACOM	92120MCPRI	813.90
10 9010 2236 000 0000 536	Districtwide PRI Lines	813.90
Vendor Name	MEDIACOM	<u>3,443.90</u>
MIDAMERICAN ENERGY	503703966	659.32
10 0109 2600 000 0000 622	Jr/Sr HS Activity Center Elec 8/2020	659.32

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
MIDAMERICAN ENERGY	503720109	18.88
10 9010 2600 000 0000 622	Webster Electricity 8/2020	18.88
MIDAMERICAN ENERGY	503730625	208.52
10 0109 2600 000 0000 622	Jr/Sr HS Sports Complex 8/2020	208.52
MIDAMERICAN ENERGY	91720MAE	28,491.38
10 0445 2600 000 0000 622	ROECC Electricity 9/2020	3,118.28
10 0109 2600 000 0000 622	Jr/Sr HS Sports Comp Elec 9/2020	24.59
10 0109 2600 000 0000 622	Jr/Sr HS Electricity 9/2020	15,300.55
10 0418 2600 000 0000 622	IES Electricity 9/2020	9,096.47
10 9010 2600 000 0000 622	Admin Electricity 9/2020	100.62
10 9010 2600 000 0000 622	Bancroft Electricity 9/2020	175.64
10 9010 2600 000 0000 622	Admin/BB Electricity 9/2020	662.44
10 9010 2600 000 0000 621	Admin/BB Gas 9/2020	12.79
Vendor Name MIDAMERICAN ENERGY		<u>29,378.10</u>
MONTGOMERY CO. MEMORIAL HOSP.	9420MCMH	447.00
10 9010 2700 000 0000 271	DOT Physical MC	115.00
10 9010 2700 000 0000 346	Mandatory Drug Testing	332.00
Vendor Name MONTGOMERY CO. MEMORIAL HOSP.		<u>447.00</u>
NOLTE, CORNMAN & JOHNSON P.C.	091720NCJ	4,800.00
10 9010 2310 000 0000 320	Fall 2020 Audit Fee 40%	4,800.00
Vendor Name NOLTE, CORNMAN & JOHNSON P.C.		<u>4,800.00</u>
OREILLY AUTO PARTS	129900	18.56
10 9010 2600 000 0000 618	RTU Belt	18.56
Vendor Name OREILLY AUTO PARTS		<u>18.56</u>
OSHEIM, KELLY	091520KO	60.00
10 9010 1920 860 9317	PreSchool Tuition Refund	60.00
Vendor Name OSHEIM, KELLY		<u>60.00</u>
PLUMB SUPPLY/RIBACK SUPPLY	6881335	20.10
10 9010 2600 000 0000 618	Admin Plumbing Valves	20.10
Vendor Name PLUMB SUPPLY/RIBACK SUPPLY		<u>20.10</u>
PRINCIPAL FINANCIAL GROUP	91620PFG	436.25
10 9010 1000 100 8018 270	Retiree Insurance Premium	436.25
Vendor Name PRINCIPAL FINANCIAL GROUP		<u>436.25</u>
RED OAK FABRICATION INC.	315438	50.78
10 9010 2600 000 0000 618	Plumbing Tool for Maintenance	50.78
Vendor Name RED OAK FABRICATION INC.		<u>50.78</u>
SCHOOL SPECIALTY LATTA DIV.	208125898367	13.60
10 0418 1000 100 0000 612	BINDERS WHITE IES	13.60
SCHOOL SPECIALTY LATTA DIV.	208125992996	184.46
10 0418 1000 100 0000 618	STEP STOOL WITH STAIRS	184.46
SCHOOL SPECIALTY LATTA DIV.	208125997598	4.41
10 0445 1000 460 3117 612	CLAY TOOLS ROECC	4.41
SCHOOL SPECIALTY LATTA DIV.	208126136087	10.91

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0445 1000 460 3117 612	Fabric Markers - ROECC	4.87
10 0445 1000 460 3117 612	Washable Markers - ROECC	6.04
SCHOOL SPECIALTY LATTA DIV.	208126136096	41.92
10 0445 1000 460 3117 612	Classpack Crayons IES	41.92
SCHOOL SPECIALTY LATTA DIV.	208126143366	15.28
10 0418 1000 100 0000 612	BINDERS INSTRUCTIONAL SUPPLIES	15.28
Vendor Name	SCHOOL SPECIALTY LATTA DIV.	<u>270.58</u>
SOUTHWESTERN COMMUNITY COLLEGE	16926	35.00
10 9010 2700 000 0000 340	SWCC STOP Class Code for BL	35.00
Vendor Name	SOUTHWESTERN COMMUNITY COLLEGE	<u>35.00</u>
STANEK FIRE PROTECTION	32898	215.00
10 0418 2600 000 0000 432	IES Fire Control Repair	215.00
Vendor Name	STANEK FIRE PROTECTION	<u>215.00</u>
TEACHING STRATEGIES	Q-95782	679.25
10 0445 1000 460 3117 612	Curriculum ROECC	679.25
Vendor Name	TEACHING STRATEGIES	<u>679.25</u>
UNITY POINT CLINIC	090120UP	210.00
10 9010 2700 000 0000 346	Mandatory Drug Testing	210.00
Vendor Name	UNITY POINT CLINIC	<u>210.00</u>
WOODRIVER ENERGY LLC	227380	803.81
10 0445 2600 000 0000 621	ROECC Gas - 8/2020	57.84
10 0418 2600 000 0000 621	IES Gas - 8/2020	376.64
10 0109 2600 000 0000 621	Jr/Sr HS Activity Ctr Gas - 8/2020	32.23
10 0109 2600 000 0000 621	Jr/Sr HS Gas - 8/2020	149.79
10 0109 2600 000 0000 621	Jr/Sr HS Tech Ctr Gas - 8/2020	187.31
Vendor Name	WOODRIVER ENERGY LLC	<u>803.81</u>
YOUNG AUTO PARTS INC.	229390	45.40
10 9010 2700 000 0000 618	Ford Truck -Fuse-Oil Filter	45.40
YOUNG AUTO PARTS INC.	229678	139.99
10 9010 2700 000 0000 618	Ford Truck Battery	139.99
YOUNG AUTO PARTS INC.	229859	72.12
10 9010 2700 000 0000 618	Air Filters	72.12
Vendor Name	YOUNG AUTO PARTS INC.	<u>257.51</u>
Fund Number	10	<u>56,344.50</u>
Checking Account ID	1	Fund Number 22
UNITED GROUP INSURANCE	708	MANAGEMENT FUND
22 9010 2700 000 0000 522	Additional Auto Coverage	162.00
Vendor Name	UNITED GROUP INSURANCE	<u>162.00</u>
Fund Number	22	<u>162.00</u>
Checking Account ID	1	Fund Number 33
FIRST BANKCARD	91020FBC#1-9	CAPITAL PROJECTS - LOST
33 9010 4700 000 0000 450	8 Pack LED Lights	199.98
FIRST BANKCARD	91020FBC#H	1,483.07



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
33 9010 4700 000 0000 450	Materials for BB Officence	1,522.07
33 9010 4700 000 0000 450	Refund for Tax	(39.00)
Vendor Name FIRST BANKCARD		<u>1,683.05</u>
Fund Number 33		<u>1,683.05</u>
Checking Account ID 1		58,189.55
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ANDERSON'S SCHOOL SPIRIT	9685487	505.45
21 0109 1400 950 7421 618	Homecoming Spirit Items	505.45
Vendor Name ANDERSON'S SCHOOL SPIRIT		<u>505.45</u>
Argo, Trevor	091020TA	110.00
21 0109 1400 920 6720 340	Varsity FB Official vs SWV	110.00
Vendor Name Argo, Trevor		<u>110.00</u>
BLOMSTEDT, JOHN	92420JB	85.00
21 0109 1400 920 6815 340	8th VB Official vs Glenwood	85.00
BLOMSTEDT, JOHN	92420JB-1	180.00
21 0109 1400 920 6815 340	V VB Official Tournament	180.00
Vendor Name BLOMSTEDT, JOHN		<u>265.00</u>
Brian, Wedemeyer	92420BW	180.00
21 0109 1400 920 6815 340	V VB Official for Tournament	180.00
Vendor Name Brian, Wedemeyer		<u>180.00</u>
BROTHERS, KEITH	091520KB	85.00
21 0109 1400 920 6720 340	JV FB Official vs Shen	85.00
BROTHERS, KEITH	92420KB	85.00
21 0109 1400 920 6720 340	JH FB Official vs Clarinda	85.00
Vendor Name BROTHERS, KEITH		<u>170.00</u>
BURCH, CHAD	091520CB	110.00
21 0109 1400 920 6720 340	V FB Official vs Clarinda	110.00
Vendor Name BURCH, CHAD		<u>110.00</u>
Burt, Zach	091520ZB	110.00
21 0109 1400 920 6720 340	V FB Official vs SWV	110.00
Vendor Name Burt, Zach		<u>110.00</u>
CDW GOVERNMENT, INC.	1162202	284.45
21 0109 1400 920 6600 618	Printer for XC, Track, Etc	284.45
Vendor Name CDW GOVERNMENT, INC.		<u>284.45</u>
DOYLE, JIM	91520JD	110.00
21 0109 1400 920 6815 340	9/JV/V VB Official vs Kuemper	110.00
Vendor Name DOYLE, JIM		<u>110.00</u>
FIRST BANKCARD	91020FBC#4-1	58.00
21 0109 1400 920 6600 618	Batteries and Charger for Camera	58.00
Vendor Name FIRST BANKCARD		<u>58.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
GRAPHIC EDGE, LLC, THE 21 0109 1400 920 6710 739	1437849 Boys BB Uniforms and Shooting Shirts	5,727.88 5,727.88
Vendor Name GRAPHIC EDGE, LLC, THE		5,727.88
HALE, MIKE 21 0109 1400 920 6645 320	91820MH XC Timing Official	150.00 150.00
Vendor Name HALE, MIKE		150.00
HARLAN COMMUNITY SCHOOL DIST. 21 0109 1400 920 6815 810	91520HCSD 9th VB Tourney Entry Fee	80.00 80.00
HARLAN COMMUNITY SCHOOL DIST. 21 0109 1400 910 6600 810	92420HCSD Harlan XC Entry Fee	140.00 140.00
Vendor Name HARLAN COMMUNITY SCHOOL DIST.		220.00
HARTIGAN, TOM 21 0109 1400 920 6645 320	91420TH XC Starter Official	135.00 135.00
Vendor Name HARTIGAN, TOM		135.00
HITT, JESSE 21 0109 1400 920 6720 340	91520JH JV FB Official vs Shen	85.00 85.00
HITT, JESSE 21 0109 1400 920 6720 340	92420JH JH FB Official vs Clarinda	85.00 85.00
Vendor Name HITT, JESSE		170.00
HOBBIE, MATTHEW 21 0109 1400 920 6720 340	91520MH V FB Official vs Clarinda	110.00 110.00
Vendor Name HOBBIE, MATTHEW		110.00
HY VEE FOOD STORES 21 0109 1400 920 6600 618	91020HV-3 Med Kit Supplies	19.44 19.44
Vendor Name HY VEE FOOD STORES		19.44
JOHNSON, CHRIS 21 0109 1400 920 6720 340	92420CJ JH FB Official vs Clarinda	85.00 85.00
Vendor Name JOHNSON, CHRIS		85.00
KEEFE, NICK 21 0109 1400 920 6815 340	92420nk V VB Tournament Official	180.00 180.00
Vendor Name KEEFE, NICK		180.00
KETTWICK, RENEE 21 0109 1400 920 6815 340	91520RK JH VB Official vs Clarinda	85.00 85.00
KETTWICK, RENEE 21 0109 1400 920 6815 340	92420RK V VB Tournament Official	180.00 180.00
Vendor Name KETTWICK, RENEE		265.00
KUDRON, PHIL 21 0109 1400 920 6815 340	91520PK 9/JV/V VB Official vs Kuemper	110.00 110.00
Vendor Name KUDRON, PHIL		110.00
LASTINE, STEVE	91520SL	110.00

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0109 1400 920 6720 340	V FB Official vs Clarinda	110.00
Vendor Name LASTINE, STEVE		<u>110.00</u>
MAHER, DOUG	92420DM	180.00
21 0109 1400 920 6815 340	V VB Tournament Official	180.00
Vendor Name MAHER, DOUG		<u>180.00</u>
OLSON, TOM	91520TO	110.00
21 0109 1400 920 6720 340	V FB Official vs Clarinda	110.00
Vendor Name OLSON, TOM		<u>110.00</u>
REGAN, ANDY	91520AR	110.00
21 0109 1400 920 6720 340	V FB Official vs Clarinda	110.00
Vendor Name REGAN, ANDY		<u>110.00</u>
Reiss, Charlie	91520CR	110.00
21 0109 1400 920 6720 340	V FB Official vs SWV	110.00
Vendor Name Reiss, Charlie		<u>110.00</u>
SOUTHWEST VALLEY SCHOOLS	092420SWVS	130.00
21 0109 1400 910 6600 810	SWV XC Entry Fee	130.00
Vendor Name SOUTHWEST VALLEY SCHOOLS		<u>130.00</u>
WILLIAMS, JUSTIN	91420JW	85.00
21 0109 1400 920 6720 340	JV FB Official vs Shen	85.00
WILLIAMS, JUSTIN	92420JW	85.00
21 0109 1400 920 6720 340	JH FB vs Clarinda	85.00
Vendor Name WILLIAMS, JUSTIN		<u>170.00</u>
Woods, Josh	20200921	85.00
21 0109 1400 920 6720 340	JV FB Official vs Shen	85.00
Vendor Name Woods, Josh		<u>85.00</u>
Fund Number 21		<u>10,080.22</u>
Checking Account ID 3		<u>10,080.22</u>

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RED OAK COMMUNITY SCHOOLS 2020

AUGUST RECONCILIATION REPORT

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT	AND DEBT SERVICE	SAVE TAXES/REV BONDS	CONSTRUCTION FD	BEFORE/AFTER SCHOOL
Beg. Balance 08-01-2020	\$ 3,590,659.75	\$ 1,416,713.38	\$ 2,233,375.91	\$ 178,654.77	\$ 1,870,864.04	\$ -	\$ 8,049.79
Revenue	\$ 170,237.54	\$ 230.33	\$ 915.89	\$ 1,347.20	\$ 86,759.89		
Expenditure	\$ 925,181.81	\$ 179.25	\$ 95,590.25	\$ -	\$ 45,774.61		
Balance 08-31-2020	\$ 2,835,715.48	\$ 1,416,764.46	\$ 2,138,701.55	\$ 180,001.97	\$ 1,911,849.32	\$ -	\$ 8,049.79
Balance 08-31-2019	\$ 2,508,843.34	\$ 1,736,240.79	\$ 1,767,452.62	\$ (691,972.21)	\$ 8,604,468.72	\$ -	\$ 8,179.68

Checking Account .50%	Checking Account	\$ 8,614,250.09
Money Market Account .85%	Savings Account	\$ -
	ISJIT	\$ 0.04
	Petty Cash	\$ 100.00
	Outstanding Checks	\$ 123,267.56
		\$ 8,491,082.57

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 08-01-2020	\$ 177,673.99	\$ 215,790.84
Revenue	\$ 28,004.90	\$ 38,072.90
Expenditure	\$ 16,791.25	\$ 77,848.27
Balance 08-31-2020	\$ 188,887.64	\$ 176,015.47

Balance 08-31-2019	\$ 200,268.74	\$ 72,367.11
--------------------	---------------	--------------

Checking Account .50%	\$ 188,552.64	\$ 253,262.95
Petty Cash Boxes	\$ 1,200.00	\$ -
Outstanding cks	\$ 865.00	\$ 77,247.48
	\$ 188,887.64	\$ 176,015.47

PHYSICAL PLANT AND EQUIPMENT LEVY

	2018-2019	2019-2020	2020-2021
Beginning Balance (July 1)	\$1,388,767.88	\$1,890,230.76	\$2,355,934.90
Add: Revenue			
Property Taxes	\$155,074.66	\$133,465.25	115.14
Voted PPEL	\$377,040.33	\$463,024.13	\$421.26
Voted PPEL Surtax	\$192,261.38	\$513,685.81	
Utility Replacement Tax	\$23,810.35	\$4,013.32	
Utility Replacement Tax (SAVE)	\$409.41	\$14,682.89	
Mobile Home Tax	\$78.67	\$45.09	\$9.51
Voted PPEL Mobile Home	\$181.02	\$217.11	\$12.88
Military Credit	\$36.56	\$34.53	
Military Credit (SAVE)	\$279.92	\$126.30	
Commercial Industrial tax	\$7,309.94	\$2,315.42	
Commercial Ind. Voted PPEL	\$26,700.62	\$8,470.90	
Interest	\$6,968.41	\$6,330.03	\$815.52
Donations			
Prior Year Expenditure			
ERATE Reimbursement			
Subtotal	\$790,151.27	\$1,151,410.78	\$1,368.31
TOTAL AVAILABLE FUND	\$2,178,919.15	\$3,041,641.54	\$2,357,303.21
LESS: Expenditures			
Frontline Technologies-Aesop	\$5,059.63	\$2,669.44	\$84,589.28
Forecast5 Analytics	\$11,000.00	\$24,311.80	\$16,264.13
Software Unlimited-Acctg Software	\$7,800.00	\$11,225.00	\$22,158.00
Mickey Anderson-Rent	\$2,400.00	\$7,900.00	\$61,602.40
Ray Martin-HVAC Service Agreement	\$7,500.00	\$7,725.00	\$33,987.85
May/June Rent Council Bluffs Sp Ed	\$1,432.08	\$1,330.98	
Mickey Anderson-Rent	\$1,200.00	\$2,000.00	
Mickey Anderson-Rent	\$1,200.00	\$69,900.00	
Dude Solutions	\$2,376.00	\$5,386.32	
Mickey Anderson-Rent	\$4,200.00	\$965.75	
Mickey Anderson-Rent	\$1,200.00	\$3,596.00	
Mickey Anderson-Rent	\$1,200.00	\$756.24	
Aug/Sept/Oct Sp Ed Rent	\$3,065.26	\$1,101.82	
Mickey Anderson-Rent	\$1,200.00	\$732.69	
Viner Const-FB Sidewalk	\$11,671.00	\$2,445.50	
Mickey Anderson-Rent	\$1,200.00	\$1,000.00	
Nov/Dec Rent Council Bluffs Sp Ed	\$3,452.09	\$16,234.00	
Jan Rent Council Bluffs Sp Ed	\$2,344.47	\$694.44	
Feb Rent Council Bluffs Sp Ed	\$2,368.40	\$680.40	
Infinite Campus Software	\$23,302.00	\$1,403.91	
March Rent Council Bluffs Sp Ed	\$1,050.50	\$1,500.00	
April Ren Council Bluffs Sp Ed	\$1,479.72	\$713.16	
Auditorium Projector	\$7,499.00	\$23,492.00	
Subtotal	\$102,200.15	\$235,487.51	\$218,601.66
Cash Balance	\$2,076,719.00	\$2,806,154.03	\$2,138,701.55

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STUDENT ABSENCES - EXCUSED

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Student absences approved by the principal are excused absences. All schools will accept parentally excused absences for up to five (5) days during a semester. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, personal illness, medical or legal appointments, attendance at a funeral, religious observations or instruction, family emergencies, appointments that cannot be scheduled outside the school day, and school-sponsored or approved activities.

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. However, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In these circumstances, the district may provide parents and students the option to attend school through remote learning opportunities within the available resources of the district and as permitted by law. The superintendent or designee will also have discretion to make reasonable accommodations for students, on a case-by-case basis. During approved remote learning, attendance will be taken, assessments may be administered, and grades will count towards students' cumulative grade point average as if they were attending in person. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.

~~Excused Absence:~~

~~a. If an absence is excused, the student...~~

Students whose absences are approved shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. An exception is that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period. A student shall be allowed one make-up day for each day of absence. **It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.**

~~b.~~

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Students participating in school activities must be present for each class of the school day. Students participating in school-sponsored activities (e.g., field trips, athletic events, school arranged college visits, job shadowing, activity events) will not be recorded as an absence on the student's attendance record.

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: **34 C.F.R. sec. 300**
 28 C.F.R. Pt. 35
 Iowa Code §§ 294.4; 299.
 281 I.A.C. 12.3(4).

Cross Reference: **501 Student Attendance**
 503 Student Discipline
 504 Student Activities
 506 Student Records

Approved _____

Reviewed _____

Revised _____

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**New Policy
APPROPRIATE USE OF ONLINE LEARNING PLATFORMS**

It is important to embrace technology that can foster a creative, interactive learning environment for students, and facilitate employee professional development and collaboration. The use of online platforms to host remote interaction between students and employees and to facilitate learning is encouraged in the district.

While student and employee instruction and communication using virtual and online platforms provides a wide array of learning opportunities, it is imperative that employees and students recognize that the use of such platforms is a privilege. Training related to the use of online learning platforms will be provided to employees and students.

The district shall carefully safeguard the right of students and employees to learn and teach in a respectful environment regardless of the method. All instruction and communication through online learning platforms should be appropriate to the age and ability of the participants. Students and employees should be aware that online platforms may be monitored by the district. Verbal and written communication occurring on these platforms may be recorded and stored by the district in accordance with applicable laws.

Any verbal or written communication on these platforms deemed to be inappropriate will subject the student and/or employee to the same disciplinary measures that would exist if the interaction took place through traditional in-person learning. Students and employees who have concerns about the proper use of these platforms are encouraged to speak with their teachers or building principal. The superintendent will make administrative regulations necessary to enforce this policy.

Legal Reference: 20 U.S.C. §1232g; 34 C.F.R. Part 99
 47 U.S.C. §254
 20 U.S.C. §6777
 Iowa Code §§ 715C

Cross Reference: 104 Anti-Bullying/Anti-Harassment
 401.13 Staff Technology Use/Social Networking
 506.1 Student Records
 605.4 Technology in the Classroom
 605.6 Internet Appropriate Use
 501.6 Student Transfers In

Approved _____

Reviewed _____

Revised _____

**NEW POLICY
DISTRICT OPERATION DURING PUBLIC EMERGENCIES**

The district believes that student learning is the heart of its core mission. While traditional in-person teaching continues to provide the greatest learning opportunity to all students, there may be rare and unusual circumstances that prevent the school community from convening in traditional in-person settings. At times of a public emergency declared by federal, state or local officials, the district will seek guidance and recommendations from federal, state and local agencies to assist in determining the safety of convening traditional in-person learning.

[During a declared public emergency, the school board delegates to the Superintendent the authority to determine whether to close school buildings to traditional in-person learning if the Superintendent determines in-person learning would hinder the health and safety of the school community. The district will instead utilize remote or hybrid learning opportunities permitted by law.]

Or

[If, due to the public emergency, the school board determines that holding traditional in-person learning at district facilities would hinder the health and safety of the school community the district will instead utilize remote or hybrid learning opportunities permitted by law.]

Following guidance and recommendations from federal, state, and local agencies when reasonably possible, the administration will create regulations related to district operations during a public emergency, including, but not limited to, student, employee and visitor safety and security; the use and safeguarding of district property; public meetings and events, and when applicable, measures to prevent or slow the spread of infectious disease.

These measures will be enforced for the period of time of the public emergency, or until the [school board and] superintendent, in consultation with federal, state and local agencies determine it is appropriate for the safety measures to end.

Legal Reference: Senate File 2310
Iowa Code ch. 279.8

Cross Reference: 403.3 Communicable Diseases - Employees
506 Student Records
507 Student Health and Well-Being

Approved _____

Reviewed _____

Revised _____

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Amplified IT
812 Granby St

Norfolk VA 23510-2004
United States



FEIN:27-3690926

Red Oak High School
Janelle Erickson

Quote # 00125944
Quote Date September 24, 2020

Quote Total (USD)	\$684.93
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Item	Description	Unit Cost	Quantity	Line Total
Little SIS Web	Little SIS Web Standalone - Domain 1 Year - S	1,000.00	1	1,000.00
	Standalone - Domain 1 Year - S			
DISCOUNT	Prorated Pricing:	-315.07	1	-315.07

Quote Total (USD)	\$684.93
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Terms

This quote is valid for 28 days from issue.

Please send purchase orders to info@amplifiedit.com or fax to 757-585-3550. If possible, please also include a copy of your organization's tax-exempt certificate with your purchase order. An exemption certificate is required to process Google Voice orders.

A copy of our W-9 form can be downloaded at:
<https://www.amplifiedit.com/work-with-us/>

Full payment is required within 30 days of Invoice.

Notes

Amplified Labs- These tools will activate license on the following domain:
roschools.org,redoakschools.org

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2020 E-Rate

Quote #MC041574 v1

Prepared For:
Red Oak School District

Prepared by:
Riverside Technologies

Date Issued:

09.17.2020

Bob Deter
2011 N. 8th Street

Matt Collins
748 N 109th Court
Omaha, NE 68154

Expires:

11.27.2020

Red Oak, IA 51566

P: (402) 880-2414

E: deterb@roschools.org

P: 866.804.4388

E: mcollins@1rti.com

Contract:

Meraki MS350 Switches		Price	Qty	Ext. Price
MA-PWR-1025WAC	Meraki 1025WAC PSU	\$661.04	2	\$1,322.08
MS350-48FP-HW	Meraki MS350-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	\$4,243.35	2	\$8,486.70
LIC-MS350-48FP-5YR	Meraki MS350-48FP Enterprise License and Support, 5YR	\$749.47	2	\$1,498.94
MA-CBL-40G-1M	Meraki 40GbE QSFP Cable, 1 Meter	\$80.24	2	\$160.48
			Subtotal:	\$11,468.20

Meraki Firewall's		Price	Qty	Ext. Price
MX250-HW	Meraki MX250 Router/Security Appliance	\$3,645.24	2	\$7,290.48
LIC-MX250-ENT-5YR	Meraki MX250 Enterprise License and Support, 5YR	\$5,470.59	2	\$10,941.18
MA-PWR-CORD-US	Meraki AC Power Cord for MX and MS (US Plug)	\$8.66	4	\$34.64
MA-CBL-TA-3M	Meraki 10 GbE Twinax Cable with SFP+ Modules, 3 Meter	\$60.18	4	\$240.72
			Subtotal:	\$18,507.02

Tripp Lite UPS		Price	Qty	Ext. Price
SMART5000RT3U	5kVA 4000W UPS RM 3U	\$2,903.93	1	\$2,903.93
RTI-SVC-SHP	Shipping Fee	\$246.80	1	\$246.80
			Subtotal:	\$3,150.73

RTI Professional Services		Price	Qty	Ext. Price
RTI-SVC-ENG	Engineering Migration and Installation	\$4,795.00	1	\$4,795.00
<ul style="list-style-type: none"> • Migrate Existing Firewalls to Meraki • Migrate off Existing Core Switches to New Meraki • Install & Setup (1) Tripp Lite UPS • Test and confirm Connectivity 				
			Subtotal:	\$4,795.00

Quote Summary		Amount
Meraki MS350 Switches		\$11,468.20
Meraki Firewall's		\$18,507.02



Quote Summary	Amount
Tripp Lite UPS	\$3,150.73
RTI Professional Services	\$4,795.00
Total:	\$37,920.95

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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E-Rate MSP 2020

Quote #RO041313 v1

Prepared For:
Red Oak School District

Bob Deter
2011 N. 8th Street

Red Oak, IA 51566

P: (402) 880-2414
E: deterb@roschools.org

Contract:

Prepared by:
Riverside Technologies

Ralph Oxley
748 N 109th Court
Omaha, NE 68154

P: 866.804.4388
E: roxley@riversidetechnologies.com

Date Issued:

09.17.2020

Expires:

11.27.2020

e-Rate Managed Services		Price	Qty	Ext. Price
RTMSP-T0002	Management for Network Switches, Access Points and Firewall. 1 Year Agreement = \$600.00/month = \$7,200 total	\$600.00	12	\$7,200.00
			Subtotal:	\$7,200.00

Quote Summary		Amount
e-Rate Managed Services		\$7,200.00
Total:		\$7,200.00

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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Funding Commitment Decision Letter

Funding Year 2020

Contact Information:

Kevin Herrick
RED OAK COMM SCHOOL DISTRICT
1901 N. Broadway, Suite A
RED OAK, IA 51566
herrickk@roschools.org

FCC Form 471: 201039842

BEN: 132420

Wave: 20

Application Nickname: Category 2 Funding Year 2
020

Totals

Total Committed	\$71,133.22
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What is in this letter?

Thank you for submitting your application for Funding Year 2020 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

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BEN Name: RED OAK COMM SCHOOL DISTRICT
BEN: 132420

FCC Form 471: 201039842
Wave: 20

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- **To receive an invoice deadline extension, the applicant or service provider must request an extension on or before the last date to invoice. If you anticipate, for any reason, that invoices cannot be filed on time, USAC will grant a one-time, 120-day invoice deadline extension if timely requested.**

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

Note: The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC,** visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules,** please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System \(ECFS\)](#). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).



BEN Name: RED OAK COMM SCHOOL DISTRICT
BEN: 132420

FCC Form 471: 201039842
Wave: 20

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.



BEN Name: RED OAK COMM SCHOOL DISTRICT
BEN: 132420

FCC Form 471: 201039842
Wave: 20

Funding Commitment Decision Overview

Funding Year 2020

Application Comments for FCC Form 471: #201039842

RED OAK EARLY CHILDHOOD CENTER 59720 has been removed from the FCC Form 471 application at the request of the applicant.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2099073630	Riverside Technologies, Inc.	\$5,760.00	\$5,600.00	Funded
2099073661	Riverside Technologies, Inc.	\$78,405.73	\$65,533.22	Funded



BEN Name: RED OAK COMM SCHOOL DISTRICT
BEN: 132420

FCC Form 471: 201039842
Wave: 20

FRN 2099073630	Service Type Managed Internal Broadband Services	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$7,000.00
Total Pre-discount Charges		\$7,000.00	
Discount Rate		80.00%	
Committed Amount		\$5,600.00	

Dates	
Service Start Date	7/1/2020
Contract Expiration Date	6/30/2021
Contract Award Date	4/27/2020
Service Delivery Deadline	9/30/2021
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	Riverside Technologies, Inc.
SPIN (498ID)	143033191
Contract Number	
Account Number	
Establishing FCC Form 470	200023868

Consultant Information	
Consultant Name	
Consultant's Employer	
CRN	

Funding Commitment Decision Comments

MR1: In consultation with the applicant, 59720 RED OAK EARLY CHILDHOOD CENTER has been removed from FRN 2099073630 Line Item Number 2099073630.001. <><><><><> MR2: The funding request amount was reduced from \$7200.00 to \$7000.00 to remove the amount that exceeded the Category Two budget set for the following entities: 59720 RED OAK EARLY CHILDHOOD CENTER.

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BEN Name: RED OAK COMM SCHOOL DISTRICT
BEN: 132420

FCC Form 471: 201039842
Wave: 20

FRN 2099073661	Service Type Internal Connections	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$81,916.52
Total Pre-discount Charges		\$81,916.52	
Discount Rate		80.00%	
Committed Amount		\$65,533.22	

Dates	
Service Start Date	7/1/2020
Contract Expiration Date	6/30/2021
Contract Award Date	4/27/2020
Service Delivery Deadline	9/30/2021
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	Riverside Technologies, Inc.
SPIN (498ID)	143033191
Contract Number	
Account Number	
Establishing FCC Form 470	200023866

Consultant Information	
Consultant Name	
Consultant's Employer	
CRN	

Funding Commitment Decision Comments

MR1: In consultation with the applicant, 59720 RED OAK EARLY CHILDHOOD CENTER has been removed from FRN 2099073661 Line Item Numbers 2099073661.001, 2099073661.002, 2099073661.003, 2099073661.004, 2099073661.005, 2099073661.006, 2099073661.007, 2099073661.008, 2099073661.016. <><><><><> MR2: The funding request amount was reduced from \$98,007.16 to \$81,916.52 to remove the amount that exceeded the Category Two budget set for the following entities: 59719; 59720; 59722 - INMAN ELEMENTARY SCHOOL; RED OAK EARLY CHILDHOOD CENTER; RED OAK JR-SR HIGH SCHOOL. <><><><><> MR3: The Type of Product for

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BEN Name: RED OAK COMM SCHOOL DISTRICT
BEN: 132420

FCC Form 471: 201039842
Wave: 20

FRN Line Item 2099073661.004 was modified from Connectors to Cabling to agree with the applicant documentation. <><><><> MR4: The Type of Connection for FRN Line Item 2099073661.006 was modified from License to Software to agree with the applicant documentation. <><><><> MR5: The Type of Product for FRN Line Item 2099073661.006 was modified from License to Operating System Software of Eligible Equipment to agree with the applicant documentation. <><><><> MR6: The Type of Connection for FRN Line Item 2099073661.007 was modified from Data Protection to Cabling/Connectors to agree with the applicant documentation. <><><><> MR7: The Type of Product for FRN Line Item 2099073661.007 was modified from Firewall Services & Components to Cabling to agree with the applicant documentation. <><><><> MR8: The Type of Product for FRN Line Item 2099073661.008 was modified from Connectors to Cabling to agree with the applicant documentation. <><><><> MR9: The Type of Connection for FRN Line Item 2099073661.013 was modified from Miscellaneous to Cabling/Connectors to agree with the applicant documentation. <><><><> MR10: The Type of Product for FRN Line Item 2099073661.013 was modified from Installation, Activation, & Initial Configuration to Cabling to agree with the applicant documentation. <><><><> MR11: The Type of Connection for FRN Line Item 2099073661.014 was modified from Miscellaneous to Cabling/Connectors to agree with the applicant documentation. <><><><> MR12: The Type of Product for FRN Line Item 2099073661.014 was modified from Installation, Activation, & Initial Configuration to Cabling to agree with the applicant documentation. <><><><> MR13: The Type of Connection for FRN Line Item 2099073661.015 was modified from Miscellaneous to Cabling/Connectors to agree with the applicant documentation. <><><><> MR14: The Type of Product for FRN Line Item 2099073661.015 was modified from Installation, Activation, & Initial Configuration to Cabling to agree with the applicant documentation.

Red Oak Community School District Preschool

Program Policies and Procedures



Red Oak Early Childhood Preschool

NEED Change

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Welcome to Red Oak Preschool

(IQPPS 10.1)

The program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for all four-year-old children to take part in planned, active learning experiences to build their readiness skills. Red Oak Preschool is funded through partnerships with Shared Visions, Headstart, and Statewide Voluntary Preschool.

Mission, Philosophy and Goals

(IQPPS 10.1)

Mission Statement

The mission of Red Oak Preschool is to provide all students the skills and tools necessary to be successful. We will accomplish this by valuing each individual child and provide a caring environment that promotes personal growth. We will partner with parents and the community to provide high quality education through hands on learning, predictable routines, and a preschool curriculum that is directly aligned to the Iowa Core Curriculum Birth to Five Essential Concepts and Skills, the Iowa Early Learning Standards, TSG objectives and Connect 4 Learning objectives.

Philosophy Statement

(IQPPS 2.1, 7.2)

The preschool program believes each child should receive quality care and be provided with a developmentally appropriate education. We believe that all children and families should be treated with respect and kindness. We will always appreciate family, cultural, and individual differences.

We believe all young children experience success through active learning opportunities within a safe, nurturing environment that meets the individual needs of each child.

We believe with the combined efforts of parents, educators, community and students, all children will succeed intellectually, physically, emotionally, and socially. To help in this effort, staff will provide support and resources for families.

We believe we must create an environment that is warm and caring, which gives our children a sense of security and belonging. We believe young children learn best through activities, exploration, and the use of their senses. Active thinking and experimenting provides children an opportunity to learn and function at their own developmental age level, to find out how things work, and to learn first hand about the world in which we live.

We believe play provides the foundation for future academic learning. Active learning through play enables us to promote the objectives of our early childhood curriculum.

Curriculum

(IQPPS 2.1, 2.2, 7.2)

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding, while developing life skills. It is continually revised and evaluated to make learning fun and exciting. It is the policy of the Red Oak Community School District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnic origin, religion, and physical disability. The curriculum

should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural nonsexist society.

The preschool program uses *Connect 4 Learning* and other research and evidence based comprehensive curriculums designed for three to five year-olds such as *Second Step Early Learning*. They include the following areas for development and learning: social-emotional, physical, language, cognitive, literacy, math, science and technology, social studies, the arts (exploration and expression), and health & safety. The curriculums are modified and adapted as needed.

Enrollment

Equal Educational Opportunity

It is the policy of the Red Oak Preschool not to discriminate in its education programs or educational activities on the basis of sexual orientation, race, religion, color, national origin, marital status or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. Inquiries may also be directed in writing to the Director of the region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294. Procedures and levels are outlined in district policy for resolving complaints and are available upon request from the administrative office.

Eligibility

Children must be four years of age on or before September 15th of the current school year. Pre-registration will begin in the spring of the year. Registration materials are available from the Red Oak Preschool office located in the Red Oak Early Childhood Center office. Registration will be ongoing until all spaces are filled.

Hours

Class meets from 8:00-1:15 five days per week. The 1:15 dismissal allows for meetings (parent and other), planning time for the staff including interpretation and utilization of assessment results, and collaboration with community agencies. The preschool will provide a yearly as well as a monthly calendar. Red Oak Preschool follows the ROCSD's calendar/schedule including any adjusted start/end times.

General Information

(IQPPS 9.9, 9.12, 10.4)

Prior to participating in the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

- The maximum class size is twenty students.
- Our center maintains a ratio of 1 adult to 8 children at all times including indoors and outdoors. The Red Oak Preschool teacher and paraprofessional will have primary responsibility for students enrolled in the classroom. The daily schedule allows for minimal group, staff and classroom transitions. Additional staff may be provided based on the individual needs of children.
- Adult-student ratios are maintained on field trips.
- Classrooms have adequate space for children's development.
- All children will be within "line of sight" of adults both indoors and outdoors unless toileting.
- When toileting, students will be monitored by sound and checked visually when necessary.
- When students enter the hallway to use the drinking fountain, use the restroom, change into boots, etc. an adult visually monitors and supervises the children in the hallway.
- A First Aid Kit is available for use in the classroom and taken outdoors at all times.

-The elementary principal will maintain a current list of available substitutes for both the teacher and paraprofessional. Should one of the staff need to temporarily leave the room, arrangements will be made to cover the classroom to maintain the staff-child ratio.

Inclusion

(IQPPS 9.10)

The preschool program includes all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the ROCSD's board policy in regards to the Americans with Disabilities Act accessibility requirements.

A CHILD'S DAY

Who Works In the Preschool

(IQPPS 10.3)

Program Administrator The PK-6 principal is designated as the program administrator supervising the preschool program. The principal meets all qualifications described in the IQPPS Standards. (IQPPS 10.3)

Teacher A full-time teacher licensed by the Iowa Board of Educational Examiners and holding an Early Childhood endorsement is assigned to the preschool classroom.

Paraprofessional A full time paraprofessional in the classroom carries out activities under the supervision of the teacher. The paraprofessional has specialized training in early childhood education.

School Nurse The preschool will have the assistance of the school nurse. The current nurse is available full time, is a certified RN, and is recertified every three years. She attends to the health needs of the students while they are at school. She is available for parent consultation when necessary.

Support Staff Green Hills Area Education Agency support staff provide resources and assistance to the teacher and classroom upon request to help all children be successful in the preschool setting. Such staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist or others.

Daily Activities

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play.

The teaching team meets weekly to discuss and review student observations and anecdotal notes to enable them to plan for instruction.

Your child will have the opportunity for the following types of activities every day:

- Large and Small Group Activities
- Self-directed Play
- Learning Center Activities: *Art, Construction Zone, Dramatic Play, Book Nook, Puzzles & Games, Computers and Technology, Exploration Station, Writing, Show What You Know, Manipulatives and Sensory Table.*
- Story Time
- Individual Activities
- Outdoor Activities

Lesson plans for each week are available in the classroom and Unit Planners are posted in the hallway showing how these activities are incorporated into the daily schedule.

Supervision Policy

(IQPPS 3.7)

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as staff check every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.)

Clothing

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. If needed, families may be asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

Outside Play and Learning

(IQPPS 5.4, 9.1, 9.2, 9.5)

We have daily opportunities for outdoor play as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play. The outdoor play area is arranged so that children are supervised by sight and sound.

In cases when we cannot go outside (due to weather conditions) children are given the opportunity to use indoor equipment for similar activities inside and are supervised at the same level as outdoor equipment. Activities offered include, but are not limited to, Bean Bag games, two-person parachutes, crawling tunnel, activity songs such as The Freeze, yoga, etc.

In order to make sure that your child can play comfortably outside, it is important to dress him/her according to the weather. When it is cold outside he/she needs a warm coat, mittens or gloves and a hat (labeled with your child's name). For the warmer days, dressing your child lightly is just as important. For those in-between days, dressing your child in layers is a practical idea. It is expected that all students will go outside unless there is a doctor's note indicating the reason why the child cannot go outside.

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. Sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will only be applied to your child's exposed skin when provided by the parents and with written parental permission. We will only use an insect repellent containing DEET when provided by the parents and with written parental permission no more than once a day to protect your child from insect bites when the public health authorities recommend its use. Alternatives to DEET in the original container may be used when supplied and accompanied by appropriate written approval.

Water activities

(IQPPS 5.7)

During water table play children are involved in active experiences with science and math concepts. Children with sores on their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate. Outdoor water play is limited to tubs and buckets or containers. We do not participate in swimming pool activities. Staff supervise all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

Objects From Home

Because the preschool program provides ample toys and learning materials for your child, we ask that you do not bring toys from home. If your child brings an "attachment" item from home, we ask that it is small enough to fit inside his/her backpack or cubby. Please do not allow children to bring gum, candy, money, or toy guns to school. The program cannot be responsible for lost or broken toys brought from home.

Weapon Policy

(IQPPS 10.5)

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item that resembles or appears to be a weapon.

Snacks/Foods and Nutrition

(IQPPS 5.9, 5.10, 5.11, 5.15)

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and others, and to help them begin to appreciate their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form.

The preschool serves a wide variety of nutritional foods, and encourages children to expand their tastes by at least trying a portion of the food offered.

Meals and snacks are at regularly scheduled times, two hours apart and not more than three hours apart. (See daily schedule.)

Red Oak Preschool receives monthly menus from the Taher food service director. Menus are posted monthly on the district website and on the Parent Information Board. Paper copies are also available to families. Menus are kept on file in the cafeteria.

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture School Lunch Program guidelines. Snacks and meals brought from home must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Clean, sanitary drinking water is available to children throughout the day. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

Red Oak Preschool staff will not offer children younger than four years of age these foods: hotdogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program an individualized care plan prepared in consultation with family members and specialist involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

The preschool does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will staff ever threaten to withhold food as a form of discipline.

Birthdays

(IQPPS 5.10)

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in

factory-sealed containers. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. Invitations to parties outside of school that do not include the entire class will not be distributed at school.

Classroom Animals and Pets

If you, as a parent or legal guardian, want to bring your family pet to share with your child's classroom, you are welcome. The preschool staff ensures that the animal does not create an unsafe or unsanitary condition. The animal would appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The staff would ensure all staff and children practice good hygiene and hand washing when coming into contact with the animal and after coming into contact with the animal. The staff supervises all interactions between children and animals and instructs children on safe behavior when in close proximity to animals.

Any children allergic to the pet will not be exposed to the animal. The preschool staff is responsible for checking that requirements have been met.

Child Guidance and Discipline

(IQPPS 1.3)

The preschool staff will equitably use positive guidance, redirection, planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involving children in problem solving to foster the child's own ability to become self disciplined. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. The staff will encourage children to respect other people, to be fair, respect property and learn to be responsible for their actions. The staff will use discipline that is consistent, clear, and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

Challenging Behavior

(IQPPS 3.6)

The staff in the preschool is highly trained, responsive, respectful, and purposeful. They anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors, the staff promotes pro-social behavior by:

- interacting in a respectful manner with all children.
- modeling turn taking and sharing as well as caring behaviors
- helping children negotiate their interactions with one another and with shared materials.
- engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed

The staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the staff, parents, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Aggressive physical behavior toward staff or children is unacceptable. The staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

Permissible Methods of Discipline:

For acts of aggression and fighting (biting, scratching, hitting) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may: (1) Separate the children involved; (2) Immediately comfort the individual who was injured; (3) Care for any injury suffered by the victim involved in the incident.; (4) Notify parents or legal guardians of children involved in the

incident; (5) Review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action if there is a recurrence.

Prohibited Practices

The program does not, and will not, employ any of the following disciplinary procedures:

1. harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
2. physical punishment, including spanking, hitting, shaking, or grabbing.
3. psychological abuse or coercion.
4. any punishment that would humiliate, frighten, or subject a child to neglect.
5. withhold nor threaten to withhold food as a form of discipline.

Child Assessment (IQPPS 4.1, 4.2, 4.3, 4.4, 4.7, 4.8, 4.9)

Guiding principles: It is the school district's belief that formal and informal assessment of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. Families will have access to information about assessments used and staff will work with families to determine the best assessment methods for their child. The results will be used for planning experiences for the children and to guide instruction. Assessment will never be used to label children or to include or exclude them from a program. A family's culture and a child's experiences outside the school setting are recognized as being an important piece of the child's growth and development. All results will be kept confidential, placed in each child's file, and stored in a secure filing cabinet.

Children are assessed in the following ways:

- The preschool curriculum is directly aligned to the Iowa Core Curriculum Birth to Five Essential Concepts and Skills and the Iowa Early Learning Standards. It utilizes Teaching Strategies Gold to record student progress in all developmental areas within three months of entering the program, at the middle and the end of the year. Connect 4 Learning allows for daily assessment collection.
- Observational data provides an ongoing anecdotal/on the spot record of each child's progress during daily activities that are geared toward the needs of the children to meet the objectives in Connect 4 Learning and Teaching Strategies Gold.
- IGDIs assessments are given at the beginning, middle and end of the year to monitor the growth of early literacy skills.
- Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development through enrollment paperwork, other questionnaires, informal and formal P/T conferences, etc. The information from the above is used in the following ways:
 - To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them;
 - To describe the developmental progress and learning of children;
 - To provide information to parents about their children's developmental milestones;
 - To indicate possible areas that require additional assessment.

(IQPPS 7.3, 7.5, 8.1, 8.2)

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring. In addition, written preschool progress information will be communicated to families four times during the school year. The preschool staff will communicate weekly regarding children's activities and developmental milestones. Informal conferences are always welcome and can be requested at any time. The ROCSD's ELL department will provide assistance with verbal and written language translation.

If, through observation or information on the assessments/screenings given, the teacher feels that there is a possible issue related to a developmental delay or other special need, she/he will communicate this to the family during a conference, sharing documentation of the concern. Suggestions for next steps may include the following, with the knowledge and consent of the parents:

- The staff requests assistance from the Area Education Agency (AEA) as an early intervention process. This team engages in problem identification, plan interventions, provide support, and make outside resources available to those individuals requesting assistance. The AEA team is available and functional for all students and staff in the building.

- A request made to Green Hills Area Education Agency for support and additional ideas or more formalized testing can be made.
- The preschool staff would assist in arranging for developmental screening and referral for diagnostic assessment when indicated.
- If the appropriate team determines a child needs special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Examples include, but are not limited to, sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by staff in the classroom.
- The program provides families with information about programs and services from other organizations, such as Green Hills AEA, DHS, Child Care Resource and Referral, *Parents as Teachers* programs, medical professionals, etc...
- Program staff develop partnerships and professional relationships with agencies, consultants, and organizations in the community such as, iSmile, Lions Club Vision, AEA, HS nurse, Red Oak Express, Montgomery County Naturalist, YMCA, and ROCDC.

Program Assessment

(IQPPS 10.15)

Red Oak Preschool implements the Iowa Quality Preschool Program Standards. We will receive a verification visit during the 2021-2022 school year to confirm we are meeting these standards. Administrators, families, staff, and/or other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, screening effectiveness, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. As part of our program assessment, in the spring of each year we provide families with a questionnaire to evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses. A report of the annual evaluation findings is available to families, staff, and appropriate advisory and governing boards. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

COMMUNICATION WITH FAMILIES

(IQPPS 7.5, 7.6, 7.7, 8.1)

The program will promote communication between families and staff by using written notes as well as informal conversations, e-mail or Bloomz. Families are encouraged to send written notes with important information so all the staff who work with the child can share the parent's communication. The staff will communicate with families weekly. Staff will use these communications to inform families about the child's experiences, accomplishments, behavior, and other issues that affect the child's development and well-being. Parents are encouraged to maintain regular, on-going, two-way communication with the preschool staff in a manner that best meets their needs - email, in person, notes, or phone calls.

Red Oak Preschool staff will provide families with information about programs and services from other organizations. Staff support and encourage families' efforts to negotiate health, mental health, assessment, and educational services for their children. Staff and families will work together to use Resource Connection to find appropriate services to meet the family needs. (<https://swiamhds.com/resource-connection/?county=montgomery&category=&search=>)

Open Door Policy

Parents and legal guardians are always welcome to visit the preschool classroom. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions. Photo identification will be required for any unknown visitor to the classroom.

Arrival and Departure of Children

(IQPPS 10.5, 10.9)

All motor vehicle transportation provided by parents, legal guardians or others designated by parents or legal guardians will include the use of age-appropriate, and size-appropriate seat restraints.

Program Policies and Procedures

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When bringing/picking up your child to/from school, we ask that you follow the flow of traffic. If you must park in the parking lot (not in the fire lanes) and walk to meet your child outside or wait in the front entrance, please use the crosswalk area in front of the building. Please hold your child's hand and use the crosswalk as you leave to decrease the possibility of an accident. No child will be permitted to leave the building/pick up area without an adult.

Other than parents or legal guardian, only persons with prior written authorization (Arrival/Dismissal Form) will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them.

If your child rides the ROCSD school bus to school, staff will assist the students off the bus. At dismissal, teaching staff will accompany each student to the bus and assist the student onto the bus.

The preschool staff will record attendance at the beginning of the day. Throughout the day, each time children transition from one location to another, i.e. classroom to outdoor, the staff will be responsible for counting the number of children whenever leaving one area and when arriving at another to confirm the safe whereabouts of every child at all times.

Transportation

Transportation will be offered to students in the Red Oak Community School District through district school busses. Arrangements can be made through the Transportation Office. 712-623-6606

Parents or legal guardians may request transportation at enrollment, indicating the pickup and drop off address/bus stop, the name of the responsible person at that address, and emergency contact information for all parties involved. Parents or legal guardians are asked to keep their information current by reporting changes to the preschool staff/office personnel.

For children who have special needs for transportation, the facility will use a plan based on a functional assessment of the child's needs related to transportation. Any accommodations indicated in the child's Individualized Educational Program will be implemented as described.

Field Trips

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. The Red Oak Community School District buses are used for these field trips. Parents will be informed of each field trip through a newsletter and calendars well in advance. Students may only attend field trips if the signed Permission Form allows them participation. Adult family members may be asked to volunteer to go on these trips to provide increased supervision and adult/child ratios.

Attendance

Students who are enrolled for classes in Red Oak Preschool are expected to be in school for the full session and are expected to be punctual in their arrival and departure. Students are not expected to be absent any more than is necessary for health reasons or appointments. Irregular attendance interferes with the progress of your child and others as staff find themselves taking class time to repeat information and make adjustments for those students who have been absent. Please call the ROECC office with the reason for an absence at 623-6630. For safety's sake, if a student is absent without notification, staff will attempt to contact the family to verify the child's absence from school.

Ethics and Confidentiality

Staff follow an important code of ethics to guide their involvement with children and families. It is essential to protect the confidentiality of all information concerning children and their families. Maintaining a professional attitude includes being responsive to the needs of children and their families while balancing the need for confidentiality. Children are

Program Policies and Procedures

(IQPPS 6.1B)

people who deserve respect. One way we demonstrate this respect is to refrain from talking about the children in their presence unless the child is part of the conversation and to refrain from labeling a child negatively or positively. No information regarding any particular child shall be shared with another child's parent. We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults.

All staff will follow the National Association for the Education of Young Children's Code of Ethical Conduct. Annually each staff person will review and sign a Statement of Commitment to document their willingness to hold close the values and moral obligations of the field of early childhood education.

Children's Records

(IQPPS 4.1, 10.8)

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular school hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the ROCSD board secretary in the district administration office.

Parents or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, stating to whom the information is to be released, the reason or purpose for the release of information, when it expires, and ways the parents can withdraw permission if they choose to do so

Grievance Policy

(IQPPS 7.5)

Open and honest communication between families and the preschool staff is an essential component of a high quality early childhood program. We want you to be confident that your child is being well cared for and is having a quality experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern to the preschool staff to find mutual solutions that can be incorporated into your child's day. When necessary, the ROCSD's ELL department will provide assistance with language translation. If additional help is needed, either party may ask for the assistance from the ROCSD Elementary Principal.

If you have a concern regarding some aspect of the program or policy, please contact the ROCSD Elementary Principal who is the program administrator for the preschool. If you remain dissatisfied, you may contact the Superintendent of the Red Oak Community Schools.

As part of our program assessment, in the spring of each year we provide you with a family questionnaire to evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

FAMILY INVOLVEMENT

(IQPPS 7.1,

7.2)

Red Oak Preschool encourages families to be very involved in their child's education by observing their children during the day when possible and meeting with staff. Family members are invited to an Open House and are welcome to visit at any time during class sessions.

Staff and administrators use a variety of formal and informal (including conversations) ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Families are surveyed in enrollment paperwork and through other questionnaires during the year regarding their family, beliefs, and preferences. Home/class visits are conducted at the beginning of the school year. Program staff communicates with families, on at least a weekly basis, regarding children's activities and developmental milestones,

shared care-giving issues, and other information that affects the well-being of their children. Family teacher conferences are held in both the fall and spring semesters, as well as when either party requests. Written assessment reports are sent home at the end of each quarter. ROCSD's ELL department will provide assistance with verbal and written language translation.

Red Oak Preschool values the time spent talking and interacting with families and developing strong, reciprocal relationships. As the staff learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with the preschool staff or administration at any time.

Although in-person daily contact cannot be replaced, preschool staff also rely on notes home, emails, phone calls, newsletters, and bulletin boards as alternative means to establish and maintain open, two-way communication.

The Red Oak Preschool staff invites you to become involved in one or all of the following ways, and welcomes other ideas as well.

1. Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the staff informed of changes and events that might affect your child, allows the staff to be more responsive to your child's needs.
2. Return all forms, questionnaires, and so on, promptly.
3. Attend Family/Teacher conferences in the Fall and Spring semesters.
4. Take time to read the preschool parent bulletin board(s).
5. Check your child's backpack each day.
6. Participate in field trip activities.
7. Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, preparing visuals, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.
8. Share any of your families' cultural traditions, celebrations, or customs.
9. Read all the material sent home with your child.
10. Help with special events. Helping takes many different forms such as preparation of materials at home, making telephone calls, preparing or posting flyers, recruiting other volunteers, collecting donations or prizes, run errands, photography, setup before the event, or clean afterwards.

It is the policy of the Red Oak Preschool not to discriminate against families/volunteers on the basis of family structure, socioeconomic, racial, religious and cultural backgrounds; gender; abilities; or language.

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

The school district believes that families should make the primary decisions about services that their children may need. The teaching staff will support these decisions by providing information to families about available community resources and assisting as requested in helping the family make connections.

Home Visits

Home/class visits are made prior to the start of school and are required for your child to start in the program. This is an opportunity for the preschool staff to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. It also allows your child to become familiar and comfortable with his/her preschool staff and have any questions you may have answered. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the staff understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with the classroom staff or administrator.

Family Teacher Conferences

The preschool program will have formal family teacher conferences at the same time as the elementary school - fall and spring. During the conference you may be asked to consider what new skills you see your child developing at home or in the community, to think about what you'd like more information about the classroom, and whether you have new or different goals for your child. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Transitions

(IQPPS 7.7)

Home-school connections are crucial to the transition to kindergarten or any other program. The child's family provides the constancy and continuity necessary for a young child to be successful. The children and families in the Red Oak Preschool are invited to an Open House before school begins in the fall. They meet the staff and see their classroom. Making a change from one program to another can sometimes be difficult for a young child. The staff will partner with the family to make transitions as smooth as possible by connecting family members with the next program's staff including special education programs. Preschool staff will help to provide information about enrollment policies and procedures, program options, and answer other questions as they are able. Also, Kindergarten Parent Orientation is held annually in the spring. Preschool staff attend this event to support children and their families as they prepare to transition to Kindergarten.

HEALTH AND SAFETY

Red Oak Preschool is committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the Iowa Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

Health and Immunization Certificates

(IQPPS 10.5)

Before a child begins the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

When a child is overdue for any routine health services, parents, legal guardians, or both provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption.

Health and Safety Records

(IQPPS 10.8)

Health and safety information collected from families will be maintained on file for each child. Files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to administrators or staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request.

Child Health and Safety Records will include:

1. Current information about any health insurance coverage required for treatment in an emergency;
2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
3. Current emergency contact information for each child, that is kept up to date through parent communications as needed and/or parent review during conferences;
4. Names of individuals listed on the Permission Form authorized by the family to have access to health information about the child;

5. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);

6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support);

and

7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

General Health and Safety Guidelines

(IQPPS 5.2, 5.19)

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- All staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All staff complete "Occupational Exposure to Bloodborne Pathogens" training as required for employment with the Red Oak Community School District.
- All staff members have a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, and are always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

Toileting Learning

(IQPPS 5.5)

Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place.

1. Diapering will only be done in the designated diaper area. Food handling will not be permitted in this diapering area.

2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Program Standards:

For children who are unable to use the toilet consistently, the program makes sure that:

a. For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.

b. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

Staff check children for signs that diapers or pull-ups are wet or contain feces

1. least every two hours when children are awake and

2. when children awaken.

3. Diapers are changed when wet or soiled.

4. Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.

5. Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children. For kindergartners, the program may use an underclothing changing area designated for and used only by this age group.

6. At all times, caregivers have a hand on the child when being changed on an elevated surface.

In the changing area, staff

1. post changing procedures and

2. follow changing procedures

3. These procedures are used to evaluate teaching staff who change diapers.

4. Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
5. Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can).
6. Containers are kept closed and
7. are not accessible to children.
8. Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.

Illness Policy and Exclusion of Sick Children

(IQPPS 5.3)

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The ROCSD's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

Upon arrival at school, each child is observed by the staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other persons authorized by the parent will be notified immediately by the office/nurse to pick up the child. For this reason, please be sure that the office/nurse has current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest under the supervision of someone familiar with the child until the parent, legal guardian or designated person arrives. If the child is suspected of having a contagious disease, then, until she or he can be picked up, the child is located where new individuals will not be exposed.

Reporting Communicable Diseases

(IQPPS 5.3)

Staff provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home.

Medication Policies and Procedures

(IQPPS 5.8)

Policy: The school nurse or personnel certified in Medication Administration will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to

give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

Procedure: The school nurse or personnel certified in Medication Administration administers medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. Medication errors will be controlled by checking and recording these five right practices each time medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

For over-the-counter medications, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication for the child.

Instructions for the dose, time, method to be used, and duration of administration will be provided to the staff in writing (by a signed note or a prescription label) or dictated over the telephone by a physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.

Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked and prevents spillage.

Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.

A medication log will be maintained by the school nurse or personnel certified in Medication Administration to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log.

Hand Washing Practices

(IQPPS 5.6)

Frequent hand washing is key to preventing the spread of infectious diseases. Staff teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

- upon arrival for the day;
- after using the toilet;

- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals including after daily outside time.

Adults also wash their hands:

- before and after feeding a child;
- before and after administering medication;
- after assisting a child with toileting
- after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include

- using liquid soap and running water;
- rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any situation listed above.

- Staff must wear gloves when contamination with blood may occur.
- Staff do not use hand-washing sinks for bathing children or removing smeared fecal material.

In situations where sinks used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

First Aid Kit

(IQPPS 9.12)

It is inaccessible to children, but readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

Cleaning and Sanitization

(IQPPS 5.18, 5.19)

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and sanitized after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be sanitized using a non-toxic solution of one-fourth tablespoon household bleach to one quart of tap water made fresh daily. Surfaces will be disinfected using one tablespoon of bleach to one quart of tap water and sprayed until glossy. The bleach solution will be left on for at least two minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used.

Staff are trained annually in cleaning techniques, handwashing, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning will be performed by the staff and will follow the NAEYC Cleaning, Sanitizing and Disinfecting Frequency Table. A checklist will be completed according to the table.

Rugs/carpets are cleaned by the custodial staff. Facility cleaning, also done by custodial staff and, requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure to the children. All cleaning products will be used as directed by the manufacturer's label. Nontoxic substances will be used whenever possible. Odors will be controlled by sanitation and ventilation.

Protection from Hazards and Environmental Health (IQPPS 9.11,10.5)
Program staff protect children and adults from hazards, including electrical shock, burns, or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping or slipping.

The preschool classroom has been tested for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact children's health with documentation on file. Custodial staff maintain the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

Smoke Free Facility (IQPPS 9.15)

In compliance with the Iowa Smokefree Air Act of 2008, ROCSD building and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrances to the ROECC building to inform people that they are entering a non-smoking place. No smoking is allowed on the school grounds or within sight of any children.

Fire Safety (IQPPS 9.13, 10.10)

Fire extinguishers are installed in the Red Oak Early Childhood Center hallways with a tag indicating annual service dates. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. The program has written and posted disaster preparedness and emergency evacuation policies and procedures. According to district policy, fire and severe weather drills are conducted twice each semester or Monthly and recorded on a log.

Child Protection Policies (IQPPS 10.6,10.7)

The health and well being of every child in our care is of the utmost importance and the protection of children is our responsibility. An applicant or volunteer for temporary or permanent employment with the preschool program involving direct interaction with or the opportunity to interact and associate with children must follow the ROCSD's policy and submit an affidavit of clearance from any and all crimes against a child or families. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

The program follows written school board policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All staff complete "Mandatory Reporter: Child and Dependent Adult Abuse" at least every five years and in accordance with ROCSD policy.

Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the ROECC. At no time will children be released to a person under the influence of alcohol or drugs.

Program Policies and Procedures

STAFF

(IQPPS 10.11, 10.13)

General Information

Policy information is found in ROCSD Master Contracts, Support Staff Contracts and the Employee Manual. Policy information is provided to each employee upon hiring

The ROCSD has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff and volunteer positions. The policies outline nondiscriminatory hiring procedures and policies for staff evaluation. Policies detail job descriptions for each position, including reporting relationships; salary scales with increments based on professional qualification, length of employment, and performance evaluation; benefits; and resignation, termination, and grievance procedures. Personnel policies provide for incentives based on participation in professional/educational development opportunities. .

Hiring procedures include completion of the following checks: criminal-record check, free from history of substantiated child abuse or neglect check, education credentials, verification of age, completion of high school or GED, personal references and a current health assessment.

Confidential personnel files, including applications with record of experience, transcripts of education, health-assessment records, documentation of ongoing professional development, and results of performance evaluation, are kept in a locked filing cabinet in the ROCSD Administrative Center.

Staff Orientation

(IQPPS 6.1)

New ROCSD employees will be required to participate in an initial orientation program that introduces them to fundamental aspects of district operations including, but not limited to:

- Program philosophy, mission, and goals;
- Expectations for ethical conduct;
- Health, safety and emergency procedures;
- Individual needs of children they will be teaching or caring for;
- Accepted guidance and classroom management techniques;
- Daily activities and routines of the program;
- Program curriculum, assessment procedures and interpretation training;
- Child abuse and neglect reporting procedures;
- Program policies and procedures;
- NAEYC Standards;
- Regulatory requirements.

Follow-up training expands on the initial orientations.

The employee's administrative supervisor will provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures, employee benefit programs and accompanying forms will be explained to the employee by human resources staff at the Administrative Center.

Staffing patterns and schedule

(IQPPS 10.4,10.13)

The preschool program is in compliance with staff regulations and certification requirements. Our program follows Iowa Shared Visions requirements for staffing maintaining an adult/child ratio of at least 1:8 at all times. The program administrator will maintain lists of current substitutes for both the preschool teacher and the paraprofessional in case of absence.

Staff are provided space and time away from children during the day. The ROCSD Employee Manual encourages supervisors to schedule a paid break period approximately halfway through each four hour period. ROCSD Master Contracts and Support Staff Contracts also provide for a duty-free lunch period of at least twenty-five minutes. In addition, staff may request temporary relief when they are unable to perform their duties.

Staff development activities

(IQPPS 6.4,6.5, 8.4)

ROCSD Master Contracts and Support Staff Contracts provide for incentives based on participation in professional/educational development opportunities. All staff continuously strengthen their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community, and beyond. Staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. They may join an early childhood group or organization, attend meetings, or share information with others both at and outside the program.

Staff will be informed of professional development activities by district staff, the SWVPP Coordinator, Child Care Resource and Referral, the local Empowerment areas, and the area education agency. Staff are expected to attend all staff trainings and meetings throughout the year. Trainings will focus on early childhood topics relevant to the program and community.

Staff Evaluation and Professional Growth Plan

All staff are evaluated at least annually by an appropriate supervisor or, in the case of the program administrator, by the Superintendent. Staff also evaluate and improve their own performance based on ongoing reflections and feedback from supervisors, peers, and families. From this, they develop an annual individualized professional development plan or an Individual Teacher Career Development Plan with their supervisor and use it to inform their continuous professional development.



Quotation

Company Address Learning Sciences International
175 Cornell Rd., Suite 18
Blairsville, PA 15717
US

Quote Number Q-13794
Expiration Date 10/30/2020

Program Partner Phone Lee Manly
(918) 995-1112

Payment Terms Net 30

Make checks payable to: Learning Sciences International
Fax Signed Quote to: (724) 299-8133

Bill To Name Red Oak Cmty School District
Bill To 2011 N 8th St
Red Oak, Iowa 51566
United States

Contact Name Ron Lorenz
Phone (712) 623-6600
Email lorenzr@roschools.org

NOTE: On-site Professional Development sessions require a minimum of a 30-day advance notice. Purchase Orders must be received prior to any date or staff developer requests can be honored. Any Professional Development requested with less than 30-day's notice is subject to Staff Developer availability and a \$500 expediting fee.

Redevelopment

QTY	PRODUCT	CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.00	PDS Marzano Custom Session - Teacher Evaluation - Virtual	PD000-99M-TE-V	Marzano Custom Session - Teacher Evaluation - Virtual. 90 minute session for district redevelopment with evaluation committee. Session will cover policies and procedures and weighting and calculating a summative score.	USD 1,000.05	USD 1,000.05
					USD 1,000.05
Redevelopment TOTAL:					USD 1,000.05

Administrator Observer Training

QTY	PRODUCT	CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.00	Marzano Focused Teacher Evaluation Model - Day 1 Part 1 Half Day Virtual Session	VPD000-M051-H-PART1	Marzano Focused Teacher Evaluation Model - Day 1 of 3 (3 Hour Session - Part 1 of Day 1) Virtual Session; Max participants: 35; Includes Material Reproduction License	USD 2,000.00	USD 2,000.00
1.00	Marzano Focused Teacher Evaluation Model - Day 1 Part 2 Half Day Virtual Session	VPD000-M051-H-PART2	Marzano Focused Teacher Evaluation Model - Day 1 of 3 (3 Hour Session - Part 2 of Day 1) Virtual Session; Max participants: 35; Includes Material Reproduction License	USD 2,000.00	USD 2,000.00

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QTY	PRODUCT	CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.00	Marzano Focused Teacher Evaluation Model - Day 2 Part 1 Half Day Virtual Session	VPD000-M052-H-PART1	Marzano Focused Teacher Evaluation Model - Day 2 of 3 (3 hour session - Part 1 of Day 2) Virtual Session; Max participants: 35; Includes Material Reproduction License	USD 2,000.00	USD 2,000.00
1.00	Marzano Focused Teacher Evaluation Model - Day 2 Part 2 Half Day Virtual Session	VPD000-M052-H-PART2	Marzano Focused Teacher Evaluation Model - Day 2 of 3 (3 hour session - Part 2 of Day 2) Virtual Session; Max participants: 35; Includes Material Reproduction License	USD 2,000.00	USD 2,000.00
1.00	Marzano Focused Teacher Evaluation Model - Day 3 Part 1 Half Day Virtual Session	VPD000-M053-H-PART1	Marzano Focused Teacher Evaluation Model - Day 3 of 3 (3 hour session - Part 1 of Day 3) Virtual Session; Max participants: 35; Includes Material Reproduction License	USD 2,000.00	USD 2,000.00
1.00	Marzano Focused Teacher Evaluation Model - Day 3 Part 2 Half Day Virtual Session	VPD000-M053-H-PART2	Marzano Focused Teacher Evaluation Model - Day 3 of 3 (3 hour session - Part 2 of Day 3) Virtual Session; Max participants: 35; Includes Material Reproduction License	USD 2,000.00	USD 2,000.00
					USD 12,000.00
Administrator Observer Training TOTAL:					USD 12,000.00

Teacher Training

QTY	PRODUCT	CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
3.00	Marzano Focused Teacher Evaluation Model: Introduction & Overview (Half) Virtual	VPD000-M059-H	Marzano Focused Teacher Evaluation Model: Introduction & Overview; 3 hour virtual session. Max participants: 35. Includes reproduction license for materials.	USD 2,000.00	USD 6,000.00
					USD 6,000.00
Teacher Training TOTAL:					USD 6,000.00

iObservation and Related Training

QTY	PRODUCT	CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.00	Full Package Marzano Protocol + Library	IO300-M1	iObservation Full Package Marzano Protocol + Library for the district. Annual renewal.	USD 5,000.00	USD 5,000.00
1.00	iObservation Technical Training One-on-One Virtual – Getting Started with iObservation - Marzano	PD300-M1	Technical 1 hour training one-on-one virtual – Getting Started with iObservation - Marzano	USD 199.00	USD 199.00
1.00	iObservation Technical Training One-on-One Virtual – Pre/ Post Conferences and Growth Plans - Marzano	PD300-M2	Technical training 1 hour one-on-one virtual – Pre/ Post Conferences and Growth Plans - Marzano	USD 199.00	USD 199.00
1.00	iObservation Technical Training One-on-One Virtual – Reporting and Evaluation - Marzano	PD300-M3	Technical training 1 hour one-on-one virtual – Reporting and Evaluation - Marzano	USD 199.00	USD 199.00
					USD 5,597.00
iObservation and Related Training TOTAL:					USD 5,597.00

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Other Resources

QTY	PRODUCT	CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
105.00	Taxonomy Crosswalk Quick Reference Guide	RPL150002	Laminated Quick Reference Guide ISBN 978-1-941112-43-4 This guide, which opens to 11"x25.5", includes a clear and concise crosswalk chart that compares the taxonomies of Bloom, Webb, and Marzano.	USD 6.27	USD 658.35
1.00	Shipping & Handling	SHIPPING	Shipping and Handling	USD 31.50	USD 31.50
					USD 689.85
Other Resources TOTAL:					USD 689.85

TOTAL: USD 25,286.90

Notes:

Learning Sciences International Terms & Conditions

Customer Acknowledgment

Customer acknowledges agreement with these Terms & Conditions of Sale by placement of an order to purchase products or services from Learning Sciences International, LLC.

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Prices quoted are good for 30 days from the date of proposal or quote, unless otherwise stated in writing. All prices stated in USD unless otherwise noted.

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On-site training and professional development sessions requires 30 days advance notice. Purchase order or payment must be received before training dates can be reserved. Trainings scheduled at the Customer's request with less than 30 days advance notice are subject to availability and a \$500 expediting fee. All training sessions must be scheduled no later than 12 months following receipt of purchase order.

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On-site training and professional development sessions may be rescheduled prior to 20 days in advance without penalty. Districts who cancel / reschedule within the 20-day window will be charged a \$500 fee + travel expenses incurred (including cancellation and airline booking fees.). Virtual sessions may be rescheduled prior to 10 days in advance without penalty. Districts who cancel/reschedule virtual sessions within the 10 day window will be charged a \$110 per virtual hour cancellation fee.

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LSI will fulfill your order based on the quantity of materials shown on your purchase order. Should you request additional copies of materials, you will be invoiced for the materials plus shipping and handling. Expedited or overnight shipping may apply.

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iObservation terms of use can be found at www.effectiveeducators.com.

Signature: _____

Effective Date: ____/____/____

Name (Print): _____

Title: _____

Please sign and return with Purchase Order.

THANK YOU FOR YOUR BUSINESS!

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