

Red Oak Community School District

604 S Broadway

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

Regular Board of Directors Meeting

Meeting Location: Red Oak Jr./Sr. Virtual Learning Center OR

VIA Internet and phone -visit website for information

Go To Meeting Link: <https://meet.goto.com/965160533>

Wednesday, May 17, 2023 – 5:30 pm

- Agenda –

- 1.0 Call to Order – Board of Directors President Bret Blackman
- 2.0 Roll Call – Assistant Board of Directors Secretary Heidi Harris
- 3.0 Approval of the Agenda – President Bret Blackman
- 4.0 Communications
 - 4.1 Good News from Red Oak Schools
 - 4.2 Visitors and Presentations
 - 4.2.1 Chad Bartlett from Green Hills AEA to Provide an Overview of the Rising Hope Academy
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from April 5 and 19 and May 9, 2023
 - 5.2 Review and Approval of Monthly Business Reports
 - 5.3 Personnel Consideration
 - 5.3.1 Hiring of Zachary Eberle as 6-12 Instrumental Music Teacher at Jr-Sr High School for the 2023-2024 school year
 - 5.3.2 Hiring of Denise Stull as English Language Arts Teacher and Junior High Fall Play Director at Jr-Sr High School for the 2023-2024 school year
 - 5.3.3 Hiring of Nolan Blackman as Season IT Support for the Summer of 2023
 - 5.3.4 Hiring of Shaely Nowls as High School Assistant Bowling Coach for the 2023-2024 school year (pending authorization)
 - 5.3.5 Hiring of Alec Ruskell as Varsity Assistant Wrestling Coach for the 2023-2024 school year
 - 5.3.6 Hiring of Janelle Erickson as Junior High Volleyball Coach for the 2023-2024 school year (pending authorization)
 - 5.3.7 Hiring of Sierra Wilkinson as Junior High Volleyball Coach for the 2023-2024 school year (pending authorization)
 - 5.3.8 Hiring of Tristan Johnson as Varsity Head Girls Basketball Coach for the 2023-2024 school year
 - 5.3.9 Hiring of Carter Bruce as Varsity Assistant Girls Basketball Coach for the 2023-2024 school year

5.3.10 Hiring of Dillon Wiser as Varsity Assistant Football Coach for the 2023-2024 school year

5.4 Sharing Agreements

5.4.1 Renewal of Social Worker sharing agreement with Green Hills Area Education Agency for the 2023-2024 school year

5.4.2 Memorandum of Understanding with iJAG for the 2023-2024 school year

5.4.3 Renewal of Head Start Program Agreement with West Central Community Action for the 2023-2024 school year

5.4.4 Chief Information Security Officer (vCISO) Sharing Agreement with Green Hills Area Education Agency for the 2023-2024 school year

6.0 General Business for the Board of Directors

6.1 Old Business

6.2 New Business

6.2.1 Discussion/Approval of 1st Reading of Board Policies 700-705

6.2.2 Discussion/Approval of 1st Reading of Board Policy 905.1

6.2.3 Discussion/Approval of Class of 2023 List of Graduates

6.2.4 Discussion/Approval of Life Insurance, AD&D, Long-Term Disability, and Dental Insurance Policy Rates with Lincoln Financial for the 2023-2024 and 2024-2025 school years

6.2.5 Discussion/Approval of Renewal of Letter of Engagement with Mercer Health and Benefits LLC for the 2023-2024 school year

6.2.6 Discussion/Approval of Renewing Specialty Underwriters (SU) Insurance for the 2023-2024 school year (\$109,661)

6.2.7 Discussion/Approval of Increasing the 2022-2023 Daily Substitute Teacher Pay Rate from \$130.00 to \$140.00

6.2.8 Discussion/Approval of Increasing the 2023-2024 Substitute Support Staff (i.e., Paraprofessionals, Secretaries, and Bus Drivers) by \$2.00 per hour

6.2.9 Discussion/Approval of Restriping the Parking Lots at Inman Elementary and Red Oak Jr-Sr High School (\$8,800)

6.2.10 Discussion/Approval of Purchasing MyView Elementary (K-6) Literacy Curriculum (\$206,445.55)

6.2.11 Discussion/Approval of Partnering with Green Hills AEA in Hosting the Rising Hope Academy for the 2023-2024 school year

7.0 Reports

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

7.3 Other Announcements

7.4 Board Member Requested Item(s) for next meeting agenda

7.5 Closed Session - Superintendent Performance Evaluation Pursuant to Iowa Code Section 21.5(1)(i)

8.0 Next Board of Directors Meeting: Wednesday, June 21, 2023 – 5:30 pm
Red Oak Virtual Learning Center
Red Oak Jr./Sr. High

9.0 Adjournment

Red Oak Community School District

Meeting of the Board of Directors

Meeting Location: Virtual Classroom/ Phone/Internet

Red Oak Junior Senior High School Campus

4/5/2023

The special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bret Blackman at 5:30 p.m. at the Red Oak Junior Senior High School Virtual Classroom.

Present

Directors: Roger Carlson, Bret Blackman, Kathy Walker, and Jackie DeVries.

Superintendent Ron Lorenz, Business Manager Deb Drey, Accounting Clerk Heidi Harris

Approval of Agenda

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

Consent Revised Agenda

Motion by Director Carlson, seconded by Director Walker to approve the revised consent agenda as presented including personnel considerations. Motion carried unanimously.

Red Oak Education Association Master Contract

Motion by Director Carlson, seconded by Director Walker to approve the 2023 – 2024 Red Oak Education Association Master Contract. Motion carried unanimously.

2023-2024 Wage Increase for Non-Bargained Personnel

Motion by Director DeVries, second by Director Walker to approve the proposed 2023-2024 wage increases for remaining non-bargained personnel (Administrators, Directors, and Support Staff). Motion carried unanimously.

2023-2024 School Business Official Position

Motion by Director Carlson, seconded by Director DeVries to approve Heidi Harris as the School Business Official/Board Secretary/Treasurer for the 2023-2024 school year. Motion carried unanimously.

Adjournment

Motion by Director Walker, seconded by Director DeVries to adjourn the meeting at 5:37 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Wednesday, April 19, 2023 – 5:30 p.m.

Virtual Classroom/Phone/Internet

Red Oak Junior Senior High School Campus

Board of Directors Work Session

2023-2024 Health Insurance Plans

Susan Matlage-Simms and Dawn Barr of Mercer presented a general overview of the insurance plans offered for the 2023-2024 school year.

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Virtual Classroom/ Phone/Internet
Red Oak Junior Senior High School Campus
4/19/2023

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bret Blackman at 5:30 p.m. at the Red Oak Junior Senior High School Virtual Classroom.

Present

Directors: Bret Blackman, Roger Carlson, Jackie DeVries, and Kathy Walker
Superintendent Ron Lorenz, Business Manager Deb Drey, Asst Board Secretary Heidi Harris

Approval of Agenda

Motion by Director Walker, second by Director Carlson 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

Two Red Oak High School students were selected as Outstanding Performers at the Iowa High School Speech Association Individual Speech Competition. Congratulations to Josie Rengsdorf and Lauren Dean for being selected as two of the state's best individual speech performers.

The Kiwanis Club presented the entire 3rd grade with bicycle helmets for the 25th year.

ISASP testing has been completed at Inman Elementary and the Jr/Sr High School.

The FFA program and FFA Alumni, along with their supporters held their cattle show on April 8 with a record-number breaking number of cattle entered.

Visitors and Presentations

Dr. Jason Plourde, Jeremy Stukenholtz, and John Gambs presented on behalf of the Green Hills AEA highlighting the services, supports, and members of our AEA region's staff. They presented a short video profiling the AEA staff that currently work with our staff and the partnership opportunities they have to offer our district.

Consent Agenda

Motion by Director Carlson, seconded by Director DeVries to approve the consent agenda items including meeting minutes, personnel considerations, monthly business reports, and operational sharing agreements. Motion carried unanimously.

FY24 Certified Budget Public Hearing

President Blackman opened the FY24 Certified Budget Public Hearing at 5:35 p.m. Heidi Harris presented information on the FY24 proposed budget. There were no public comments.

President Blackman closed the public hearing at 5.41 p.m.

FY23 Budget Amendment Public Hearing

President Blackman opened the FY23 Budget Amendment Public Hearing at 5:41 p.m.

Superintendent Lorenz requested increasing the current FY23 budget by \$800,000 due to increased costs in instruction, support services, and other expenditures. This amendment will have no impact on tax rates or other general fund expenditures. There were no public comments.

President Blackman closed the public hearing at 5.42 p.m.

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Virtual Classroom/ Phone/Internet
Red Oak Junior Senior High School Campus
May 9, 2023

The special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bret Blackman at 5:30 p.m. at the Red Oak Junior Senior High School Virtual Classroom.

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

Consent Agenda

Motion by Director Carlson, second by Director Johnson to approve the consent agenda including personnel considerations and an out-of-state field trip. Motion carried 4-0 with Director DeVries abstaining.

Rising Hope Academy Hosting Discussion

Superintendent Lorenz informed the Board of Directors of a possible partnership with Green Hills Area Education Association to host the Rising Hope Academy. Rising Hope Academy provides education for area youth with challenging behaviors and mental health concerns. The partnership will be placed on the next board agenda as an action item.

Public Hearing on the IES Partial Reroof Project

President Blackman opened the public hearing regarding the plans, specifications, form of contract, and estimated cost of the Inman Elementary School partial reroofing project at 5:39 p.m. Superintendent Lorenz and Daric O'Neal of Alley, Poyner, Macchietto Architecture presented information and answered board members' questions regarding the IES partial reroof project. There were no public comments. President Blackman closed the public hearing at 5:44 p.m.

IES Partial Reroof Plans & Specifications

Motion by Director Johnson, second by Director DeVries to approve the Inman Elementary School partial reroof plans and specifications as presented. Motion carried unanimously.

IES Partial Reroof Form of Contract

Motion by Director Carlson, second by Director DeVries to approve the Inman Elementary School partial reroof form of contract as presented. Motion carried unanimously.

IES Partial Reroof Estimated Cost

Motion by Director Johnson, second by Director Carlson to approve the estimated cost of \$275,000 for the Inman Elementary School partial reroof. Motion carried unanimously.

Continuation of May 9, 2023 Meeting Minutes-Page 2

APMA Letter of Agreement

Motion by Director Carlson, second by Director Walker to approve the letter of agreement with Alley, Poyner, Macchietto Architecture for design services and coordination of the bid process for the Inman Elementary School partial reroof project in the amount of \$12,000. Motion carried unanimously.

IES Partial Reroof Project Contract

Motion by Director DeVries, second by Director Johnson to award the Inman Elementary School partial reroof contract to Elevate Roofing in the amount of \$219,228. Motion carried unanimously.

Adjournment

Motion by Director Carlson, second by Director Walker to adjourn the meeting at 5:49 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Wednesday, May 17, 2023 – 5:30 p.m.
Virtual Classroom/Phone/Internet
Red Oak Junior Senior High School Campus

Bret Blackman, President

Deb Drey, Board Secretary

Continuation of April 19, 2023 Meeting Minutes - Page 2

FY23 Budget Amendment

Motion by Director Carlson, second by Director Walker to approve the FY23 Budget Adjustment Resolution. Motion carried unanimously.

FY2024 Budget Approval

Motion by Director Walker, second by Director DeVries to approve the FY24 Certified Budget. Motion carried unanimously.

Director DeVries left the meeting at 6:01 p.m.

FY24 Budget Adjustment Resolution

Motion by Director Carlson, second by Director Walker to approve the FY24 Budget Adjustment Resolution. Motion carried 3 - 0.

FY24 Bond Surplus Levy

Motion by Director Walker, second by Director Carlson to approve the FY Bond Surplus Levy. Motion carried 3 - 0.

Director DeVries returned to the meeting at 6:04 p.m.

Health Savings Account Administrative Vendor

Motion by Director Carlson, second by Director Walker to approve iSolved as the Health Savings Account Administrative Vendor. Motion carried unanimously.

Timberline Billing Service LLC Agreement

Motion by Director Walker, second by Director DeVries to approve the Timberline Billing Service LLC agreement for Medicaid reimbursement services. Motion carried unanimously.

Infinite Campus Software Renewal

Motion by Director Carlson, second by Director Walker to approve the renewal of Infinite Campus Student Information Systems Software for FY24. Motion carried unanimously.

2023 Summer School Structure

Motion by Director Carlson, second by Director DeVries to approve the proposed 2023 Summer School Structure. Motion carried unanimously.

Concurrent Enrollment

Motion by Director DeVries, second by Director Walker to approve the 23-24 Concurrent Enrollment (college credit, courses, career, and technical education) with Southwestern Community College. Motion carried unanimously.

2023-2024 High School Course Handbook

Motion by Director Carlson, second by Director Walker to approve the 2023-2024 High School Course Handbook. Motion carried unanimously.

Amendment to District's Teacher Leadership and Compensation Plan

Motion by Director DeVries, second by Director Walker to approve the proposed amendment to the District's Teacher Leadership and Compensation plan. Motion carried unanimously.

Girls' Wrestling Interscholastic Activity Sharing

Motion by Director Carlson, second by Director DeVries to approve the activity sharing of Girls' Interscholastic Wrestling with Griswold Community School District for the 2023-2024 school year. Motion carried unanimously.

Continuation of Apr 19, 2023 Meeting Minutes - Page 3

Cell Phone Use During School Day Discussion

The Board discussed the recent survey regarding cell phones in the classroom and the current cell phone policies for Inman Elementary and the Junior/Senior High School during school hours. Nate Perrien and Jane Chaillie discussed the current cell phone policies for each building. Discussion of possible solutions ensued.

Monthly Board Meeting Schedule

The Board revisited the current schedule of one board meeting per month in lieu of the two meetings per month. The general consensus was the current policy of one meeting per month was sufficient.

Closed Session

Entered into closed session for the Superintendent’s Work Evaluation pursuant to to Iowa Code Section 21.5 (1)(i) at 7:13 p.m. and exited at 7:28 p.m.

Adjournment

Motion by Director DeVries, second by Director Carlson to adjourn the meeting at 7:28 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Wednesday, May17, 2023 – 5:30 p.m.
Virtual Classroom/Phone/Internet
Red Oak Junior Senior High School Campus

Bret Blackman, President

Heidi Harris, Asst Board Secretary

Continuation of April 5th meeting minutes – Page 2

Summer Maintenance Projects

Adam Wenberg presented information of planned maintenance projects for the summer and addressed long-range facilities improvement projects identified by Alley Poyner Macchietto Architecture.

Closed Session

Motion by Director Carlson, and seconded by Director Walker to enter into a closed session per Iowa Code 21.5(1)(k) and 22.7(50) at 6:27 p.m. Motion carried unanimously.

Exited closed session at 7:52 p.m.

Closed Work session at 8:19 p.m.

Bret Blackman, President

Heidi Harris, Asst Board Secretary

RED OAK COMMUNITY SCHOOLS 2022

APRIL RECONCILIATION REPORT

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT AND	DEBT SERVICE	SAVE TAXES/REV BONDS	BEFORE/AFTER SCHOOL
Beg. Balance 04-01-2023	\$ 5,343,654.63	\$ 1,212,911.92	\$ 3,009,321.14	\$ 1,461,034.52	\$ 2,698,689.25	\$ 8,049.79
Revenue	\$ 1,997,683.50	\$ 84,893.26	\$ 184,580.31	\$ 559,396.08	\$ 81,784.25	
Expenditure	\$ 1,063,510.08	\$ -	\$ 16,316.56	\$ -	\$ 73,611.66	
Balance 04-30-2023	\$ 6,277,828.05	\$ 1,297,805.18	\$ 3,177,584.89	\$ 2,020,430.60	\$ 2,706,861.84	\$ 8,049.79

Balance 04-30-2022	\$ 5,932,015.44	\$ 1,461,691.46	\$ 3,308,565.94	\$ 2,042,317.83	\$ 2,222,682.34	\$ 8,049.79
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Checking Account .80%	Checking Account	\$ 15,655,613.73
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ISJIT

Petty Cash	\$ 100.00
Outstanding Checks	\$ 167,153.38
	\$ 15,488,560.35

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 04-01-2023	\$ 98,266.23	\$ 686,967.33
Revenue	\$ 18,876.00	\$ 67,460.81
Expenditure	\$ 20,263.95	\$ 84,978.06
Balance 04-30-2023	\$ 96,878.28	\$ 669,450.08

Capital Projects Fund

	2020-2021		2021-2022		2022-2023
Beg Balance (July 1)	\$1,888,719	Beg Balance (July 1)	\$1,830,921	Beg Balance (July 1)	\$2,264,484
Add: Revenue		Add: Revenue		Add: Revenue	
LC Sales Tax	\$950,493	LC Sales Tax	\$1,247,814	LC Sales Tax	\$1,195,137
Interest	\$3,688	Interest	\$4,218	Interest	\$10,170
Subtotal	\$2,842,900	Subtotal	\$3,082,954	Subtotal	\$3,469,791
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures	
Chrome Book Lease	\$10,097	Chromebook Lease	\$10,097	Revenue Bond Payment	\$73,612
ROECC Construction Exp	\$7,768	Record FB/BB Fields Deed	\$22	FY22 Expense Paid in FY23	\$3,500
Admin Office Const Exp	\$7,696	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
District Signage	\$28,312	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
Trans Office Const Exp	\$1,998	Revenue Bond Payment	\$73,801	Revenue Bond Payment	\$73,612
Trans Office Const Exp	\$5,600	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
Rev Bond Pymt Transfer	\$221,920	District Signage	\$9,895	Alley Poyner-Bldg Master Plan	\$9,717
Jerry's Basement Waterproof	\$821	Revenue Bond Payment	\$73,807	Alley Poyner-Bldg Master Plan	\$6,000
Trans Office Const Exp	\$984	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
Rev Bond Pymt Transfer	\$73,973	Revenue Bond Payment	\$73,807	Alley Poyner-Bldg Master Plan	\$7,596
Trans Office Const Exp	\$1,521	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
ROECC Abstract	\$345	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
ROECC Construction Exp	\$5,785	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
Chrome Book Lease	\$30,620	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
Rev Bond Pymt Transfer	\$147,946	Track Incorrectly Coded	-\$3,500		
Boyd Jones-Admin Center	\$6,755				
Rev Bond Pymt Transfer	\$73,973				
ROECC Lighting	\$822				
Consession Stand Breaker	\$852				
Rev Bond Pymt Transfer	\$73,973				
Rev Bond Pymt Transfer	\$73,973				
Rev Bond Pymt Transfer	\$73,973				
ASI Signage	\$1,236				
Rev Bond Pymt Transfer	\$73,973				
ASI Signage	\$13,090				
Rev Bond Pymt Transfer	\$73,973				
Subtotal	\$0	Subtotal	\$828,387	Subtotal	\$762,929
Fund Balance	\$2,842,900	Fund Balance	\$2,254,567	Fund Balance	\$2,706,862

PHYSICAL PLANT AND EQUIPMENT LEVY

	2020-2021		2021-2022		2022-2023
Beginning Balance (July 1)	\$2,329,854.73	Beginning Balance (July 1)	\$ 2,726,998.24	Beginning Balance (July 1)	\$ 3,193,485.61
Add: Revenue		Add: Revenue		Add: Revenue	
Property Taxes	\$137,149.56	Property Taxes	\$ 130,392.46	Property Taxes	\$ 122,164.68
Voted PPEL	\$420,570.90	Voted PPEL	\$ 446,494.67	Voted PPEL	\$ 420,024.91
Voted PPEL Surtax	\$493,222.30	Voted PPEL Surtax	\$ 174,559.79	Voted PPEL Surtax	\$ 45,787.95
Utility Replacement Tax	\$3,864.00	Utility Replacement Tax	\$ 3,566.87	Utility Replacement Tax	\$ 3,689.94
Utility Replacement Tax (SAVE)	\$13,925.08	Utility Replacement Tax (SAVE)	\$ 16,751.07	Utility Replacement Tax (SAVE)	\$ 13,371.56
Mobile Home Tax	\$61.01	Mobile Home Tax	\$ 45.81	Mobile Home Tax	\$ 66.85
Voted PPEL Mobile Home	\$188.87	Voted PPEL Mobile Home	\$ 269.31	Voted PPEL Mobile Home	\$ 88.06
Military Credit	\$41.22	Military Credit	\$ 31.27	Military Credit	\$ 27.29
Military Credit (SAVE)	\$115.82	Military Credit (SAVE)	\$ 0.56	Military Credit (SAVE)	\$ 98.69
Commercial Industrial tax	\$2,160.74	Commercial Industrial tax	\$ 2,101.92	Commercial Industrial tax	
Commercial Ind. Voted PPEL	\$7,786.86	Commercial Ind. Voted PPEL	\$ 3,814.88	Commercial Ind. Voted PPEL	
Interest	\$5,392.12	Interest	\$ 5,991.65	Interest	\$ 12,328.57
		Sale of Vacant Lot	\$ 2,000.00		
Prior Year Expenditure					
ERATE Reimbursement					
Subtotal	\$1,084,478.48	Subtotal	\$ 786,020.26	Subtotal	\$ 617,648.50
TOTAL AVAILABLE	\$3,414,333.21	TOTAL AVAILABLE	\$ 3,513,018.50	TOTAL AVAILABLE	\$ 3,811,134.11
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures	
Chrome Book Lease	\$84,589.28	Frontline License Renewals	\$ 17,052.94	Chrome Book Lease (Double Payment)	\$ 169,794.56
Frontline Software	\$16,264.13	US Bank-Chromebook Lease Payment	\$ 84,897.28	Frontline Slicense Renewals	\$ 41,560.28
Forecast5	\$22,158.00	Forecast5	\$ 14,426.00	FY22 Expenses Paid in FY23	\$ 18,715.00
School Bus Lease	\$61,602.40	Software Unlimited	\$ 8,195.00	Boiler Construction Documents	\$ 7,000.00
RO Chrysler-Ford Transport Van	\$33,987.85	Heartland Insealators	\$ 5,120.00	Portable Rental	\$ 34,356.02
Chrome Book Lease	\$308.00	Bus Lease	\$ 61,602.40	Bus Lease	\$ 61,602.40
Rent Council Bluffs Sp Ed	\$728.08	Rent Council Bluffs Sp Ed	\$ 259.08	Garage Doors-Bus Barn	\$ 11,608.00
Rent Council Bluffs Sp Ed	\$732.80	Rent Council Bluffs Sp Ed	\$ 2,202.60	Chrome Book Lease (Double Pymt Refund)	\$ (84,897.28)
Rent Council Bluffs Sp Ed	\$759.74	Track Resurfacing	\$ 4,000.00	Portable Rental	\$ 3,015.34
Rent Council Bluffs Sp Ed	\$791.55			Press Box Chairs	\$ 419.93
Rent Council Bluffs Sp Ed	\$1,346.07			Track Resurfacing	\$ 82,000.00
Infinite Campus Software Renewal	\$23,233.00			Portable Rental	\$ 2,978.20
Rent Council Bluffs Sp Ed	\$803.32			Boiler Construction Documents	\$ 3,500.00
Rent Council Bluffs Sp Ed	\$805.35			Portable Rental	\$ 2,968.20
Rent Council Bluffs Sp Ed	\$803.80			Rent Council Bluffs Sp Ed	\$ 2,484.44
				Portable Rental	\$ 2,968.20
				Lunch Van	\$ 57,186.00
				Gym Floor Resurfacing	\$ 5,678.50
				Portable Rental	\$ 2,968.20
				Rent Council Bluffs Sp Ed	\$ 2,272.87
				Portable Rental	\$ 2,968.20
				HS Boiler	\$ 178,070.00
				Software Subscription	\$ 3,100.00
				Rent Council Bluffs Sp Ed	\$ 1,947.40
				Portable Rental	\$ 2,968.20
				K-12 Docs	\$ 1,435.00
				Gym Floor Resurfacing	\$ 3,920.00
				Rent Council Bluffs Sp Ed	\$ 2,003.36
				Portable Rental	\$ 2,958.20
				Architect Svcs	\$ 6,000.00
Subtotal	\$248,913.37	Subtotal	\$ 197,755.30	Subtotal	\$ 633,549.22
Cash Balance	\$3,165,419.84	Cash Balance	\$ 3,315,263.20	Cash Balance	\$ 3,177,584.89

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
BARR TIRE & SERVICE CENTER	275746	21.03
10 9010 2630 000 0000 340	Tire Patch	21.03
Vendor Name BARR TIRE & SERVICE CENTER		<u>21.03</u>

BATTEN SANITATION SERVICE	43023BS	5,855.00
10 9010 2630 000 0000 421	Admin/BBF Sanitation - 4/2023	185.00
10 0109 2630 000 0000 421	HS Sanitation Svcs - 4/2023	1,890.00
10 0418 2630 000 0000 421	IES Sanitation Svcs - 4/2023	1,890.00
10 0445 2630 000 0000 421	ROECC Sanitation Svcs - 4/2023	1,890.00
Vendor Name BATTEN SANITATION SERVICE		<u>5,855.00</u>

CAMBLIN MECHANICAL INC	40886-1	21,508.00
10 0418 2620 000 0000 432	IES Compressor Replacement	21,508.00
CAMBLIN MECHANICAL INC	41155	4,713.60
10 0109 2620 000 0000 432	HS Annual Boiler Kits Install	4,713.60
CAMBLIN MECHANICAL INC	41163	479.25
10 0418 2620 000 0000 432	Pressure Regulator Repair	479.25
CAMBLIN MECHANICAL INC	41165	2,574.67
10 0418 2620 000 0000 432	IES Board Replacement	2,574.67
CAMBLIN MECHANICAL INC	41166	2,438.62
10 0418 2620 000 0000 432	Control Replacement	2,438.62
CAMBLIN MECHANICAL INC	41169	2,255.87
10 0109 2620 000 0000 432	HS Boiler Repair	2,255.87
CAMBLIN MECHANICAL INC	41170	400.68
10 0418 2620 000 0000 432	Heat Exchanger Repair	400.68
Vendor Name CAMBLIN MECHANICAL INC		<u>34,370.69</u>

CAPITAL SANITARY SUPPLY CO.	0064941	1,024.87
10 9010 2620 000 0000 618	District Trash Bags & Toilet Paper	1,024.87
CAPITAL SANITARY SUPPLY CO.	0064941A	721.20
10 9010 2620 000 0000 618	District Trash Bags	721.20
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>1,746.07</u>

CASEY'S BUSINESS MASTERCARD	43023CBMC	42.23
10 9010 2700 000 0000 626	Football Clinic Fuel	42.23
Vendor Name CASEY'S BUSINESS MASTERCARD		<u>42.23</u>

CENTURY LINK	4252023CL	670.50
10 9010 2490 000 0000 530	District Long Distance	670.50
CENTURY LINK	50123CLTWT	176.00
10 9010 2490 000 0000 530	Two Way Transmitter	176.00
Vendor Name CENTURY LINK		<u>846.50</u>

CHAT MOBILITY	41523CM	216.60
10 9010 2510 000 0000 532	4/2023 Admin Mifi	216.60
Vendor Name CHAT MOBILITY		<u>216.60</u>

CHEMSEARCH	8218439	478.76
10 0418 2640 000 0000 433	IES Boiler Water Treatment	478.76
CHEMSEARCH	8225297	507.72

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0109 2640 000 0000 433	HS Boiler Water Treatment	507.72
Vendor Name CHEMSEARCH		<u>986.48</u>
CITY OF RED OAK	50123CORO	1,334.92
10 9010 2620 000 0000 411	District Buildings Water 4/2023	86.40
10 0109 2620 000 0000 411	HS Water - 4/2023	445.67
10 0418 2620 000 0000 411	IES Water - 4/2023	569.56
10 0445 2620 000 0000 411	ROECC Water - 4/2023	233.29
Vendor Name CITY OF RED OAK		<u>1,334.92</u>
COCA-COLA BTLG OF OMAHA	11010346	139.56
10 0418 3200 000 8901 618	Coca Cola Order	139.56
Vendor Name COCA-COLA BTLG OF OMAHA		<u>139.56</u>
COUNCIL BLUFFS COMM SCHOOLS	2023532	13,484.88
10 9010 1200 217 3303 320	Sped Lvl III 2/2023	13,484.88
COUNCIL BLUFFS COMM SCHOOLS	2023566	13,961.60
10 9010 1200 217 3303 320	Sped Lvl 3 3/2023	13,961.60
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>27,446.48</u>
CREXENDO BUSINESS SOLUTIONS, INC	91608	1,435.27
10 9010 2510 000 0000 532	4/2023 Internet Phone Svcs	1,435.27
Vendor Name CREXENDO BUSINESS SOLUTIONS, INC		<u>1,435.27</u>
DEPARTMENT OF EDUCATION	TRANS003402	850.00
10 9010 2700 000 0000 434	Semi Annual Bus Inspection	850.00
Vendor Name DEPARTMENT OF EDUCATION		<u>850.00</u>
DES MOINES STAMP MFG. CO.	16779	61.00
10 9010 2310 000 0000 611	For Deposit Only Stamps	61.00
Vendor Name DES MOINES STAMP MFG. CO.		<u>61.00</u>
DHS CASHIER 1ST FLOOR	10140531	248.88
10 9010 4634 219 4634	4/2023 Medicaid Svcs	248.88
Vendor Name DHS CASHIER 1ST FLOOR		<u>248.88</u>
DICKEL DUIT OUTDOOR POWER, INC.	61569	143.03
10 9010 2640 000 0000 618	Materials - Hustle Service	143.03
DICKEL DUIT OUTDOOR POWER, INC.	61806	37.27
10 9010 2630 000 0000 618	Yard Blower Repair	37.27
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		<u>180.30</u>
DOVEL REFRIGERATION	1018471646	798.00
10 0418 3200 000 8901 618	Microwaves - Inman	798.00
Vendor Name DOVEL REFRIGERATION		<u>798.00</u>
ENGINEERED CONTROLS	175831	898.00
10 0418 2620 000 0000 432	Heat/Furnace Repair	898.00
ENGINEERED CONTROLS	175832	758.00
10 0418 2620 000 0000 432	IES Heater Repair	758.00
Vendor Name ENGINEERED CONTROLS		<u>1,656.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
FAREWAY FOOD STORES	00004239	96.17
10 0109 1300 340 0000 612	Groceries - FACS	96.17
FAREWAY FOOD STORES	00033959	375.13
10 0109 1300 340 0000 612	Groceries - FACS	375.13
FAREWAY FOOD STORES	00034208	40.02
10 0109 1300 340 0000 612	Groceries - FACS	40.02
FAREWAY FOOD STORES	00034768	12.24
10 0109 1300 340 0000 612	Groceries - FACS	12.24
FAREWAY FOOD STORES	00036082	25.00
10 0109 1000 100 0000 612	Soil Lab - AG	25.00
FAREWAY FOOD STORES	00037099	122.98
10 0109 1300 340 0000 612	Groceries - FACS	122.98
FAREWAY FOOD STORES	00038049	22.15
10 0109 1300 340 0000 612	Groceries - FACS	22.15
Vendor Name FAREWAY FOOD STORES		<u>693.69</u>
FES	INV000737	405.00
10 9010 2236 000 0000 536	5/2023 Web Hosting	405.00
Vendor Name FES		<u>405.00</u>
FIRST BANKCARD - DEB DREY	111-9351627-2401835	3,391.17
10 0418 1200 431 4501 618	TITLE - Supplies from Amazon	3,391.17
Vendor Name FIRST BANKCARD - DEB DREY		<u>3,391.17</u>
FIRST BANKCARD - HEIDI HARRIS	111-0093208-9829848	587.50
10 9010 1000 100 8017 739	Texas Instruments TI-84 Plus CE Graphing	587.50
FIRST BANKCARD - HEIDI HARRIS	111-1998120-5089003	37.30
10 0418 1000 100 8001 612	PTO - A Nelson	37.30
FIRST BANKCARD - HEIDI HARRIS	111-3008613-4074626	29.99
10 9010 2620 000 0000 618	Plumbing Pipe & Deboursing Tool	29.99
FIRST BANKCARD - HEIDI HARRIS	111-5252816-2154609	33.94
10 0109 2620 000 0000 618	Drain Auger & Exit Signs	33.94
FIRST BANKCARD - HEIDI HARRIS	111-6150646-6381863	175.92
10 0109 1000 100 0000 612	Solar panel 20W	64.98
10 0109 1000 100 0000 612	Magnet kit for science	10.99
10 0109 1000 100 0000 612	Steripen	99.95
FIRST BANKCARD - HEIDI HARRIS	111-6407975-3443447	278.58
10 0109 1000 100 0000 612	Waterdrop, Batteries, Steripen, UV Light	278.58
FIRST BANKCARD - HEIDI HARRIS	111-72236806951448	24.02
10 0109 1000 100 8017 641	The Outsiders in Spanish	24.02
FIRST BANKCARD - HEIDI HARRIS	111-8335759-2493018	19.88
10 9010 2620 000 0000 618	Hinges Football Bathroom	19.88
FIRST BANKCARD - HEIDI HARRIS	111-8390858-5709853	116.14
10 0418 1000 100 8001 612	Dolch PTO - Binders,	116.14

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
FIRST BANKCARD - HEIDI HARRIS	20230511	202.00
10 9010 2321 000 0000 618	Notary Registration	202.00
FIRST BANKCARD - HEIDI HARRIS	41640	1,758.66
10 0109 2620 000 0000 618	Metal- Softball Shed	1,758.66
FIRST BANKCARD - HEIDI HARRIS	68220	68.90
10 9010 2310 000 0000 611	Service Award	68.90
FIRST BANKCARD - HEIDI HARRIS	68249	224.10
10 9010 2310 000 0000 611	Employee Service Awards	224.10
FIRST BANKCARD - HEIDI HARRIS	ISABO Lunch	59.96
10 9010 2310 000 0000 580	Insurance Meeting Ankeny - Lunch	59.96
FIRST BANKCARD - HEIDI HARRIS	SO844349	59.70
10 0109 2410 000 0000 618	BLACK SHINY GRADUATION GOWN, SIZE 57FF O	22.95
10 0109 2410 000 0000 618	BLACK SHINY GRADUATION GOWN, SIZE 63FF O	22.95
10 0109 2410 000 0000 618	SHIPPING	13.80
Vendor Name FIRST BANKCARD - HEIDI HARRIS		<u>3,676.59</u>
FIRST BANKCARD - OFFICE CARD 1	5074	52.92
10 9010 2630 000 0000 618	Track Meet Supplies	52.92
FIRST BANKCARD - OFFICE CARD 1	731089	40.00
10 9010 2630 000 0000 435	Pesticide Testing	40.00
FIRST BANKCARD - OFFICE CARD 1	FBC1030723	(9.61)
10 9010 2321 000 0000 531	Postage Refund	(9.61)
Vendor Name FIRST BANKCARD - OFFICE CARD 1		<u>83.31</u>
FIRST BANKCARD - OFFICE CARD 4	50452 09 3659	678.32
10 0109 2620 000 0000 618	Walk Door & Safety Rail Materials	678.32
Vendor Name FIRST BANKCARD - OFFICE CARD 4		<u>678.32</u>
HALEY'S ELECTRIC	10264	800.00
10 0109 2620 000 0000 432	Underground Wire Repair	800.00
Vendor Name HALEY'S ELECTRIC		<u>800.00</u>
HARRIS, HEIDI	51123HH	48.23
10 9010 2310 000 0000 580	IASBO Academy Meals	48.23
Vendor Name HARRIS, HEIDI		<u>48.23</u>
HY VEE FOOD STORES	001154411052 30140001	245.07
10 0109 2620 000 0000 618	70 Bags Mulch	245.07
HY VEE FOOD STORES	RS	52.17
10 0109 1300 340 0000 612	Groceries	52.17
Vendor Name HY VEE FOOD STORES		<u>297.24</u>
INTECONNEX	14083	105.00
10 9010 2235 000 0000 359	Tech Services	105.00
Vendor Name INTECONNEX		<u>105.00</u>
IOWA STATE UNIVERISTY	273595	340.00
10 0418 2310 000 0000 320	Graduate Level IASBO Academy	340.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	IOWA STATE UNIVERISTY	340.00
JAN-PRO OF OMAHA	15725	1,662.50
10 9010 2630 000 0000 340	3/2023 Add'l Janitorial	1,662.50
JAN-PRO OF OMAHA	15858	2,250.00
10 9010 2630 000 0000 340	6/2023 Portable Janitorial	2,250.00
JAN-PRO OF OMAHA	15902	2,415.00
10 9010 2630 000 0000 340	4/2023 Add'l Janitorial	2,415.00
JAN-PRO OF OMAHA	15903	37,500.00
10 9010 2630 000 0000 340	6/2023 Janitorial Svcs	37,500.00
Vendor Name	JAN-PRO OF OMAHA	43,827.50
JOHNSON AUTO PARTS	16741-042923	57.50
10 9010 2700 217 3303 618	Hydraulic Fluid (Bus 10)	57.50
JOHNSON AUTO PARTS	271896	79.99
10 9010 2640 000 0000 618	Pressure Washer Repair	79.99
Vendor Name	JOHNSON AUTO PARTS	137.49
JOHNSON CONTROLS FIRE PROTECTION LP	89716646	919.64
10 0445 2620 000 0000 432	ROECC Fire Alarm Battery	919.64
JOHNSON CONTROLS FIRE PROTECTION LP	89730769	1,342.30
10 0418 2620 000 0000 432	IES Fire Alarm Repair	1,342.30
JOHNSON CONTROLS FIRE PROTECTION LP	89769104	1,159.00
10 0109 2670 000 0000 490	HS Strobe Replacement	1,159.00
Vendor Name	JOHNSON CONTROLS FIRE PROTECTION LP	3,420.94
JOSTENS	37143095/371 46343	240.28
10 0109 2410 000 0000 618	GOLD CORDS FOR HONORS FOR GRADUATES.	128.00
10 0109 2410 000 0000 618	BLACK & ORANGE CORDS FOR DISTINCTION/HON	104.00
10 0109 2410 000 0000 618	PACKAGING, HANDLING & DELIVERY	8.28
Vendor Name	JOSTENS	240.28
LEMIRICK, TIM	42523TL	42.98
10 9010 2700 000 0000 618	Auto Part Reimbursement	42.98
Vendor Name	LEMIRICK, TIM	42.98
LEWIS CENTRAL COMMUNITY SCHOOL	H10 - 2022 - 2023	225.50
10 0109 2410 000 0000 611	H10 Academic Banquet Meals	225.50
Vendor Name	LEWIS CENTRAL COMMUNITY SCHOOL	225.50
LYNN'S HOME BAKED EATS & TREATS	2223-24 LF	216.00
10 9010 2321 000 0000 618	Staff Appreciation Cupcakes	216.00
Vendor Name	LYNN'S HOME BAKED EATS & TREATS	216.00
MATHESON TRI-GAS	0027590237	206.61
10 0109 1300 370 0000 612	C-25 Welding Gas	129.60
10 0109 1300 370 0000 612	Oxygen Gas Refill	60.51
10 0109 1300 370 0000 612	Hazardous Material Charge	16.50
Vendor Name	MATHESON TRI-GAS	206.61

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
MCNEILLY GARAGE DOOR & STEEL BLDG SRV	02397763B	3,655.15
10 9010 2620 000 0000 432	BB Garage Door Repair	3,655.15
Vendor Name MCNEILLY GARAGE DOOR & STEEL BLDG SRV		<u>3,655.15</u>
MEDIACOM	42123MCDINT	1,550.00
10 9010 2236 000 0000 536	District Internet 4/2023	1,550.00
MEDIACOM	42123MCFBFPR I	236.90
10 9010 2236 000 0000 536	FBF PRI Lines	236.90
MEDIACOM	42123MCPRI	871.20
10 9010 2236 000 0000 536	District PRI Lines 4/2023	871.20
MEDIACOM	MCHSPRI41223	98.82
10 9010 2236 000 0000 536	HS PRI Lines 4/2023	98.82
Vendor Name MEDIACOM		<u>2,756.92</u>
MIDAMERICAN ENERGY	41923MAE	16,842.83
10 0418 2620 000 0000 622	IES Electricity 4/2023	4,613.17
10 0445 2620 000 0000 622	ROECC Electricity 4/2023	1,699.56
10 0109 2620 000 0000 622	HS Electricity 4/2023	9,236.25
10 9010 2620 000 0000 621	FBF Gas 4/2023	213.04
10 9010 2620 000 0000 622	District Electricity 4/2023	1,080.81
MIDAMERICAN ENERGY	539379680	425.66
10 0109 2620 000 0000 622	4/2023 Fieldhouse Electricity	425.66
MIDAMERICAN ENERGY	539403521	155.55
10 9010 2620 000 0000 622	4/2023 Sports Complex Elec	155.55
MIDAMERICAN ENERGY	539450278	11.40
10 9010 2620 000 0000 622	4/2023 Webster Electricity	11.40
Vendor Name MIDAMERICAN ENERGY		<u>17,435.44</u>
MIDWEST 3D SOLUTIONS	13176	750.00
10 0109 1000 300 3261 652	Update Solidworks 10 User License	750.00
Vendor Name MIDWEST 3D SOLUTIONS		<u>750.00</u>
MIDWEST TECH PRODUCTS	2136857-00	267.00
10 0109 1300 370 0000 612	DeWalt Grinder	252.00
10 0109 1300 370 0000 612	Shipping	15.00
Vendor Name MIDWEST TECH PRODUCTS		<u>267.00</u>
NEBRASKA AIR FILTER, INC.	0411742-IN	1,041.91
10 9010 2620 000 0000 618	Air Filters	1,041.91
Vendor Name NEBRASKA AIR FILTER, INC.		<u>1,041.91</u>
ONESOURCE THE BACKGROUND CHECK COMPANY	20221224452	30.00
10 9010 2310 000 0000 320	Background Checks	30.00
Vendor Name ONESOURCE THE BACKGROUND CHECK COMPANY		<u>30.00</u>
OREILLY AUTO PARTS	0298-207755	9.99
10 9010 2630 000 0000 618	RTV Sealant	9.99
Vendor Name OREILLY AUTO PARTS		<u>9.99</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
PAT LEWIS TRUCKING LLC	50823PL	200.00
10 9010 2620 000 0000 432	Gravel Haul for District	200.00
Vendor Name PAT LEWIS TRUCKING LLC		<u>200.00</u>
PELZER, ELAINE	42723EP	43.13
10 0418 1000 100 0000 580	Mileage Reimbursement	43.13
Vendor Name PELZER, ELAINE		<u>43.13</u>
PERFECTION LEARNING CORP.	340479	155.64
10 0109 2222 000 0000 643	Award Books	155.64
PERFECTION LEARNING CORP.	340681	717.97
10 0445 2222 000 0000 643	Books - Media	717.97
Vendor Name PERFECTION LEARNING CORP.		<u>873.61</u>
QUADIENT	N9937456	1,014.52
10 9010 2321 000 0000 531	Postage Meter Rental	1,014.52
Vendor Name QUADIENT		<u>1,014.52</u>
RED OAK DO IT CENTER	105017	47.96
10 0418 2650 000 0000 618	T-12 highBulbs	47.96
RED OAK DO IT CENTER	140902	151.45
10 9010 2670 000 0000 618	Discuss Containment	151.45
Vendor Name RED OAK DO IT CENTER		<u>199.41</u>
RED OAK FABRICATION INC.	336593	12.50
10 9010 2650 000 0000 434	Bus #10	12.50
Vendor Name RED OAK FABRICATION INC.		<u>12.50</u>
RED OAK HARDWARE HANK	167826	247.49
10 0109 2620 000 0000 618	Paint STEAM Center Classrooms	247.49
Vendor Name RED OAK HARDWARE HANK		<u>247.49</u>
RED OAK PUBLISHING LLC	43023ROE	410.37
10 9010 2572 000 0000 540	4/2023 Board Claims/Pub Notices	410.37
Vendor Name RED OAK PUBLISHING LLC		<u>410.37</u>
RIVERSIDE TECHNOLOGIES, INC	0382087-IN	1,400.00
10 9010 2235 000 0000 359	5/2023 Managed Services	1,400.00
Vendor Name RIVERSIDE TECHNOLOGIES, INC		<u>1,400.00</u>
SCHILDBERG CONSTRUCTION CO.	198628	267.75
10 9010 2620 000 0000 618	Gravel for Parking Lots	267.75
Vendor Name SCHILDBERG CONSTRUCTION CO.		<u>267.75</u>
SCHOOL NURSE SUPPLY, INC	Shippingwhoops	27.50
10 9010 2134 000 0000 618	CPR Batteries Shipping	27.50
Vendor Name SCHOOL NURSE SUPPLY, INC		<u>27.50</u>
SW IA TIRE & SERVICE	130252	204.50
10 9010 2630 000 0000 618	Tractor Tire Disposal	204.50

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name SW IA TIRE & SERVICE		204.50
TIMBERLINE BILLING SERVICE LLC	27244	42.54
10 9010 2510 217 3303 359	4/2023 Medicaid Svcs	42.54
Vendor Name TIMBERLINE BILLING SERVICE LLC		42.54
TITLEWAVE	664613F	41.18
10 0109 2222 000 0000 643	Media Books	41.18
Vendor Name TITLEWAVE		41.18
UNITED FARMERS COOPERATIVE	UFMC05.17.23	464.28
10 9010 2620 000 0000 618	District Supplies	464.28
UNITED FARMERS COOPERATIVE	UFMCStatement4.30.23	5,696.55
10 9010 2700 000 0000 626	Ethanol	3,562.69
10 9010 2700 000 0000 626	Utility Ethenol	475.78
10 9010 2700 000 0000 627	Diesel	178.81
10 9010 2700 000 0000 627	Truck Utility Diesel	174.02
10 9010 2700 217 3303 626	SpEd Ethanol	716.57
10 9010 2700 217 3303 627	SpEd Diesel	588.68
Vendor Name UNITED FARMERS COOPERATIVE		6,160.83
UPPER EDGE TECHNOLOGIES INC	68383	2,129.00
10 9010 2235 000 0000 618	Lenovo 300e 1st Gen Audio Board	40.00
10 9010 2235 000 0000 618	Lenovo 300e 1st Gen LCD Touchscreen	650.00
10 9010 2235 000 0000 618	Lenovo 300e 1st Gen PalmRest/Keyboard	105.00
10 9010 2235 000 0000 618	Lenovo 300e 1st Gen Hinge Set	8.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen MTK Audio Board	20.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen MTK Palmrest/Keyboar	210.00
10 9010 2235 000 0000 618	HP ProBook x360 11 G5 EE Hinge Set	2.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen MTK Hinge Set	10.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen MTK Top Cover	35.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen AMD Motherboard	350.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen AMD Bottom Cover	12.00
10 9010 2235 000 0000 618	HP ProBook x360 11 G5 EE Motherboard	675.00
10 9010 2235 000 0000 618	HP ProBook x360 11 G5 EE Audio Board	12.00
UPPER EDGE TECHNOLOGIES INC	68538	116.00
10 9010 2235 000 0000 618	Lenovo 300e 1st gen Touch LCD 5D10Q93993	110.00
10 9010 2235 000 0000 618	Lenovo 300e 1st Gen Touch Pad	6.00
Vendor Name UPPER EDGE TECHNOLOGIES INC		2,245.00
US CELLULAR	0573890389	768.10
10 9010 2490 000 0000 532	Maintenance Phones (4)	186.44

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2490 000 0000 532	Tech Phones (2)	93.22
10 9010 2490 000 0000 530	Bus Barn Phones (2)	92.72
10 9010 2490 000 0000 530	Nurse Phone	46.61
10 9010 2510 000 0000 532	SBO Phone	46.61
10 9010 2510 000 0000 532	FBF/BBF Mifi's	162.67
10 0109 2410 000 0000 532	HS Principal Phones (2)	93.22
10 0418 2410 000 0000 532	IES SAM Phone	46.61
Vendor Name US CELLULAR		<u>768.10</u>

VANNAUSDLE, ROGER	51023RV	57.50
10 9010 2620 000 0000 580	Mileage Reimbursement	57.50
Vendor Name VANNAUSDLE, ROGER		<u>57.50</u>

VANNAUSDLE, TRACY	51523TV	1,871.76
10 9010 1000 100 4045 320	Tuition Reimbursement	1,871.76
Vendor Name VANNAUSDLE, TRACY		<u>1,871.76</u>

WELLS FARGO LEASING	5024734807	1,215.50
10 9010 2520 000 0000 618	Admin Copier Lease - 4/2023	110.50
10 0109 1000 100 0000 359	HS Copier Lease 4/2023	552.50
10 0418 1000 100 0000 359	IES Copier Lease 4/2023	331.50
10 0445 1000 100 0000 359	ROECC Copier Lease 4/2023	221.00
Vendor Name WELLS FARGO LEASING		<u>1,215.50</u>

WESTLAKE ACE HARDWARE	0423513828	531.36
10 9010 2620 000 0000 618	District Maintenance	370.99
10 0109 2620 000 0000 618	HS Maintenance March - April 2023	140.38
10 0418 2620 000 0000 618	IES	19.99
Vendor Name WESTLAKE ACE HARDWARE		<u>531.36</u>

Fund Number 10		<u>180,851.82</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	23028-1	9,042.55
36 9010 4700 000 0000 450	IES Roof Repair Documents	9,042.55
Vendor Name ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC		<u>9,042.55</u>

COUNCIL BLUFFS COMM SCHOOLS	2023532	2,041.92
36 9010 2620 000 0000 441	Rent 2/2023	2,041.92
COUNCIL BLUFFS COMM SCHOOLS	2023566	2,112.80
36 9010 2620 000 0000 441	Rent	2,112.80
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>4,154.72</u>

WILLIAMS SCOTSMAN INC	9017530331	2,958.20
36 9010 2620 000 0000 441	5/2023 IES Portable Rent	2,958.20
Vendor Name WILLIAMS SCOTSMAN INC		<u>2,958.20</u>

Fund Number 36		<u>16,155.47</u>
Checking Account ID 1		<u>197,007.29</u>

Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
OPAA! FOOD MANAGEMENT INC	IA00048173	43,842.67
61 9010 3110 000 4557 631	4/2023 Food Servcies	43,842.67

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
OPAA! FOOD MANAGEMENT INC	IA00048380	5,601.39
61 9010 3110 000 4557 631	FFVP 4/2023	5,601.39
Vendor Name	OPAA! FOOD MANAGEMENT INC	<u>49,444.06</u>
Fund Number	61	<u>49,444.06</u>
Checking Account ID	2	49,444.06
Checking Account ID	3	
ABRAHAM LINCOLN SCHOOL	Fund Number 21	STUDENT ACTIVITY FUND
	CBTrack04132	100.00
	3	
21 0109 1400 920 6840 810	Boys Track Fee	100.00
Vendor Name	ABRAHAM LINCOLN SCHOOL	<u>100.00</u>
APPLE AWARDS, INC.	70781	606.00
21 0109 1400 920 6600 618	Senior Sports Plaques	606.00
APPLE AWARDS, INC.	71164	148.90
21 0109 1400 920 6600 618	Senior Athletic Awards Plaques	148.90
Vendor Name	APPLE AWARDS, INC.	<u>754.90</u>
ATLANTIC COMMUNITY SCHOOLS	Atlantic - ME052223I	220.00
21 0109 1400 920 6840 810	B/G Track Fee	220.00
ATLANTIC COMMUNITY SCHOOLS	Atlantic- ME051123J	100.00
21 0109 1400 920 6660 810	Girls Golf Entry Fee	100.00
ATLANTIC COMMUNITY SCHOOLS	Atlantic- ME051123K	100.00
21 0109 1400 920 6660 810	Boys Golf Entry Fee	100.00
Vendor Name	ATLANTIC COMMUNITY SCHOOLS	<u>420.00</u>
AYMOND, SARAH	Aymond042923	267.50
21 0109 1400 910 6220 618	Richard Simpson Clinician	267.50
Vendor Name	AYMOND, SARAH	<u>267.50</u>
Belt, Rich	Belt051023A	70.00
21 9010 1400 920 6725 320	JV Soccer Official	70.00
Vendor Name	Belt, Rich	<u>70.00</u>
BLAZER ATHLETIC EQUIPMENT	55638	285.14
21 9010 1400 920 6740 618	Track Hip Numbers	285.14
Vendor Name	BLAZER ATHLETIC EQUIPMENT	<u>285.14</u>
BROWER, GREG	Brower042223	350.00
21 0109 1400 950 7413 618	Prom DJ Fee	350.00
Vendor Name	BROWER, GREG	<u>350.00</u>
BW T&F ENTERPRISES LLP	Red Oak	95.00
21 0109 1400 920 6600 618	Lynx Wireless Cord	95.00
Vendor Name	BW T&F ENTERPRISES LLP	<u>95.00</u>
Carroll High School Activities	CarrollTrack 42123	20.00
21 0109 1400 920 6840 810	Track Athlete - One Entry	20.00
Vendor Name	Carroll High School Activities	<u>20.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
County Line Design	16866	3,450.40
21 0109 1400 920 6600 618	Spring Activities Awards	3,450.40
Vendor Name County Line Design		<u>3,450.40</u>
DEREMER, RON	Deremer04202 3	70.00
21 9010 1400 920 6725 320	JV Boys Soccer Official	70.00
Vendor Name DEREMER, RON		<u>70.00</u>
FIRST BANKCARD - HEIDI HARRIS	111-8159383- 5404224	127.84
21 9010 1400 920 6835 618	Softball Belts	127.84
FIRST BANKCARD - HEIDI HARRIS	111-8503130- 4101062	22.00
21 9010 1400 920 6720 618	Football Helmet Pumps	22.00
FIRST BANKCARD - HEIDI HARRIS	133-3549202- 7189025	124.99
21 0109 1400 920 6600 618	Walkie Talkies	124.99
Vendor Name FIRST BANKCARD - HEIDI HARRIS		<u>274.83</u>
FIRST BANKCARD - OFFICE CARD 1	#2MH6I6ZM1	109.98
21 9010 1400 920 6720 618	Football Throwing Net	109.98
FIRST BANKCARD - OFFICE CARD 1	111-2154671- 71000242	229.90
21 9010 1400 920 6660 618	Golf Balls	229.90
FIRST BANKCARD - OFFICE CARD 1	ME0423	495.00
21 0109 1400 920 6840 618	Network Option for HyTek	495.00
Vendor Name FIRST BANKCARD - OFFICE CARD 1		<u>834.88</u>
FIRST BANKCARD - OFFICE CARD 2	Bound	59.56
21 0109 1400 920 6840 810	Drake Relays Entry	59.56
Vendor Name FIRST BANKCARD - OFFICE CARD 2		<u>59.56</u>
FIRST BANKCARD - OFFICE CARD 3	90478	114.23
21 0109 1400 910 6220 618	Richard Simpson Judge Hotel	114.23
Vendor Name FIRST BANKCARD - OFFICE CARD 3		<u>114.23</u>
FIRST BANKCARD - OFFICE CARD 4	748659190-02	358.38
21 0109 1400 950 7407 580	FFA Hotel	358.38
FIRST BANKCARD - OFFICE CARD 4	H6665581	572.79
21 0109 1400 920 6650 580	Girls Tennis Hotel	572.79
Vendor Name FIRST BANKCARD - OFFICE CARD 4		<u>931.17</u>
GIRRES, CHRIS	Scheduling Fee	500.00
21 0109 1400 920 6710 345	Basketball Official Assigner	500.00
Vendor Name GIRRES, CHRIS		<u>500.00</u>
GLENWOOD COMMUNITY SCHOOLS	Glenwood - ME051123E	100.00
21 0109 1400 920 6840 810	H-10 MS Girls Track Fee	100.00
Vendor Name GLENWOOD COMMUNITY SCHOOLS		<u>100.00</u>
HY VEE FOOD STORES	001154408052	47.25

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
	30040000	
21 0109 1400 920 6600 618	Tennis Host Supplies	47.25
HY VEE FOOD STORES	005441205234 000523	46.78
21 0109 1400 920 6600 618	Golf Host Supplies	46.78
HY VEE FOOD STORES	501394 58773501394	50.95
21 0109 1400 920 6600 618	Conference AD Meeting Supplies	50.95
HY VEE FOOD STORES	973330	30.00
21 0109 1400 950 7413 618	Prom Court Flowers	30.00
Vendor Name HY VEE FOOD STORES		<u>174.98</u>
IA HIGH SCHOOL SPEECH ASSOC.	041323A	50.00
21 0109 1400 910 6120 618	Speech Certificates	50.00
Vendor Name IA HIGH SCHOOL SPEECH ASSOC.		<u>50.00</u>
IOWA FFA ASSOCIATION	25901	469.00
21 0109 1400 950 7407 810	SLC Registration	469.00
Vendor Name IOWA FFA ASSOCIATION		<u>469.00</u>
IOWA HIGH SCHOOL MUSIC ASSOC	1915	110.00
21 0109 1400 910 6210 810	Large Group Vocal Registration	110.00
Vendor Name IOWA HIGH SCHOOL MUSIC ASSOC		<u>110.00</u>
JOE'S PORTABLES, LLC	6151	1,380.00
21 0109 1400 920 6645 340	Porta Potty Rental	1,380.00
Vendor Name JOE'S PORTABLES, LLC		<u>1,380.00</u>
JOHNSON, CHRIS	Johnson5.9. 23	150.00
21 0109 1400 920 6730 340	JV/V Scrimmage Official	150.00
Vendor Name JOHNSON, CHRIS		<u>150.00</u>
KUEHNER, LEON	kuehner04292 3	332.50
21 0109 1400 910 6220 618	Richard Simpson Clinician	332.50
Vendor Name KUEHNER, LEON		<u>332.50</u>
LEWIS CENTRAL ACTIVITIES	LC- ME051123G	100.00
21 0109 1400 920 6660 810	Girls Golf Entry	100.00
LEWIS CENTRAL ACTIVITIES	LC-ME051123F	100.00
21 0109 1400 920 6840 810	H-10 MS Boys Track Fee	100.00
Vendor Name LEWIS CENTRAL ACTIVITIES		<u>200.00</u>
MOUNT AYR FFA	211-16605	84.00
21 0109 1400 950 7407 810	Mt Ayr Livestock Judging	84.00
Vendor Name MOUNT AYR FFA		<u>84.00</u>
Newberg, Jordan	Newberg5.8. 23	125.00
21 9010 1400 920 6725 320	JV Soccer Official - 2 matches	125.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name Newberg, Jordan		<u>125.00</u>
PEPPER & SON, INC.	365	92.00
21 0109 1400 910 6210 618	Spring Concert Music	92.00
Vendor Name PEPPER & SON, INC.		<u>92.00</u>
RED OAK HARDWARE HANK	167994	435.96
21 0109 1400 920 6720 618	Footballs	435.96
RED OAK HARDWARE HANK	168802	15.29
21 0109 1400 920 6600 618	Air Horn - Golf	15.29
Vendor Name RED OAK HARDWARE HANK		<u>451.25</u>
RIEMAN MUSIC, INC.	3397750	280.00
21 0109 1400 910 6220 348	Instrument Repair	280.00
Vendor Name RIEMAN MUSIC, INC.		<u>280.00</u>
SCHIEFFER, HARLEY	1308	500.00
21 0109 1400 920 6600 810	H-10 Website Services	500.00
Vendor Name SCHIEFFER, HARLEY		<u>500.00</u>
Schuppan, Travis	schuppan0420 23	70.00
21 9010 1400 920 6725 320	JV B Soccer Official	70.00
Vendor Name Schuppan, Travis		<u>70.00</u>
SHOOK MUSIC STUDIO	1 2023	495.00
21 0109 1400 910 6220 348	Piano Tuning	495.00
Vendor Name SHOOK MUSIC STUDIO		<u>495.00</u>
SOUTHWEST VALLEY SCHOOLS	SWV- ME051123H	220.00
21 0109 1400 920 6840 810	B/G Track Fee	220.00
Vendor Name SOUTHWEST VALLEY SCHOOLS		<u>220.00</u>
STANLEY, BRIAN	Stanley5423	100.00
21 0109 1400 920 6840 340	H-10 Track Announcer	100.00
Vendor Name STANLEY, BRIAN		<u>100.00</u>
STANLEY, MIKE	Stanley05042 3	230.00
21 0109 1400 920 6840 340	H-10 Track Starter	230.00
Vendor Name STANLEY, MIKE		<u>230.00</u>
WEINRICH, JON	Weinrich5.8. 23	125.00
21 9010 1400 920 6725 320	JV Soccer Official- 2 matches	125.00
WEINRICH, JON	Weinrich5.9. 23	80.00
21 0109 1400 920 6730 340	V Scrimmage Official	80.00
Vendor Name WEINRICH, JON		<u>205.00</u>
WESTLAKE ACE HARDWARE	001050016517 042823	102.75

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0109 1400 920 6600 618	Track Supplies	102.75
Vendor Name WESTLAKE ACE HARDWARE		<u>102.75</u>
WIEBERS, ROLLIE	Wiebers05042 3	230.00
21 0109 1400 920 6840 340	H-10 Track Starter	230.00
Vendor Name WIEBERS, ROLLIE		<u>230.00</u>
WILLIAMS, CINDY	Williams0427 23	180.00
21 9010 1400 920 6740 320	JH Track Starter	180.00
WILLIAMS, CINDY	Williams0428 23	180.00
21 9010 1400 920 6740 320	HS Track Starter	180.00
Vendor Name WILLIAMS, CINDY		<u>360.00</u>
YOUNG, GARY	Young051023	70.00
21 9010 1400 920 6725 320	JV Soccer Official - 1 match	70.00
Vendor Name YOUNG, GARY		<u>70.00</u>
Fund Number 21		<u>15,179.09</u>
Checking Account ID 3		<u>15,179.09</u>

AGREEMENT

THIS AGREEMENT (this "Agreement") is entered into this 19th, day of April, 2023, by and between GREEN HILLS AEA ("GHAEA"), and Red Oak Community School District (the "School District").

WITNESSETH:

WHEREAS, the School District is in need of qualified personnel to provide certain educational services on an occasional, part-time basis; and

WHEREAS, GHAEA has qualified personnel who can provide the needed services to the School District.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. **Purpose.** The parties have entered into this Agreement for the purpose of setting forth the terms and conditions relating to the School District's use of GHAEA employees to provide services to the School District.

2. **Scope of Services.** The School District shall purchase such services of GHAEA employees and for such number of days as specifically identified on Exhibit A, attached hereto and incorporated herein by reference. The school district shall provide a private space for individual therapy. GHAEA shall be responsible for assigning a GHAEA employee or employees to the School District. The GHAEA employee or employees shall perform the duties reasonably requested by the School District, and such services shall be performed at the School District's facility or facilities. Any GHAEA employee shall be considered an employee or agent of GHAEA, and at no time shall any GHAEA employee be considered to be an employee of the School District. GHAEA shall be responsible for complying with all local, state and federal tax laws relating to its employees, specifically including, but not limited to, the payment and reporting of all federal and state income tax withholding and social security taxes.

3. **Term.** This Agreement shall be effective for the 2023 – 2024 school year, unless earlier terminated as provided herein.

4. **Termination.** Any party may terminate this Agreement if one of the other parties fails to comply with or otherwise perform its obligations as set forth in this Agreement (a "Default"), which Default continues uncured for a period of thirty (30) days after the party claiming a Default has given written notice to the other party describing the nature of the Default and demanding its cure. In addition, either party may terminate this Agreement at any time upon ninety (90) days' prior written notice to the other party.

5. **Payment.** The School District shall be responsible for paying the salary and benefits per diem paid by GHAEA to each employee assigned to the School District as set forth on Exhibit A. GHAEA shall invoice the School District semiannually in the months of January and June for services rendered.

6. **Indemnification.**

(a) The School District shall indemnify, defend and hold harmless GHAEA and its officers, directors, employees, agents and other representatives from and against any and all loss, claim, liability, damage, cost or expense (including, without limitation, court costs and attorneys' fees) arising in connection with the School District's performance under this Agreement, except those losses, claims, liabilities, damages, costs or expenses arising out of the willful misconduct of GHAEA, its employees, agents or other representatives.

(b) GHAEA shall indemnify, defend and hold harmless the School District and its officers, directors, employees, agents and other representatives from and against any and all loss, claim, liability, damage, cost or expense (including, without limitation, court costs and attorneys' fees) arising in connection with GHAEA's performance under this Agreement, except those losses, claims, liabilities, damages, costs or expenses arising out of the willful misconduct of the School District, its employees, agents or other representatives.

7. **Limitation of Liability.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, ANY LOSS OF USE, LOSS OF BUSINESS OR LOSS OF PROFIT.

8. **Miscellaneous.**

(a) **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the United States of America and the State of Iowa as applied to contracts entered into and performed entirely within the State by residents thereof. All disputes arising under this Agreement shall be brought in the District Court of the State of Iowa in Pottawattamie County or the United States District Court for the Southern District of Iowa, Western Division, as permitted by law. The District Court of Pottawattamie County and the United States District Court for the Southern District of Iowa, Western Division shall each have non-exclusive jurisdiction over disputes under this Agreement. The School District and GHAEA each consent to the personal jurisdiction of the above courts.

(b) **Attorneys' Fees.** In the event any proceeding or lawsuit is brought by GHAEA or the School District in connection with this Agreement, the prevailing party in such proceeding shall be entitled to receive its costs, expert witness fees and reasonable attorneys' fees, including costs and fees on appeal.

(c) Notice. Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or three (3) days after it is deposited in the United States mail, postage prepaid, sent certified or registered and addressed as follows:

If to the School District, to:

Red Oak Community School District
604 S. Broadway
Red Oak, IA 51566
Attn: Mr. Ron Lorenz

If to GHAEA, to:

Green Hills AEA
Halverson Center for Education
24997 Hwy 92
Council Bluffs, IA 51503
Attn: Mrs. Kelly Allen

or to such other address or person as hereafter shall be designated in writing by the applicable party.

(d) Assignment. No party shall assign its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.

(e) Severability. In the event that any provision of this Agreement shall be unenforceable or invalid under any applicable law or be so held by applicable court decision, such unenforceability or invalidity shall not render this Agreement unenforceable or invalid as a whole, and, in such event, such provision shall be changed and interpreted so as to best accomplish the objectives of such unenforceable or invalid provision within the limits of applicable law or applicable court decision.

(f) Waiver. No waiver by either party of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by either party of any right under this Agreement shall be construed as a waiver of any other right.

(g) Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which will be considered an original, but all of which together will constitute one and the same instrument.

(h) Entire Agreement; Modification. This Agreement constitutes the complete and exclusive understanding and agreement of the parties and supersedes all prior understandings and agreements, whether written or oral, with respect to the subject matter hereof. The terms and conditions of any invoice, purchase order or other instrument issued by the parties in connection with this Agreement which add to or differ from the terms and conditions of this Agreement shall be of no force or effect. Any waiver, modification or amendment of any provision of this Agreement will be effective only if in writing and signed by the parties hereto.

(i) Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, successors, legal representatives and permitted assigns.

(j) Construction. This Agreement shall not be construed more strongly against any party regardless of who was more responsible for its preparation. Words and phrases shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

(k) Headings. Section headings are used for convenience only and shall not be considered a part of this Agreement or be used to interpret the meaning of any term hereof.

(l) Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to confer upon any party other than the parties hereto (and their respective heirs, successors, legal representatives and permitted assigns) any rights, remedies, liabilities or obligations under or by reason of this Agreement.

(m) Remedies. The rights and remedies provided herein are cumulative and are not exclusive of any remedies that might be available to any party at law or in equity or otherwise.

(n) Waiver of Jury Trial. THE SCHOOL DISTRICT AND GHAEA EACH HEREBY IRREVOCABLY AND UNCONDITIONALLY WAIVE ALL RIGHTS TO TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first set forth above.

GREEN HILLS AEA

By: Christine M. Blum
Title: Board President

Date: Apr 25 2023
(approved 4/25/23 Bd. Mtg.)

RED OAK COMMUNITY SCHOOL DISTRICT

By: _____
Title: Board President

Date: _____

EXHIBIT A

SCOPE OF SERVICES

Services shall be provided by GHAEA for a total of 144 days (0.80) FTE as noted below.

Master Social Worker Services

Melissa Godfread-Hobbie

4 day(s) per week

Salary and Benefits: \$556 per day

Plus associated travel

Document Details

Title	Red Oak Community School District MSW 23-24.pdf
File Name	Red Oak Community School District MSW 23-24.pdf
Document ID	28a1a4d6993c4ac38ec35afda08858e0
Fingerprint	055a607ae01ce7a27759c5b392b19246
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Document Created	Document Created by Linda Perdue (lperdue@ghaea.org) Fingerprint: 25f3c2bd37b1d5b2e6433ca4b14ac217	Apr 24 2023 06:19PM America/Chicago
Document Sent	Document Sent to Christine M. Blum (boardpresident@ghaea.org)	Apr 24 2023 06:19PM America/Chicago
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Document Signed	Document Signed by Christine M. Blum (boardpresident@ghaea.org) IP: 173.215.72.21	Apr 25 2023 09:18PM America/Chicago
Document Completed	This document has been completed. Fingerprint: 055a607ae01ce7a27759c5b392b19246	Apr 25 2023 09:18PM America/Chicago



MEMORANDUM OF UNDERSTANDING (MOU)

Multi-Year Program

Red Oak High School (9-12) and Red Oak Community School District

WHEREAS, this Memorandum of Understanding, entered into between iJAG, Red Oak High School (9-12), and the Red Oak Community School District, outlines the elements of a partnership to successfully implement and sustain the Jobs for America's Graduates (JAG) Multi-Year Program as operated and managed by Iowa Jobs for America's Graduates (iJAG).

WHEREAS, iJAG is a non-profit organization supported by corporate and foundation contributions, public sector grants, and participating school funds. iJAG creates business, industry, and education partnerships committed to achieving the mission of JAG. The mission of JAG is to ensure that youth facing multiple challenges to graduation remain in school, attain basic employability skills through classroom and work-based learning experiences, are provided with academic support services, graduate, and receive twelve (12) months of follow-up services by the iJAG Education Specialist. Follow-up services help ensure iJAG participants successfully transition into a career and/or pursue postsecondary education to enhance their career entry and advancement.

WHEREAS, the five primary performance goals of the multi-year program are: 90% graduation/GED rate, 80% overall success twelve months after graduation, with participants employed in a job leading to a career, in the military, or enrolled in postsecondary education or training, or a combination of work and postsecondary education, 60% of graduates are employed, 60% of employed graduates are in full-time jobs leading to careers, and 80% of the graduates are employed full-time and/or are combining work and school. Statewide and school performance outcomes are used in JAG's accreditation process. State and local affiliates must receive standard accreditation to become and remain a member of the JAG National Network.

WHEREAS the responsibilities of iJAG include:

1. Maintain an active, involved iJAG Board of Directors to provide oversight to the implementation, operation, and continuous improvement of programs in Iowa, which satisfy the accreditation standards of the National JAG Program Model.
2. Employ a full-time, year-round, jointly accepted individual with the requested certification to fulfill the responsibilities of the iJAG Education Specialist.
3. Develop and establish positive working relationships within the community and connections at the state and local level for comprehensive school improvement, career and technical education, building resiliency, transition, career education guidance, Workforce Development, and Economic Development.
4. Participate in the annual I&I Ceremony, iJAG Leadership Development Conference, Legislative Day, Career Development Conference, and iJAG Nation Leadership Conference, utilizing input from students, Education Specialists, and the Board of Directors.
5. iJAG Management will provide the following:
 - a. Support to Education Specialists
 - b. Technical assistance and training to the iJAG Education Specialist and other essential school staff on successfully implementing and operating a JAG-accredited program
 - c. Staff development for all Education Specialists to ensure understanding of the JAG and the middle school models, share best practices through planned local/state staff development activities, and attend the annual Learning Summit and other annual training.
 - d. Conduct frequent school quality assurance reviews on students, services, and outcomes and consulting visits to offer encouragement, support, and feedback.
 - i. Program managers will meet with the school administrator leading the iJAG partnership during these visits to ensure satisfaction and collaboration.

- ii. Every 3-4 years, JAG will conduct a site review and prepare an accreditation report for consideration by the Board of Directors, iJAG administration, school, and Education Specialist.

WHEREAS, the responsibilities of the Red Oak Community School District include:

1. Buildings will adhere to an "onboarding checklist" to be compiled by the iJAG program team. The list checklist will consist of but is not limited to the following:
 - a. Issue a District ID badge allowing iJAG Specialist access to buildings.
 - b. Provide appropriate space for the iJAG Education Specialist, including classroom space and office space that provides privacy with the students as necessary and contributes to in-kind services.
 - c. Provide utilities, computer, copier, internet access, classroom materials, supplies, etc., like other teachers and school staff.
 - d. Provide access and training to iJAG Specialists on the school's database system and any other technology available to the Specialists within the building.
 - i. Education Specialists will have access to all student information, including but not limited to grades, demographics, credits, behaviors, schedules, free and reduced lunch status, IEP/504 Plans, parent/guardian contact information, etc., for all students to assist with student selection.
 - e. Include iJAG Specialists in all safety training drills, Mandatory Reporting Training, and all other training and professional development required of all staff as appropriate.
 - f. Assign iJAG Specialists a teacher mentor within the assigned building.
 - g. Collaborate with iJAG to ensure iJAG paperwork and school paperwork completion and address media releases.
2. Incorporate iJAG Education Specialist in electronic notifications of school updates and notices.
3. School Administration will ensure the following:
 - a. iJAG is included in the Student Handbook/Course Catalog and ensures guidance staff assists with student referral and selection.
 - b. Class sizes will be, at most, 17 students per class in any class period. The iJAG learner-centered instructional strategy and model, Project Based Learning (PBL), requires small class sizes to be successful.
 - c. Work with the iJAG Specialist to establish an in-school Advisory Committee to assist the Education Specialist in recruiting, screening, and selecting students most in need of services and who meet JAG criteria to receive services and to provide ongoing support for students and the iJAG program.
 - i. The committee will include one representative from the administration, counseling staff, the faculty, and the Education Specialist.
 - a. *Note: The school may use an existing committee if it will also perform the additional functions of the iJAG Advisory Committee.*
 - ii. The iJAG Specialist and the school must agree upon each student before being added to the roster.
 - iii. Creating iJAG classes is imperative for building connections and creating belonging; because of this, adding students after the adding and dropping classes deadlines is unrecommended.
 - iv. Seniors can join iJAG only during the beginning of the year senior year. The Program Manager must approve any time after that.
 - d. Infuse iJAG and their Career Association with other school programs and services where appropriate.

- e. Support the Education Specialists' efforts to engage parents, employers, and the community.
 - f. Support the Education Specialists' efforts to perform mandatory engagements with employers, job opportunities, and potential placements off-campus.
 - g. Work with the Program Manager to:
 - i. Complete the Observation Rubric twice yearly to assess the Education Specialists' performance.
 - ii. Provide building supervision of the Education Specialist.
 - iii. Conduct regular meetings to evaluate the partnership and progress of the iJAG program.
4. The District will provide the following:
- a. Meetings with iJAG leadership quarterly to review data and discuss the partnership
 - b. Transportation for students to attend statewide events, Career Association events, employer engagement opportunities, college visits, and community service opportunities
 - i. Including providing the necessary insurance coverage for students to attend these opportunities as their participation is considered a school-sponsored event.
 - ii. Allow other staff to serve as chaperones and activity judges at these events when possible.
 - iii. Education Specialists will present the event dates to the appropriate school personnel at the beginning of the school year and obtain prior approval in the expected timeframes.
 - iv. The school district will allow the Education Specialist access to smaller district vehicles when available for small group activities related to career association and WBL.
 - c. The cost of substitute teachers for at least ten school days, eight (8) hours of iJAG instruction per day, per iJAG Specialist, as necessary and with prior approval
 - i. Substitute days are half or full-day increments.
 - ii. Substitute days include personal sick days, iJAG training, and iJAG-sponsored statewide events. The school will cover all other days that a sub is needed (employer engagements).
 - iii. Any days outside of the above iJAG covers
 - d. A representative from the school administration (ideally the Principal or Vice Principal) to attend the annual principal's meetings, coordinated by iJAG administration

WHEREAS the responsibilities of the iJAG Education Specialist include:

- 1. iJAG Education Specialists' primary role is to deliver the multi-year school iJAG program with fidelity.
 - a. The program incorporates a learner-centered approach, focused on the thirty-seven (37) core competencies endorsed by JAG.
- 2. iJAG Specialists may have one other school-related duty.
- 3. The Education Specialist will fulfill the following:
 - a. Recruit and select up to sixty (60) qualified students for the program who satisfy the criteria set out by iJAG/JAG.
 - i. Students must *need, want, and benefit* from the services.
 - b. Establish an in-school Advisory Committee with school administration to recruit, screen, and select students most needing services.
 - c. Organize the student-led Career Association.
 - i. Each iJAG student will join the Career Association for belonging, a sense of ownership, building self-esteem, and developing leadership and teamwork skills.
 - ii. Each student must complete at least fifteen (15) annual hours of community service, individually or within groups.
 - d. Assist the Career Association in raising \$350.00 annually through a fundraising event.

- i. The money will go to supporting their iJAG program.
 - ii. Monies over \$350 will be used for Career Association activities during the year.
 - iii. Monies raised will be stored securely until the Program Manager can obtain
 - iv. Monies will be held and accounted for in iJAG accounts.
 - e. Develop work-based learning and/or job shadow experiences in conjunction with the administration.
 - i. Partner with the school on already established work-based learning programs and employer engagement experiences
 - ii. Ensuring follow-up students also receive the same work-based learning and employer engagement opportunities.
 - iii. Ensure juniors and seniors have access and opportunities to participate in dual credit classes with the local community college, as applicable.
 - f. Establish and maintain connections at the school and district levels.
- 4. Education Specialist will:
 - a. Attend and participate in iJAG staff development experiences, mandatory staff meetings, and student events.
 - b. Work with iJAG administration to assist with special events or peer-based training as needed.
 - c. Provide career guidance and counseling. Connect and refer students to school or community-based services to overcome barriers to advancement, employment, and career entry and advancement.
 - d. Work with students and other staff/faculty to provide remediation and/or tutoring required to improve their basic education skills and advance to the next grade level.
 - i. Provide necessary services to help students overcome barriers to staying in school, graduating, becoming employed, and/or pursuing a postsecondary education, including follow-up with teachers in classes that students are not passing or falling behind.
 - e. Education Specialists running the 11/12 iJAG program will contact graduates and non-graduates monthly and employers bimonthly during the 12-month follow-up period.
 - f. Provide personal and confidential information for screening per local and state laws governing those working directly with students in schools.
 - g. Complete and maintain all paper and electronic documentation as required by iJAG.
 - i. Submit properly completed written and electronic documentation as directed by the iJAG administration.
 - ii. Work with iJAG administration to complete all monitoring, evaluations, agreements, and documentation required by funding sources.
 - h. Sign the Memorandum of Understanding as part of their contract and evaluation.
 - i. Participate in evaluations conducted by the iJAG administration twice a year.
 - j. Provide reports throughout the year on various data points, such as but not limited to programming, GPA, attendance, barriers, etc., to the school and iJAG administration.
 - k. Understand and adhere to the building's policy regarding leaving the school building during contract hours.
 - i. Education Specialists will seek prior approval from their Program Manager before leaving the school building during contract hours.
 - ii. Education Specialists will notify their building supervisor when leaving the building during contract hours.

WHEREAS, the responsibilities of Jobs for America's Graduates include:

1. Provide onsite assistance for Education Specialists and iJAG administration upon request.
2. Make its copyrighted model books and materials available, operational guides, administrative manuals, electronic data management systems, etc. Provide Education Specialists with the opportunity to attend the annual JAG National Training Seminar.
3. Conduct accreditation of the iJAG program to ensure conformity with the standards promulgated by JAG.
4. Make available the protected trademark, "Jobs for America's Graduates," and associated emblem and copyrighted materials directly related to and limited to the periods in which the program is delivered in a manner consistent with the mission and goals of the JAG Program Model and terms of this Memorandum of Understanding.

PARTNERSHIP COMMITMENT

This Memorandum of Understanding begins July 1, 2023, and runs through the 2023-24 school year.

The partners mutually agree that the iJAG program will operate within the principles, policies, procedures, and JAG standards outlined in this document and agreed to by the participating school, iJAG, and Jobs for America's Graduates.

It is mutually agreed that efforts will be made to continue the iJAG/JAG accredited program year after year based on funding availability, an adequate number of students to make the program cost-effective, and mutual satisfaction with the program.


Red Oak Community School District agrees to pay \$50,000.00 for the 2023-24 program school year to iJAG. To be invoiced at a later date (see below).

Please identify the individual where iJAG should send invoice to:

Name:	Email:
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Red Oak High School (9-10) Program Year 2023-2024	\$25,000.00
Red Oak High School (11-12) Program Year 2023-2024	\$25,000.00
Red Oak Community School District Total for 2023-24	\$50,000.00

Signatures Below:

Iowa Jobs for America's Graduates		Red Oak Community School District	
Signature		Signature	
Print	Wendy Mihm-Herold	Print	
Title	President/CEO	Title	
Date	5/4/2023	Date	

**RED OAK COMMUNITY SCHOOL DISTRICT & WEST CENTRAL COMMUNITY ACTION
PRESCHOOL CONTRACTED SERVICES AGREEMENT**

West Central Community Action Head Start Program, hereinafter referred to as “Provider” and the Red Oak Community School District, hereinafter referred to as “Partner” wish to enter into an agreement under which Partner shall furnish certain designated services necessary to implementation of WCCA program operations funded by a Department of Health and Human Services Grant. For the purposes of this Agreement, the following terms and definitions shall be used:

TERMS	DEFINITIONS
Provider:	West Central Community Action (WCCA)
Provider Address:	1408 “A” Highway 44 PO Box 709 Harlan, IA 51537-0709
Partner:	Red Oak Community School District (ROCSD)
Partner Address:	Red Oak Community School District 2011 N. 8 th Street Red Oak, IA 51566
Site Location:	Red Oak Child Development Center 400 West 2 nd Street Red Oak, IA 51566
Covered Primary Services:	Health, Education, Nutrition and Disabilities portion of Center Based Head Start Programming.
Required Service Group for Primary Services:	The Partner will serve 20 Head Start income eligible children.
Minimum Services:	The Partner will operate the identified preschool classroom(s) working towards a minimum of 1,020 teacher/student contact hours per year exclusive of school holidays, weather-related closings and staff professional development days at all of the identified site locations. The Partner will meet full funded enrollment number by September 30, 2023. If the full funded enrollment number is not met then Head Start will utilize the vacant slot and any vacant

TERMS	DEFINITIONS
	slot within the school year if no waitlist is available.
<p>Agreement Funding for Services:</p> <p>Method of Payments:</p>	<p>Funding is based on the number of Head Start eligible children enrolled and served up to the maximum allotted slots identified above during the course of each month throughout the 2023-2024 school year.</p> <p>The Partner will submit a monthly invoice by the 5th day of the following month for the previous month of service. The invoice will include the number of children that received services and the month being billed. The Partner will be paid \$450 per eligible child receiving services per month each month the child is actively enrolled not to exceed a total annual funding amount of \$81,000.00.</p>
<p>Agreement Guiding Principles:</p>	<p>Coordinate a comprehensive system of activities, policies, and procedures among the named parties which guide and support their delivery of services to children and their families.</p> <p>Create and maintain a meaningful partnership to promote school readiness so that children who are preschool age, receive comprehensive services to prepare them for elementary school and to address any potential “achievement gap”.</p> <p>Plan and implement strategies based on practice and research that have proven to support children’s school success.</p> <p>As part of the Head Start Program Performance Standards, the ROCSD will ensure their positive guidance and discipline practices are developmentally appropriate and follow best practice recommendations for Early Childhood Education.</p> <p>Respect the uniqueness of each locality’s</p>

TERMS	DEFINITIONS
	<p>needs and resources. Promote the involvement of members of the early child care and education communities.</p> <p>Share commitment, cooperation, and collaboration for a coordinated service delivery system.</p> <p>Both parties will provide Professional Development opportunities as prescribed by the Iowa Department of Education and HHS/ACF at no cost.</p>
<p>Program Curriculum and Head Start Program Performance Standards Monitoring:</p>	<p>The Connect4Learning (C4L) Curriculum and the Head Start Program Standards (HSPPS) will be followed at the identified ROCSD Preschool Classrooms.</p> <p>Head Start staff will support and monitor the identified ROCSD preschool classrooms at least three times annually to ensure that HSPPS are being met. Provider monitoring reports will be provided to the Partner staff by the 15th of the following month.</p> <p>The ROCSD is responsible to report any incidents, allegations, or misconduct of Head Start funded children to the Head Start Director within 24 hours of occurrence.</p> <p>Please see attachment for monitoring items.</p>
<p>Confidentiality:</p>	<p>The Provider and Partner acknowledge confidentiality requirements that each must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families.</p> <p>Each party will protect the rights of young children with respect to records and reports created, maintained, and used by each. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal</p>

TERMS	DEFINITIONS
	<p>laws for exercise of these rights be strictly followed.</p>
<p>Collaboration Meetings and Dispute Resolution:</p>	<p>The Partner and Provider will first attempt to resolve any disputes or to solve problems among themselves.</p> <p>Issues will be resolved as they arise at the lowest level possible. The chain of command will be followed.</p> <p>Schedule Administrative meetings on a monthly basis. Meetings will occur face-to-face or via Zoom to review local agreements, plan collaborative activities, and resolve issues.</p>
<p>Covered Primary Services: Partner Responsibilities:</p>	<p>Will assign a full time Preschool Administrator to oversee the preschool classrooms throughout the school district.</p> <p>Teachers will conduct two home visits per school year for each family.</p> <p>Teachers will conduct two parent conferences per school year.</p> <p>Provide nursing services.</p> <p>The hiring, supervision, employment and professional development of preschool certified teachers and qualified substitutes that comply with the Head Start Program Performance Standards.</p> <p>Maintain accreditations, perform the registration and participant screening process for 3 and 4 year old children.</p> <p>Provide meal service to children at the identified location(s).</p> <p>Non-federal share match documentation for donated items such as: classroom staff wages,</p>

TERMS	DEFINITIONS
	fringe benefits and associated costs not paid with Head Start funds, classroom materials/curriculum, furnishings, professional development and custodial services.
Covered Primary Services: Provider Responsibilities:	Provide a Head Start School and Community Partnership Coordinator who meets monthly with the preschool administrator as a Liaison between the two parties. Provide one (1) Family Advocate to support the needs of the Head Start children and families being served at each of the Provider’s site locations and classrooms.
Non-Federal Share Match Documentation:	The Partner will complete and submit to the Provider the Head Start Non-Federal Share Form at the beginning of the 2023 – 2024 school year.
Agreement And Termination Terms:	August 1, 2023 through July 31, 2024 The Provider and Partner are not bound by this agreement for more than the 2023-2024 school year.

The parties agree to abide by the specific terms and provisions of the following attachments which are incorporated into this agreement by reference and made a part of it:

- Basic Contract Provisions.
- Non-Federal Share Match Contribution Form.
- Pre-K Contracted Items.

Signature Page

Partner:

Provider:

Red Oak Community School District:

West Central Community Action:

By: _____
Superintendent

By: _____
Wendy Mueller, Executive Director

Date: _____

Date: _____

BASIC CONTRACT PROVISIONS

I. PURPOSE AND SCOPE OF AGREEMENT:

The purpose of this Agreement is to set out the terms and conditions between the Provider and Partner.

Achievement of the goals and objectives of the Head Start Program requires commitment from all levels and persons involved in the program. Policies, regulations and guidelines contribute to the effective and efficient process necessary for goal attainment. Both parties encourage and expect philosophical commitment to the Head Start goals, as well as compliance with the approved grant application, the Preschool Contracted Services Agreement, all policies, regulations, and guidelines of HHS/ACF.

The services to be provided under this Agreement are designed to provide the following services at the same site setting and subject to the availability of funding:

- A. Financial support for a minimum of 1,020 teacher/student contact time;
- B. Transportation services to eligible rural children;
- C. Professional development for Preschool Teachers and Assistant Teachers;
- D. Provider Monitoring Reports of ongoing monitoring of Head Start Program Performance Standards and
- E. Transition planning and implementation for children and families into the K-12 ROCSD system.

II. PARTNER SERVICE RESPONSIBILITIES:

Partner shall provide the specified Covered Primary Services at the designated Location of Services for the specified Term of Agreement in accordance with Head Start Performance Standards. The maximum number of children to be served is **20**

In addition to the specific provisions of this Agreement, Partner shall comply with all applicable state, federal, and local laws, rules, and regulations.

III. FUNDING:

Provider is responsible for no more than the specified Maximum Funding Level in Head Start Program funds to implement this Preschool Contracted Services Agreement. It is expressly understood and agreed that in no event will the total amount paid under this Agreement exceed the Maximum Funding Level for full and complete performance unless additional funding is specifically authorized in writing by the Provider.

IV. PROVIDER AND PARTNER METHODS FOR FISCAL MANAGEMENT:

Provider and Partner shall maintain such records and accounts, including property, personnel, and financial, as are deemed necessary by the Iowa Department of Education to assure proper accounting for all funds provided for this program. These records will be made available for audit purposes and will be retained for four(4) years after the expiration date of this contract and any renewals of it, unless permission to destroy them is granted by both the Partner and the Iowa Department of Education.

V. PARTNER PERSONNEL MANAGEMENT:

Partner shall assure, certify, document and maintain that they are in compliance with the Head Start Performance Standard 1302.90 Personnel Policies:

There is a personnel management system covering staff that is consistent with the regulations set forth in Head Start Program Performance Standard (1302.90) and provides the Provider access to the Partner's personnel files, policies and procedures. This shall include, but not be limited to, a current organizational chart, performance appraisals and the sections that outline the Partner's policies on conducting interviews, verifying references, conduct a sex offender registry check and obtain one of the following: (i) State criminal history records, including fingerprint checks; or (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. The Partner has ninety (90) days after an employee is hired to complete the background check process by obtaining: (i) Whichever check listed above was not obtained prior to the date of hire; and, (ii) Child abuse and neglect state registry check, if available.

Partner will establish and maintain written personnel policies and procedures that are approved by the ROCSD school board and are available to all district staff.

Before a person is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following: (i) State criminal history records, including fingerprint checks; or, (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. The district has 90 days after an employee is hired to complete the background check process by obtaining: (i) whichever check listed above of this section was not obtained prior to the date of hire; and, the child abuse and neglect state registry check, if available.

Partner must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check including any arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9858f(c)(1)(D) and 42 U.S.C. 9858f(h)(1) to determine whether the prospective employee can be hired or the current employee must be terminated.

Partner must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the complete background check process is complete.

Partner must conduct the complete background check for each employee, consultant, or contractor at least once every five (5) years which must include each of the four checks listed in above, and review and make employment decisions based on the information as described above, unless the program can demonstrate to the Provider that it has a more stringent system in place that will ensure child safety.

Partner must consider current and former program parent for employment vacancies for which such parents apply and are qualified.

Partner must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior; (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:

- (A) Use corporal punishment;
- (B) Use isolation to discipline a child;
- (C) Bind or tie a child to restrict movement or tape a child's mouth;
- (D) Use or withhold food as a punishment or reward;
- (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
- (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
- (G) Physically abuse a child;
- (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
- (I) Use physical activity or outdoor time as a punishment or reward;

(iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition; (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and, (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Partner will maintain personnel policies and procedures that include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.

Partner must ensure staff and program consultants or contractors are familiar with the ethnic backgrounds and heritages of families in the program and are able to serve and effectively communicate, either directly or through interpretation and translation, with children who are

dual language learners and to the extent feasible, with families with limited English proficiency. If a majority of children in a classroom speak the same language, at least one classroom staff member must speak such language.

Partner will ensure each staff member has an initial health examination; ensure that staff do not, because of communicable diseases, pose a significant risk to the health or safety of others in the classroom that cannot be eliminated or reduced by reasonable accommodations in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act.

Partner will make mental health and wellness information available to staff regarding health issues that may affect their job performance and provide regularly scheduled opportunities to learn about mental health, wellness and health education.

VI. SUBMISSION OF REPORTS, RECORDS AND EVALUATIONS:

Both parties agree to prepare, retain and permit either party to inspect, as each party considers necessary, all records required for this program by the Iowa Department of Education and ACF/HHS regulations. Both parties agree to carry out monitoring and evaluation activities to include; at a minimum, periodic observations of the daily program, conferring with staff and parents, validation of self-assessment procedures and on-site visits to conduct specific activities. Both parties shall insure the cooperation of employees, policy groups and board members in those efforts.

Both parties agree to submit such reports as may be required by Iowa Department of Education, HHS/ACF directives, including (but not exclusive of) computer reports, Self-Assessment Instruments, improvement plans and financial reports. Representatives by either parties shall have the right to inspect all such records and reports as related to the Head Start and West Monona preschool program.

VII. PROVIDER GENERAL RESPONSIBILITY FOR SERVICE:

The Provider shall monitor, evaluate, and make assistance available to the Partner in conducting all activities under this Agreement.

VIII. PROVIDER SPECIFIC RESPONSIBILITIES FOR SERVICE:

Provider shall provide the following services:

- A. Assist in assuring education program improvement through monthly monitoring site visits.
- B. Systematically provide monthly monitoring reports to the Partner to ensure compliance with the Head Start Program Performance Standards.
- C. Provide and maintain one (1) Family Advocate to support Partner Head Start preschool children and families with support services that are required by the Head Start Program

Performance Standards.

- D. Provide the required Head Start Program parent conferences and home visits required by the Head Start Program Performance Standards.
- E. Quarterly meetings to provide guidance on Head Start Program Performance Standards.

IX. DISCRIMINATION CLAUSE:

Partner and Provider will not discriminate against any person employed in the performance of this Agreement, or against any applicant for employment because of race, sex, age, creed, religion, color, national origin, sexual orientation, political affiliation, veteran's status, or handicapping condition. This requirement shall apply to, but not be limited to the following: employment, upgrading, demotion or transfer, selection for training, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and all other privileges, terms and conditions of employment.

No person shall, on the grounds of race, religion, sex, creed, color, national origin, sexual orientation, political affiliation, veteran's status, or handicapping condition be excluded from participation in, be denied the benefits of, or be subject to discrimination in the performance of this Agreement.

X. POLITICAL ACTIVITY PROHIBITED:

None of the funds, materials, property, services contributed by the Provider or the Partner under this Agreement shall be used for any partisan political activity, (1) to further the election or defeat of any candidate for public office, or to pay directly or indirectly, the salary or expenses of either party to this contract or their agent, to engage in any activity designed to influence legislation or appropriations pending before Congress, (2) to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election or (3) to assist any voter registration activity. Nothing in the above statement is intended in any way to inhibit or discourage any party from exercising its lawful rights to attempt to influence legislation pending before Congress as long as the costs are not charged to this Preschool Contracted Services Agreement or the Head Start Program.

XI. DRUG FREE ENVIRONMENT:

Provider and Partner shall not permit use of drugs, alcohol, or tobacco by its employees or contractors at any Location used for Primary or Secondary Services, in any motor vehicles owned or provided by either party or otherwise used in conjunction with providing Primary or Secondary Services, or in any manner in the presence or in the view of the children and families being served under this Agreement.

XII. COMPLIANCE WITH APPROVED PROGRAM:

Provider agrees to perform all activities authorized by this Agreement in accordance with the

approved work program, the approved program funding, and the grant conditions inclusive of Head Start Program Performance Standards, Program Instructions, CFR 45 (Administration of Grants), Audit Guide, Head Start guidelines and all other HHS/ACF directives.

XIII. SCHEDULE OF PAYMENT:

Provider agrees to pay the Partner as stated in the Method of Payment terms section of the Agreement. In no event shall the Partner payments to the Provider exceed the Maximum Funding for Services under this Agreement.

XIV. CHANGES IN SERVICE:

Either party may request changes in the scope of the services to be performed under this Agreement. Mutually agreed upon changes, including any increase or decrease in the amount of the Provider's compensation or modification of the program funding, must be reduced to written form before they shall be enforceable by either party.

XV. COVENANT AGAINST CONTINGENT FEES:

Provider and Partner warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee. For breach or violation of this warrant, either party shall have the right to annul this contract or otherwise recover the full amount of any such commission, percentage, brokerage or contingent fee, or to seek such other legal remedies as may be available.

XVI. HOLD HARMLESS, IDEMNIFICATION AND TERMINATION OF AGREEMENT:

Provider shall defend, indemnify, and hold harmless the Partner from and against any and all losses, claims, liabilities, damages, and expenses, including reasonable attorneys' fees and costs, arising out of any negligence, willful misconduct, violation of law, and/or breach of this Agreement by the Provider, its employees, or agents. The Partner shall defend, indemnify, and hold harmless the Provider from and against any and all losses, claims, liabilities, damages, and expenses, including reasonable attorneys' fees and costs, arising out of any negligence, willful misconduct, violation of law, and/or breach of this Agreement by the Provider, its employees, or agents. The provisions of this paragraph shall survive termination of this Agreement. Term and Termination.

The term of this Agreement shall commence on August 1, 2023 and end on July 31, 2024. The parties may renew this Agreement for an additional term as mutually determined by the parties.

Either party may terminate this Agreement upon written notice to the other party if the other

party fails to comply with any of the provisions of this Agreement, provided written notice of the breach shall be given to the breaching party and the breaching party shall have at least ten (10) days to cure the breach. Either party may terminate this Agreement immediately upon written notice to the other party if the other party becomes the subject of a proceeding under state or federal law for relief of debtors, or if an assignment is made for the benefit of creditors. In addition, either party may terminate this Agreement, with or without cause, and without penalty, upon at least thirty (30) days' written notice to the Provider. Upon the expiration or termination of this Agreement, the Provider will pay the Partner for all earned amounts up to the effective date of expiration or termination.

Except in the case of the Provider's loss of funding from HHS, financial assistance under this contract shall not be terminated or reduced, or an application for refunding denied or financial assistance suspended for longer than thirty (30) days unless the Provider has been afforded reasonable notice.

XVII. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION:

- A. Partner and Provider each certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- B. Partner or Provider is unable now, or at any time during the term of this Agreement to certify to any of the statements in this certification, either party shall immediately provide an explanation in writing to the other party and this contract shall be subject to immediate termination by either party in the event participation is disallowed as a result of that debarment or suspension.

XVIII. INSURANCE REQUIREMENTS:

General Liability:	\$1,000,000.00 each occurrence \$2,000,000.00 aggregate \$5,000.00 medical expense per person \$1,000,000.00 personal & adv injury \$2,000,000.00 products/completed op.
Excess Liability Umbrella:	\$1,000,000.00 each occurrence \$1,000,000.00 aggregate
Professional Liability:	\$2,000,000.00 each occurrence \$2,000,000.00 aggregate
Sexual Abuse Coverage:	\$50,000.00 each person \$250,000.00 maximum

Worker's Compensation:

\$500,000.00 each accident
\$500,000.00 each employee
\$500,000.00 total policy



**SERVICES AGREEMENT FOR MANAGED SERVICES
BETWEEN
Green Hills AEA
AND
RED OAK CSD**

This Agreement is entered into by and between the Green Hills AEA (“GHAEA”) and RED OAK CSD (the “District”) effective as of July 1, 2023 (the “Effective Date”).

GHAEA and the District agree as follows:

1. **Scope of Work.** GHAEA will provide to the District the services as set forth in Schedule A (the “Services”), which shall be attached hereto and is by this reference incorporated as part of this Agreement. Multiple Schedule A documents may be included.
2. **Service Contracts.** The District agrees to make payments to GHAEA according to the fee schedule set forth in Schedule B, which shall be attached hereto and is by this reference incorporated as part of this Agreement. The District further agrees to compensate GHAEA for all services and expenses incurred in connection with providing the Services as set forth in Schedule B and elsewhere in this Agreement. Multiple Schedule B documents may be included.
3. **Term(s) and Termination.** GHAEA shall provide the Services beginning on the Effective Date and shall continue providing the Services until terminated by either party. This Agreement shall terminate upon the occurrence of any of the following:
 - a. The District breaches any of its obligations under this Agreement. In the event of such breach of performance, GHAEA shall provide written notice to the District specifying the breach and the District shall have sixty (60) days to cure such breach. If the District fails to cure its breach within the sixty (60) day period, this Agreement shall immediately terminate.
 - i. Notwithstanding Section 3.a, if the District’s breach of this Agreement is a failure to timely make a payment pursuant to Schedule B, the District shall have sixty (60) days to cure such breach.

b. GHAEA breaches any of its obligations under this Agreement. In the event of such breach of performance, the District shall provide written notice to GHAEA specifying the breach and GHAEA shall have sixty (60) days to cure such breach. If GHAEA fails to cure its breach within the sixty (60) day period, this Agreement shall immediately terminate.

c. Either the District or GHAEA provides written notice of termination to the other party. Such notice of termination shall become effective, and this agreement shall terminate, sixty (60) days after delivery of such notice.

d. Notwithstanding any other provision contained in this Agreement, this Agreement shall immediately terminate and neither party shall be liable for any failures to perform if such failure is caused by acts of God or the public enemy, fire, explosion, accident, flood, drought, embargoes, shortages, actions of any kind by a governmental authority (other than a governmental authority who is a party to this Agreement) whether such act is valid or invalid, or any other casualty.

In the event this Agreement terminates, , all rights and obligations of the parties hereunder shall cease as of the date of such termination, except that GHAEA will provide services in connection with migrating the District to a new service provider, and GHAEA shall charge the District at its normal hourly rate based upon the per diem rate set out in Schedule B for such migration services. Migration includes coordination of responsibilities, turnover, documentation, and response to questions from the new provider.

4. **Representations and Warranties.** GHAEA represents and warrants that the Services will be provided in a professional manner, by qualified personnel, consistent with this Agreement. GHAEA shall use commercially reasonable efforts to perform the Services to the District's satisfaction. The District represents and warrants that it will discuss with GHAEA any major purchases of technology hardware and software, as well as equipment and peripherals, such that GHAEA may advise the District as to the compatibility of such hardware, software, equipment, or peripherals. The District represents and warrants that GHAEA will be the sole provider of the Services unless alternate arrangements are made between the parties. Both parties represent and warrant that, if any disputes arise regarding this Agreement, the parties shall negotiate in good faith to resolve any disputes or differences. **GHAEA MAKES NO OTHER WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES UNDER THIS AGREEMENT. GHAEA EXPRESSLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY FITNESS FOR A PARTICULAR PURPOSE.**

5. **Limitation of Liability.** GHAEA shall indemnify and hold the District harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney fees, court costs, and costs of appeal) that the District may incur or sustain as a result of any breach by GHAEA of this Agreement or negligent or other wrongful conduct by GHAEA in the performance of its services and obligations under this Agreement.
6. **Limitation on Remedies.** The District shall indemnify and hold GHAEA harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney fees, court costs, and costs of appeal) that GHAEA may incur or sustain as a result of any breach by the District of this Agreement or negligent or other wrongful conduct by the District in the performance of its services and obligations under this Agreement.
7. **Assignment.** The District may not assign or delegate any or all of its rights or its duties under this Agreement without the prior written consent of GHAEA.
8. **Complete Agreement.** This Agreement (together with all attachments hereto) is the complete and exclusive statement of the agreement of the parties with respect to the subject matter hereof and supersedes all prior oral or written proposals or agreements with respect to the subject matter of this Agreement. This Agreement may not be modified except in a writing executed by both parties.
9. **Conflict.** In the event that any term of this Agreement conflicts with any term provided for in the Schedules attached to this Agreement and incorporated herein, the terms of this Agreement shall control and the terms of the Schedules shall be subordinate.
10. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

Green Hills AEA

By: Christine M. Blum

Board President

Date: Apr 25 2023

(approved 4/25/23 Bd. Mtg.)

RED OAK CSD

By: _____

Board President

Date: _____

SCHEDULE A

vCISO SERVICE

Section 1 – Services Provided

Green Hills AEA will provide a certified vCISO who will work with the District to develop a security program from scratch or optimize and build upon what is already established. The vCISO will leverage unbiased experts to educate districts on best practices in threat identification, threat mitigation, training, and response planning. The program will create actionable security insights for district leadership, a mitigation plan, and an incident response plan. The goal of the vCISO program is to improve the district's security and compliance posture to address increasing risks and minimize impact if an incident does occur.

Section 2 – Areas not covered

The vCISO Service is limited to vulnerability assessment & planning to mitigate Cybersecurity threats. Subscription to the vCISO Service is not a guarantee of incident prevention. Subscription to the vCISO Service is not Cyber Liability Insurance. See SERVICES AGREEMENT FOR MANAGED SERVICES - Section(s) 4., 5., 6.

Section 3 – Areas where 3rd party vendor support may / will be required

GHAEA will provide expertise and access to the Security Studio tool set.

Additional measures to address vulnerabilities might include but are not limited to::

- Vulnerability Scanning
- Internal / External Penetration Testing
- Endpoint management (Mobile Device Management)
- Endpoint Protection
- Training
- Cyber Incident Liability insurance

The District will require a third party to provide such systems.

Section 4 – Standard Practice

The agency will assign a certified vCISO to the district as a primary point of contact for this service. Additional team members from GHAEA may participate in providing service. The district shall appoint a Cybersecurity team made up of at least 3 employees of the District with specific interest or aptitude for participating on the team. Suggested participants include (but are not limited to) Superintendent, School Business Official, Technology Director, Instructional Leaders (Principal, Curriculum Specialist, Instructional Coach), Facilities & Maintenance Supervisor, Transportation Supervisor, Nutrition Services Supervisor, Managed Service Providers, Teachers, Community Members.

Objectives:

- Align security and compliance needs with K-12 School reality
- Quickly identify and remediate vulnerabilities and risks based on impact

- Increase district leadership's visibility into the state of cyber security
- Optimize security and compliance spend
- Align district plans to Cybersecurity and Infrastructure Security Agency- U.S. Department of Homeland Security best practice

Scope:

- Customized Security Program Development, Execution, & Management
- Security Road Map
- Annual Risk Assessment using the [Security Studio S2School](#) vulnerability assessment.
- Policy and Procedure Development
- External Audit Assistance (e.g., Cyber Insurance Underwriting)
- Co-Facilitate Security Tabletop Exercises
- School Board Reports and Leadership Presentations

Section 5 – Staffing Allocation

The agency will assign a certified vCISO to the district as a primary point of contact for this service.

SCHEDULE B

Managed Services Package

Green Hills AEA (GHAEA) will provide technology assistance support as described in Schedule A. If GHAEA Technology staff is needed for an event, the District will inform GHAEA of such needs with reasonable advance notice. Normal working hours are Monday through Friday, 8 am until 4 pm. GHAEA will provide a list of all observed holidays not considered working hours. If support is needed outside of working hours, coverage can be arranged with reasonable advance notice. On-site days for this agreement are .8 FTE (i.e. four days out of a five day work week). Specific scheduled days to be determined by GHAEA and the District in cooperation.

When school is not in session due to weather, GHAEA, in consultation with the District, will decide how best to deploy resources. Support may be on call during this time, with the understanding that all projects will be completed on time. When the assigned technician is not able to attend work on a scheduled day, GHAEA will provide support remotely. After seven missed days when school is in session GHAEA will discount the contract for any days missed past seven.

GHAEA and the District understand that the costs provided for herein are the base costs for the Services. Any additional work items as indicated in Schedule A Section 3 will be separately quoted by GHAEA and agreed to by the District.

BASE COST FOR FISCAL YEAR (Selected services that apply)

<input type="checkbox"/> IT MANAGED SERVICE	<p align="center">N/A</p>
<input type="checkbox"/> ERATE MANAGED SERVICE	<p align="center">N/A</p>
<input type="checkbox"/> TELEPHONE MANAGED SERVICE	<p align="center">N/A</p>
<input type="checkbox"/> APPLICATION HOSTING SERVICE <input type="checkbox"/> Project Lead the Way <input type="checkbox"/> \$500 initial setup fee <input type="checkbox"/> <i>Billing will be based on the actual cost viewable from the AWS management console.</i> <input type="checkbox"/> Adobe Creative Cloud <input type="checkbox"/> \$500 initial setup fee <input type="checkbox"/> <i>Billing will be based on the actual cost viewable from the AWS management console.</i> <input type="checkbox"/> “Other” Application Hosting (AWS AppStream) <input type="checkbox"/> \$500 initial setup fee <input type="checkbox"/> <i>Billing will be based on the actual cost viewable from the AWS</i>	<p align="center">N/A</p>

<i>management console.</i>	
<input checked="" type="checkbox"/> vCISO (Virtual Chief Information Security Officer) SERVICE	\$3,600
<input type="checkbox"/> TEACHER LIBRARIAN SERVICE	N/A

Billing by the GHAEA Business Office will be quarterly. Payment is due 30 days after receipt of the invoice.

Document Details

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700 - Purpose of Non-instructional and Business Services (no revisions)

This series of the board policy manual is devoted to the goals and objectives for the school district's non-instructional services and business operations that assist in the delivery of the education program. These non-instructional services include, but are not limited to, transportation, the school lunch program and childcare. The board, as it deems necessary, will provide additional non-instructional services to support the education program. It is the goal of the board to provide non-instructional services and to conduct its business operations in an efficient manner.

Approved November 11, 2013

Reviewed ~~October 29, 2013~~ **May 17, 2023**

Revised November 26, 2018

701.1 - Depository of Funds (no revisions)

Each year at its annual meeting, the board will designate by resolution the name and location of the Iowa located financial depository institution or institutions to serve as the official school district depository or depositories. The maximum deposit amount to be kept in the depository will be stated in the resolution. The amount stated in the resolution must be for all depositories and include all of the school district's funds.

It is the responsibility of the board secretary to include the resolution in the minutes of the meeting.

Approved November 11, 2013

Reviewed ~~October 29, 2013~~ **May 17, 2023**

Revised November 26, 2018

701.2 - Transfer of Funds (significant revisions to reflect code changes)

The board may loan monies between funds as it deems necessary. The board shall exercise this authority judiciously.

When the necessity for a fund has ceased to exist, the balance may be transferred to another fund or account by board resolution. School district monies received without a designated purpose may be transferred in this manner. School district monies received for a specific purpose or upon vote of the people may only be transferred, by board resolution when the purpose for which the monies were received has been completed. Voter approval is required to transfer monies to the general fund from the capital projects fund and debt service fund.



MEMORANDUM OF UNDERSTANDING (MOU)

Multi-Year Program

Red Oak High School (9-12) and Red Oak Community School District

WHEREAS, this Memorandum of Understanding, entered into between iJAG, Red Oak High School (9-12), and the Red Oak Community School District, outlines the elements of a partnership to successfully implement and sustain the Jobs for America's Graduates (JAG) Multi-Year Program as operated and managed by Iowa Jobs for America's Graduates (iJAG).

WHEREAS, iJAG is a non-profit organization supported by corporate and foundation contributions, public sector grants, and participating school funds. iJAG creates business, industry, and education partnerships committed to achieving the mission of JAG. The mission of JAG is to ensure that youth facing multiple challenges to graduation remain in school, attain basic employability skills through classroom and work-based learning experiences, are provided with academic support services, graduate, and receive twelve (12) months of follow-up services by the iJAG Education Specialist. Follow-up services help ensure iJAG participants successfully transition into a career and/or pursue postsecondary education to enhance their career entry and advancement.

WHEREAS, the five primary performance goals of the multi-year program are: 90% graduation/GED rate, 80% overall success twelve months after graduation, with participants employed in a job leading to a career, in the military, or enrolled in postsecondary education or training, or a combination of work and postsecondary education, 60% of graduates are employed, 60% of employed graduates are in full-time jobs leading to careers, and 80% of the graduates are employed full-time and/or are combining work and school. Statewide and school performance outcomes are used in JAG's accreditation process. State and local affiliates must receive standard accreditation to become and remain a member of the JAG National Network.

WHEREAS the responsibilities of iJAG include:

1. Maintain an active, involved iJAG Board of Directors to provide oversight to the implementation, operation, and continuous improvement of programs in Iowa, which satisfy the accreditation standards of the National JAG Program Model.
2. Employ a full-time, year-round, jointly accepted individual with the requested certification to fulfill the responsibilities of the iJAG Education Specialist.
3. Develop and establish positive working relationships within the community and connections at the state and local level for comprehensive school improvement, career and technical education, building resiliency, transition, career education guidance, Workforce Development, and Economic Development.
4. Participate in the annual I&I Ceremony, iJAG Leadership Development Conference, Legislative Day, Career Development Conference, and iJAG Nation Leadership Conference, utilizing input from students, Education Specialists, and the Board of Directors.
5. iJAG Management will provide the following:
 - a. Support to Education Specialists
 - b. Technical assistance and training to the iJAG Education Specialist and other essential school staff on successfully implementing and operating a JAG-accredited program
 - c. Staff development for all Education Specialists to ensure understanding of the JAG and the middle school models, share best practices through planned local/state staff development activities, and attend the annual Learning Summit and other annual training.
 - d. Conduct frequent school quality assurance reviews on students, services, and outcomes and consulting visits to offer encouragement, support, and feedback.
 - i. Program managers will meet with the school administrator leading the iJAG partnership during these visits to ensure satisfaction and collaboration.

- ii. Every 3-4 years, JAG will conduct a site review and prepare an accreditation report for consideration by the Board of Directors, iJAG administration, school, and Education Specialist.

WHEREAS, the responsibilities of the Red Oak Community School District include:

1. Buildings will adhere to an "onboarding checklist" to be compiled by the iJAG program team. The list checklist will consist of but is not limited to the following:
 - a. Issue a District ID badge allowing iJAG Specialist access to buildings.
 - b. Provide appropriate space for the iJAG Education Specialist, including classroom space and office space that provides privacy with the students as necessary and contributes to in-kind services.
 - c. Provide utilities, computer, copier, internet access, classroom materials, supplies, etc., like other teachers and school staff.
 - d. Provide access and training to iJAG Specialists on the school's database system and any other technology available to the Specialists within the building.
 - i. Education Specialists will have access to all student information, including but not limited to grades, demographics, credits, behaviors, schedules, free and reduced lunch status, IEP/504 Plans, parent/guardian contact information, etc., for all students to assist with student selection.
 - e. Include iJAG Specialists in all safety training drills, Mandatory Reporting Training, and all other training and professional development required of all staff as appropriate.
 - f. Assign iJAG Specialists a teacher mentor within the assigned building.
 - g. Collaborate with iJAG to ensure iJAG paperwork and school paperwork completion and address media releases.
2. Incorporate iJAG Education Specialist in electronic notifications of school updates and notices.
3. School Administration will ensure the following:
 - a. iJAG is included in the Student Handbook/Course Catalog and ensures guidance staff assists with student referral and selection.
 - b. Class sizes will be, at most, 17 students per class in any class period. The iJAG learner-centered instructional strategy and model, Project Based Learning (PBL), requires small class sizes to be successful.
 - c. Work with the iJAG Specialist to establish an in-school Advisory Committee to assist the Education Specialist in recruiting, screening, and selecting students most in need of services and who meet JAG criteria to receive services and to provide ongoing support for students and the iJAG program.
 - i. The committee will include one representative from the administration, counseling staff, the faculty, and the Education Specialist.
 - a. *Note: The school may use an existing committee if it will also perform the additional functions of the iJAG Advisory Committee.*
 - ii. The iJAG Specialist and the school must agree upon each student before being added to the roster.
 - iii. Creating iJAG classes is imperative for building connections and creating belonging; because of this, adding students after the adding and dropping classes deadlines is unrecommended.
 - iv. Seniors can join iJAG only during the beginning of the year senior year. The Program Manager must approve any time after that.
 - d. Infuse iJAG and their Career Association with other school programs and services where appropriate.

- e. Support the Education Specialists' efforts to engage parents, employers, and the community.
 - f. Support the Education Specialists' efforts to perform mandatory engagements with employers, job opportunities, and potential placements off-campus.
 - g. Work with the Program Manager to:
 - i. Complete the Observation Rubric twice yearly to assess the Education Specialists' performance.
 - ii. Provide building supervision of the Education Specialist.
 - iii. Conduct regular meetings to evaluate the partnership and progress of the iJAG program.
4. The District will provide the following:
- a. Meetings with iJAG leadership quarterly to review data and discuss the partnership
 - b. Transportation for students to attend statewide events, Career Association events, employer engagement opportunities, college visits, and community service opportunities
 - i. Including providing the necessary insurance coverage for students to attend these opportunities as their participation is considered a school-sponsored event.
 - ii. Allow other staff to serve as chaperones and activity judges at these events when possible.
 - iii. Education Specialists will present the event dates to the appropriate school personnel at the beginning of the school year and obtain prior approval in the expected timeframes.
 - iv. The school district will allow the Education Specialist access to smaller district vehicles when available for small group activities related to career association and WBL.
 - c. The cost of substitute teachers for at least ten school days, eight (8) hours of iJAG instruction per day, per iJAG Specialist, as necessary and with prior approval
 - i. Substitute days are half or full-day increments.
 - ii. Substitute days include personal sick days, iJAG training, and iJAG-sponsored statewide events. The school will cover all other days that a sub is needed (employer engagements).
 - iii. Any days outside of the above iJAG covers
 - d. A representative from the school administration (ideally the Principal or Vice Principal) to attend the annual principal's meetings, coordinated by iJAG administration

WHEREAS the responsibilities of the iJAG Education Specialist include:

1. iJAG Education Specialists' primary role is to deliver the multi-year school iJAG program with fidelity.
 - a. The program incorporates a learner-centered approach, focused on the thirty-seven (37) core competencies endorsed by JAG.
2. iJAG Specialists may have one other school-related duty.
3. The Education Specialist will fulfill the following:
 - a. Recruit and select up to sixty (60) qualified students for the program who satisfy the criteria set out by iJAG/JAG.
 - i. Students must *need, want, and benefit* from the services.
 - b. Establish an in-school Advisory Committee with school administration to recruit, screen, and select students most needing services.
 - c. Organize the student-led Career Association.
 - i. Each iJAG student will join the Career Association for belonging, a sense of ownership, building self-esteem, and developing leadership and teamwork skills.
 - ii. Each student must complete at least fifteen (15) annual hours of community service, individually or within groups.
 - d. Assist the Career Association in raising \$350.00 annually through a fundraising event.

- i. The money will go to supporting their iJAG program.
 - ii. Monies over \$350 will be used for Career Association activities during the year.
 - iii. Monies raised will be stored securely until the Program Manager can obtain
 - iv. Monies will be held and accounted for in iJAG accounts.
 - e. Develop work-based learning and/or job shadow experiences in conjunction with the administration.
 - i. Partner with the school on already established work-based learning programs and employer engagement experiences
 - ii. Ensuring follow-up students also receive the same work-based learning and employer engagement opportunities.
 - iii. Ensure juniors and seniors have access and opportunities to participate in dual credit classes with the local community college, as applicable.
 - f. Establish and maintain connections at the school and district levels.
- 4. Education Specialist will:
 - a. Attend and participate in iJAG staff development experiences, mandatory staff meetings, and student events.
 - b. Work with iJAG administration to assist with special events or peer-based training as needed.
 - c. Provide career guidance and counseling. Connect and refer students to school or community-based services to overcome barriers to advancement, employment, and career entry and advancement.
 - d. Work with students and other staff/faculty to provide remediation and/or tutoring required to improve their basic education skills and advance to the next grade level.
 - i. Provide necessary services to help students overcome barriers to staying in school, graduating, becoming employed, and/or pursuing a postsecondary education, including follow-up with teachers in classes that students are not passing or falling behind.
 - e. Education Specialists running the 11/12 iJAG program will contact graduates and non-graduates monthly and employers bimonthly during the 12-month follow-up period.
 - f. Provide personal and confidential information for screening per local and state laws governing those working directly with students in schools.
 - g. Complete and maintain all paper and electronic documentation as required by iJAG.
 - i. Submit properly completed written and electronic documentation as directed by the iJAG administration.
 - ii. Work with iJAG administration to complete all monitoring, evaluations, agreements, and documentation required by funding sources.
 - h. Sign the Memorandum of Understanding as part of their contract and evaluation.
 - i. Participate in evaluations conducted by the iJAG administration twice a year.
 - j. Provide reports throughout the year on various data points, such as but not limited to programming, GPA, attendance, barriers, etc., to the school and iJAG administration.
 - k. Understand and adhere to the building's policy regarding leaving the school building during contract hours.
 - i. Education Specialists will seek prior approval from their Program Manager before leaving the school building during contract hours.
 - ii. Education Specialists will notify their building supervisor when leaving the building during contract hours.

WHEREAS, the responsibilities of Jobs for America's Graduates include:

1. Provide onsite assistance for Education Specialists and iJAG administration upon request.
2. Make its copyrighted model books and materials available, operational guides, administrative manuals, electronic data management systems, etc. Provide Education Specialists with the opportunity to attend the annual JAG National Training Seminar.
3. Conduct accreditation of the iJAG program to ensure conformity with the standards promulgated by JAG.
4. Make available the protected trademark, "Jobs for America's Graduates," and associated emblem and copyrighted materials directly related to and limited to the periods in which the program is delivered in a manner consistent with the mission and goals of the JAG Program Model and terms of this Memorandum of Understanding.

PARTNERSHIP COMMITMENT

This Memorandum of Understanding begins July 1, 2023, and runs through the 2023-24 school year.

The partners mutually agree that the iJAG program will operate within the principles, policies, procedures, and JAG standards outlined in this document and agreed to by the participating school, iJAG, and Jobs for America's Graduates.

It is mutually agreed that efforts will be made to continue the iJAG/JAG accredited program year after year based on funding availability, an adequate number of students to make the program cost-effective, and mutual satisfaction with the program.


Red Oak Community School District agrees to pay \$50,000.00 for the 2023-24 program school year to iJAG. To be invoiced at a later date (see below).

Please identify the individual where iJAG should send invoice to:

Name:	Email:
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Red Oak High School (9-10) Program Year 2023-2024	\$25,000.00
Red Oak High School (11-12) Program Year 2023-2024	\$25,000.00
Red Oak Community School District Total for 2023-24	\$50,000.00

Signatures Below:

Iowa Jobs for America's Graduates		Red Oak Community School District	
Signature		Signature	
Print	Wendy Mihm-Herold	Print	
Title	President/CEO	Title	
Date	5/4/2023	Date	

**RED OAK COMMUNITY SCHOOL DISTRICT & WEST CENTRAL COMMUNITY ACTION
PRESCHOOL CONTRACTED SERVICES AGREEMENT**

West Central Community Action Head Start Program, hereinafter referred to as “Provider” and the Red Oak Community School District, hereinafter referred to as “Partner” wish to enter into an agreement under which Partner shall furnish certain designated services necessary to implementation of WCCA program operations funded by a Department of Health and Human Services Grant. For the purposes of this Agreement, the following terms and definitions shall be used:

TERMS	DEFINITIONS
Provider:	West Central Community Action (WCCA)
Provider Address:	1408 “A” Highway 44 PO Box 709 Harlan, IA 51537-0709
Partner:	Red Oak Community School District (ROCSD)
Partner Address:	Red Oak Community School District 2011 N. 8 th Street Red Oak, IA 51566
Site Location:	Red Oak Child Development Center 400 West 2 nd Street Red Oak, IA 51566
Covered Primary Services:	Health, Education, Nutrition and Disabilities portion of Center Based Head Start Programming.
Required Service Group for Primary Services:	The Partner will serve 20 Head Start income eligible children.
Minimum Services:	The Partner will operate the identified preschool classroom(s) working towards a minimum of 1,020 teacher/student contact hours per year exclusive of school holidays, weather-related closings and staff professional development days at all of the identified site locations. The Partner will meet full funded enrollment number by September 30, 2023. If the full funded enrollment number is not met then Head Start will utilize the vacant slot and any vacant

TERMS	DEFINITIONS
	slot within the school year if no waitlist is available.
<p>Agreement Funding for Services:</p> <p>Method of Payments:</p>	<p>Funding is based on the number of Head Start eligible children enrolled and served up to the maximum allotted slots identified above during the course of each month throughout the 2023-2024 school year.</p> <p>The Partner will submit a monthly invoice by the 5th day of the following month for the previous month of service. The invoice will include the number of children that received services and the month being billed. The Partner will be paid \$450 per eligible child receiving services per month each month the child is actively enrolled not to exceed a total annual funding amount of \$81,000.00.</p>
<p>Agreement Guiding Principles:</p>	<p>Coordinate a comprehensive system of activities, policies, and procedures among the named parties which guide and support their delivery of services to children and their families.</p> <p>Create and maintain a meaningful partnership to promote school readiness so that children who are preschool age, receive comprehensive services to prepare them for elementary school and to address any potential "achievement gap".</p> <p>Plan and implement strategies based on practice and research that have proven to support children's school success.</p> <p>As part of the Head Start Program Performance Standards, the ROCSD will ensure their positive guidance and discipline practices are developmentally appropriate and follow best practice recommendations for Early Childhood Education.</p> <p>Respect the uniqueness of each locality's</p>

TERMS	DEFINITIONS
	<p>needs and resources. Promote the involvement of members of the early child care and education communities.</p> <p>Share commitment, cooperation, and collaboration for a coordinated service delivery system.</p> <p>Both parties will provide Professional Development opportunities as prescribed by the Iowa Department of Education and HHS/ACF at no cost.</p>
<p>Program Curriculum and Head Start Program Performance Standards Monitoring:</p>	<p>The Connect4Learning (C4L) Curriculum and the Head Start Program Standards (HSPPS) will be followed at the identified ROCSD Preschool Classrooms.</p> <p>Head Start staff will support and monitor the identified ROCSD preschool classrooms at least three times annually to ensure that HSPPS are being met. Provider monitoring reports will be provided to the Partner staff by the 15th of the following month.</p> <p>The ROCSD is responsible to report any incidents, allegations, or misconduct of Head Start funded children to the Head Start Director within 24 hours of occurrence.</p> <p>Please see attachment for monitoring items.</p>
<p>Confidentiality:</p>	<p>The Provider and Partner acknowledge confidentiality requirements that each must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families.</p> <p>Each party will protect the rights of young children with respect to records and reports created, maintained, and used by each. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal</p>

TERMS	DEFINITIONS
	<p>laws for exercise of these rights be strictly followed.</p>
<p>Collaboration Meetings and Dispute Resolution:</p>	<p>The Partner and Provider will first attempt to resolve any disputes or to solve problems among themselves.</p> <p>Issues will be resolved as they arise at the lowest level possible. The chain of command will be followed.</p> <p>Schedule Administrative meetings on a monthly basis. Meetings will occur face-to-face or via Zoom to review local agreements, plan collaborative activities, and resolve issues.</p>
<p>Covered Primary Services: Partner Responsibilities:</p>	<p>Will assign a full time Preschool Administrator to oversee the preschool classrooms throughout the school district.</p> <p>Teachers will conduct two home visits per school year for each family.</p> <p>Teachers will conduct two parent conferences per school year.</p> <p>Provide nursing services.</p> <p>The hiring, supervision, employment and professional development of preschool certified teachers and qualified substitutes that comply with the Head Start Program Performance Standards.</p> <p>Maintain accreditations, perform the registration and participant screening process for 3 and 4 year old children.</p> <p>Provide meal service to children at the identified location(s).</p> <p>Non-federal share match documentation for donated items such as: classroom staff wages,</p>

TERMS	DEFINITIONS
	fringe benefits and associated costs not paid with Head Start funds, classroom materials/curriculum, furnishings, professional development and custodial services.
Covered Primary Services: Provider Responsibilities:	Provide a Head Start School and Community Partnership Coordinator who meets monthly with the preschool administrator as a Liaison between the two parties. Provide one (1) Family Advocate to support the needs of the Head Start children and families being served at each of the Provider’s site locations and classrooms.
Non-Federal Share Match Documentation:	The Partner will complete and submit to the Provider the Head Start Non-Federal Share Form at the beginning of the 2023 – 2024 school year.
Agreement And Termination Terms:	August 1, 2023 through July 31, 2024 The Provider and Partner are not bound by this agreement for more than the 2023-2024 school year.

The parties agree to abide by the specific terms and provisions of the following attachments which are incorporated into this agreement by reference and made a part of it:

- Basic Contract Provisions.
- Non-Federal Share Match Contribution Form.
- Pre-K Contracted Items.

Signature Page

Partner:

Provider:

Red Oak Community School District:

West Central Community Action:

By: _____
Superintendent

By: _____
Wendy Mueller, Executive Director

Date: _____

Date: _____

BASIC CONTRACT PROVISIONS

I. PURPOSE AND SCOPE OF AGREEMENT:

The purpose of this Agreement is to set out the terms and conditions between the Provider and Partner.

Achievement of the goals and objectives of the Head Start Program requires commitment from all levels and persons involved in the program. Policies, regulations and guidelines contribute to the effective and efficient process necessary for goal attainment. Both parties encourage and expect philosophical commitment to the Head Start goals, as well as compliance with the approved grant application, the Preschool Contracted Services Agreement, all policies, regulations, and guidelines of HHS/ACF.

The services to be provided under this Agreement are designed to provide the following services at the same site setting and subject to the availability of funding:

- A. Financial support for a minimum of 1,020 teacher/student contact time;
- B. Transportation services to eligible rural children;
- C. Professional development for Preschool Teachers and Assistant Teachers;
- D. Provider Monitoring Reports of ongoing monitoring of Head Start Program Performance Standards and
- E. Transition planning and implementation for children and families into the K-12 ROCSD system.

II. PARTNER SERVICE RESPONSIBILITIES:

Partner shall provide the specified Covered Primary Services at the designated Location of Services for the specified Term of Agreement in accordance with Head Start Performance Standards. The maximum number of children to be served is **20**

In addition to the specific provisions of this Agreement, Partner shall comply with all applicable state, federal, and local laws, rules, and regulations.

III. FUNDING:

Provider is responsible for no more than the specified Maximum Funding Level in Head Start Program funds to implement this Preschool Contracted Services Agreement. It is expressly understood and agreed that in no event will the total amount paid under this Agreement exceed the Maximum Funding Level for full and complete performance unless additional funding is specifically authorized in writing by the Provider.

IV. PROVIDER AND PARTNER METHODS FOR FISCAL MANAGEMENT:

Provider and Partner shall maintain such records and accounts, including property, personnel, and financial, as are deemed necessary by the Iowa Department of Education to assure proper accounting for all funds provided for this program. These records will be made available for audit purposes and will be retained for four(4) years after the expiration date of this contract and any renewals of it, unless permission to destroy them is granted by both the Partner and the Iowa Department of Education.

V. PARTNER PERSONNEL MANAGEMENT:

Partner shall assure, certify, document and maintain that they are in compliance with the Head Start Performance Standard 1302.90 Personnel Policies:

There is a personnel management system covering staff that is consistent with the regulations set forth in Head Start Program Performance Standard (1302.90) and provides the Provider access to the Partner's personnel files, policies and procedures. This shall include, but not be limited to, a current organizational chart, performance appraisals and the sections that outline the Partner's policies on conducting interviews, verifying references, conduct a sex offender registry check and obtain one of the following: (i) State criminal history records, including fingerprint checks; or (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. The Partner has ninety (90) days after an employee is hired to complete the background check process by obtaining: (i) Whichever check listed above was not obtained prior to the date of hire; and, (ii) Child abuse and neglect state registry check, if available.

Partner will establish and maintain written personnel policies and procedures that are approved by the ROCSD school board and are available to all district staff.

Before a person is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following: (i) State criminal history records, including fingerprint checks; or, (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. The district has 90 days after an employee is hired to complete the background check process by obtaining: (i) whichever check listed above of this section was not obtained prior to the date of hire; and, the child abuse and neglect state registry check, if available.

Partner must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check including any arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9858f(c)(1)(D) and 42 U.S.C. 9858f(h)(1) to determine whether the prospective employee can be hired or the current employee must be terminated.

Partner must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the complete background check process is complete.

Partner must conduct the complete background check for each employee, consultant, or contractor at least once every five (5) years which must include each of the four checks listed in above, and review and make employment decisions based on the information as described above, unless the program can demonstrate to the Provider that it has a more stringent system in place that will ensure child safety.

Partner must consider current and former program parent for employment vacancies for which such parents apply and are qualified.

Partner must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior; (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:

- (A) Use corporal punishment;
- (B) Use isolation to discipline a child;
- (C) Bind or tie a child to restrict movement or tape a child's mouth;
- (D) Use or withhold food as a punishment or reward;
- (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
- (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
- (G) Physically abuse a child;
- (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
- (I) Use physical activity or outdoor time as a punishment or reward;

(iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition; (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and, (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Partner will maintain personnel policies and procedures that include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.

Partner must ensure staff and program consultants or contractors are familiar with the ethnic backgrounds and heritages of families in the program and are able to serve and effectively communicate, either directly or through interpretation and translation, with children who are

dual language learners and to the extent feasible, with families with limited English proficiency. If a majority of children in a classroom speak the same language, at least one classroom staff member must speak such language.

Partner will ensure each staff member has an initial health examination; ensure that staff do not, because of communicable diseases, pose a significant risk to the health or safety of others in the classroom that cannot be eliminated or reduced by reasonable accommodations in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act.

Partner will make mental health and wellness information available to staff regarding health issues that may affect their job performance and provide regularly scheduled opportunities to learn about mental health, wellness and health education.

VI. SUBMISSION OF REPORTS, RECORDS AND EVALUATIONS:

Both parties agree to prepare, retain and permit either party to inspect, as each party considers necessary, all records required for this program by the Iowa Department of Education and ACF/HHS regulations. Both parties agree to carry out monitoring and evaluation activities to include; at a minimum, periodic observations of the daily program, conferring with staff and parents, validation of self-assessment procedures and on-site visits to conduct specific activities. Both parties shall insure the cooperation of employees, policy groups and board members in those efforts.

Both parties agree to submit such reports as may be required by Iowa Department of Education, HHS/ACF directives, including (but not exclusive of) computer reports, Self-Assessment Instruments, improvement plans and financial reports. Representatives by either parties shall have the right to inspect all such records and reports as related to the Head Start and West Monona preschool program.

VII. PROVIDER GENERAL RESPONSIBILITY FOR SERVICE:

The Provider shall monitor, evaluate, and make assistance available to the Partner in conducting all activities under this Agreement.

VIII. PROVIDER SPECIFIC RESPONSIBILITIES FOR SERVICE:

Provider shall provide the following services:

- A. Assist in assuring education program improvement through monthly monitoring site visits.
- B. Systematically provide monthly monitoring reports to the Partner to ensure compliance with the Head Start Program Performance Standards.
- C. Provide and maintain one (1) Family Advocate to support Partner Head Start preschool children and families with support services that are required by the Head Start Program

Performance Standards.

- D. Provide the required Head Start Program parent conferences and home visits required by the Head Start Program Performance Standards.
- E. Quarterly meetings to provide guidance on Head Start Program Performance Standards.

IX. DISCRIMINATION CLAUSE:

Partner and Provider will not discriminate against any person employed in the performance of this Agreement, or against any applicant for employment because of race, sex, age, creed, religion, color, national origin, sexual orientation, political affiliation, veteran's status, or handicapping condition. This requirement shall apply to, but not be limited to the following: employment, upgrading, demotion or transfer, selection for training, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and all other privileges, terms and conditions of employment.

No person shall, on the grounds of race, religion, sex, creed, color, national origin, sexual orientation, political affiliation, veteran's status, or handicapping condition be excluded from participation in, be denied the benefits of, or be subject to discrimination in the performance of this Agreement.

X. POLITICAL ACTIVITY PROHIBITED:

None of the funds, materials, property, services contributed by the Provider or the Partner under this Agreement shall be used for any partisan political activity, (1) to further the election or defeat of any candidate for public office, or to pay directly or indirectly, the salary or expenses of either party to this contract or their agent, to engage in any activity designed to influence legislation or appropriations pending before Congress, (2) to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election or (3) to assist any voter registration activity. Nothing in the above statement is intended in any way to inhibit or discourage any party from exercising its lawful rights to attempt to influence legislation pending before Congress as long as the costs are not charged to this Preschool Contracted Services Agreement or the Head Start Program.

XI. DRUG FREE ENVIRONMENT:

Provider and Partner shall not permit use of drugs, alcohol, or tobacco by its employees or contractors at any Location used for Primary or Secondary Services, in any motor vehicles owned or provided by either party or otherwise used in conjunction with providing Primary or Secondary Services, or in any manner in the presence or in the view of the children and families being served under this Agreement.

XII. COMPLIANCE WITH APPROVED PROGRAM:

Provider agrees to perform all activities authorized by this Agreement in accordance with the

approved work program, the approved program funding, and the grant conditions inclusive of Head Start Program Performance Standards, Program Instructions, CFR 45 (Administration of Grants), Audit Guide, Head Start guidelines and all other HHS/ACF directives.

XIII. SCHEDULE OF PAYMENT:

Provider agrees to pay the Partner as stated in the Method of Payment terms section of the Agreement. In no event shall the Partner payments to the Provider exceed the Maximum Funding for Services under this Agreement.

XIV. CHANGES IN SERVICE:

Either party may request changes in the scope of the services to be performed under this Agreement. Mutually agreed upon changes, including any increase or decrease in the amount of the Provider's compensation or modification of the program funding, must be reduced to written form before they shall be enforceable by either party.

XV. COVENANT AGAINST CONTINGENT FEES:

Provider and Partner warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee. For breach or violation of this warrant, either party shall have the right to annul this contract or otherwise recover the full amount of any such commission, percentage, brokerage or contingent fee, or to seek such other legal remedies as may be available.

XVI. HOLD HARMLESS, IDEMNIFICATION AND TERMINATION OF AGREEMENT:

Provider shall defend, indemnify, and hold harmless the Partner from and against any and all losses, claims, liabilities, damages, and expenses, including reasonable attorneys' fees and costs, arising out of any negligence, willful misconduct, violation of law, and/or breach of this Agreement by the Provider, its employees, or agents. The Partner shall defend, indemnify, and hold harmless the Provider from and against any and all losses, claims, liabilities, damages, and expenses, including reasonable attorneys' fees and costs, arising out of any negligence, willful misconduct, violation of law, and/or breach of this Agreement by the Provider, its employees, or agents. The provisions of this paragraph shall survive termination of this Agreement. Term and Termination.

The term of this Agreement shall commence on August 1, 2023 and end on July 31, 2024. The parties may renew this Agreement for an additional term as mutually determined by the parties.

Either party may terminate this Agreement upon written notice to the other party if the other

party fails to comply with any of the provisions of this Agreement, provided written notice of the breach shall be given to the breaching party and the breaching party shall have at least ten (10) days to cure the breach. Either party may terminate this Agreement immediately upon written notice to the other party if the other party becomes the subject of a proceeding under state or federal law for relief of debtors, or if an assignment is made for the benefit of creditors. In addition, either party may terminate this Agreement, with or without cause, and without penalty, upon at least thirty (30) days' written notice to the Provider. Upon the expiration or termination of this Agreement, the Provider will pay the Partner for all earned amounts up to the effective date of expiration or termination.

Except in the case of the Provider's loss of funding from HHS, financial assistance under this contract shall not be terminated or reduced, or an application for refunding denied or financial assistance suspended for longer than thirty (30) days unless the Provider has been afforded reasonable notice.

XVII. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION:

- A. Partner and Provider each certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- B. Partner or Provider is unable now, or at any time during the term of this Agreement to certify to any of the statements in this certification, either party shall immediately provide an explanation in writing to the other party and this contract shall be subject to immediate termination by either party in the event participation is disallowed as a result of that debarment or suspension.

XVIII. INSURANCE REQUIREMENTS:

General Liability:	\$1,000,000.00 each occurrence \$2,000,000.00 aggregate \$5,000.00 medical expense per person \$1,000,000.00 personal & adv injury \$2,000,000.00 products/completed op.
Excess Liability Umbrella:	\$1,000,000.00 each occurrence \$1,000,000.00 aggregate
Professional Liability:	\$2,000,000.00 each occurrence \$2,000,000.00 aggregate
Sexual Abuse Coverage:	\$50,000.00 each person \$250,000.00 maximum

Worker's Compensation:

\$500,000.00 each accident
\$500,000.00 each employee
\$500,000.00 total policy

If all requirements for district use of funds under the Preschool Foundation Aid, Professional Development Supplement, Home School Assistance Program, Teacher Leadership Supplement or any discontinued fund teacher have been met and funds remain unexpended and unobligated at the end of the fiscal year, the district may transfer all or a portion of remaining funds by passage of a board resolution into the district's flexibility account in accordance with law. Before the expenditure of amounts in the flexibility account, the district shall publish notice of the time, date, and place of a public hearing on the proposed resolution approving said expenditures. The board must find and certify that the statutory requirements of each original source of funds have been met before adopting the resolution approving the expenditures. The district will present a copy of the signed board resolution to the Department of Education.

The District may transfer by board resolution from the general fund to the student activity fund an amount needed to purchase or refurbish protective and safety equipment required for any extracurricular interscholastic athletic contest or competition sponsored or administered by the Iowa High School Athletic Association of Iowa Girls High School Athletic Union.

If the before and after school program exceeds the amount necessary to operate the program, the excess amount may, following a public hearing, be transferred by resolution of the board of directors of the school corporation for deposit in the general fund of the school corporation to be used for school district general fund purposes. The district will present a copy of the signed board resolution to the Department of Education.

The district may choose to request approval from the School Budget Review Committee to transfer funds to make a program whole, prior to its elimination.

Temporary transfers (loans) of funds are permitted between funds but must be repaid to the originating fund, with interest, by Oct. 1 following the end of the fiscal year.

~~A loan from one fund to the other will be at a rate of interest consistent with the state rate. The period of the loan shall be for a reasonable period and no longer than one year from the beginning date of the loan.~~

It is the responsibility of the board secretary to make recommendations to the board regarding transfers and to provide the documentation justifying the transfer.

Approved ~~November 11, 2013~~ May 17, 2023

Reviewed ~~October 29, 2013~~ May 17, 2023

Revised ~~November 26, 2018~~ May 17, 2023

Financial records of the school district are maintained in accordance with generally accepted accounting principles (GAAP) as required or modified by law. School district monies are received and expended from the appropriate fund and/or account. The funds and accounts of the school district will include, but not be limited to:

Governmental fund type:

- General fund
- Special revenue fund
 - Management levy fund
 - ~~Physical plant and equipment levy fund~~
 - Public education and recreation levy fund (PERL)
 - Student activity fund
- Capital projects fund
 - Physical plant and equipment levy fund (PPEL)
 - Secure and Advanced Vision for Education (SAVE)
- Debt service fund
- State penny sales tax fund

Proprietary fund type:

- Enterprise fund
 - School nutrition fund
 - Childcare fund
- Internal service fund

Fiduciary funds:

- ~~Trust or agency funds~~
 - Expendable trust funds
 - Nonexpendable trust funds
 - ~~Agency funds~~
 - Pension trust funds
- Custodial funds

Account groups:

- General capital assets account group
- General long-term debt account group

As necessary the board may, by board resolution, create additional funds within the governmental, proprietary and fiduciary fund types. The resolution shall state the type of fund, name of the fund and purpose of the fund.

The general fund is used primarily for the education program. Special revenue funds are used to account for monies restricted to a specific use by law. Proprietary funds account for operations of the school district operated similar to private business, and they account for the

costs of providing goods and services provided by one department to other departments on a cost reimbursement basis. Fiduciary funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity. The account groups are the accounting records for fixed assets and long-term debt.

Approved November 11, 2013

Reviewed ~~October 29, 2013~~ **May 17, 2023**

Revised ~~November 26, 2018~~ **May 17, 2023**

701.4 - Governmental Accounting Practices (no revisions)

School district accounting practices will follow state and federal laws and regulations, generally accepted accounting principles (GAAP) and the uniform financial accounting system provided by the Iowa Department of Education. As advised by the school district's auditor, determination of liabilities and assets, prioritization of expenditures of governmental funds and provisions for accounting disclosures shall be made in accordance with governmental accounting standards.

In Governmental Accounting Standards Board (GASB) Statement No. 54, the board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance - restricted, committed, assigned, and unassigned - while honoring constraints on the specific purposes for which amounts in those fund balances can be spent. A formal board action is required to establish, modify and or rescind a committed fund balance. The resolution will state the exact dollar amount. In the event, the board chooses to make changes or rescind the committed fund balance, formal board action is required.

The board authorizes the superintendent and school business manager to assign amounts to a specific purpose in compliance with GASB 54. An 'assigned fund balance' should also be reported in the order of spending unrestricted resources, but is not restricted or committed.

It is the responsibility of the superintendent to make recommendations to the board regarding fund balance designations.

Approved: November 11, 2013

Reviewed: ~~October 29, 2013~~ **May 17, 2023**

Revised: November 26, 2018

702.1 - Cash in School Buildings (no revisions)

The amount of cash that may be kept in the school building for any one day is sufficient for that day's operations. Funds raised by students are kept in the locked fireproof vault or locked fireproof cabinet in the building or in the Administrative Center.

A minimal amount of cash is kept in the central administration office at the close of the day. Excess cash is deposited in the authorized depository of the school district.

It is the responsibility of the superintendent to determine the amount of cash necessary for each day's operations and to comply with this policy.

Approved November 11, 2013

Reviewed ~~November 26, 2018~~ **May 17, 2023**

Revised November 26, 2018

703.1 - Budget Planning (minor revisions to reflect new budget deadline of April 30 enacted by HF 718)

Prior to certification of the budget, the board will review the projected revenues and expenditures for the school district and make adjustments where necessary to carry out the education program within the revenues projected.

A budget for the school district is prepared annually for the board's review. The budget will include the following:

- the amount of revenues to be raised by taxation;
- the amount of revenues from sources other than taxation;
- an itemization of the amount to be spent in each fund; and,
- a comparison of the amount spent and revenue received in each fund for like purposes in the two prior fiscal years.

It is the responsibility of the superintendent and the board secretary/treasurer to prepare the budget for review by the board prior to the April ~~15~~ **30** deadline each year.

Prior to the adoption of the proposed budget by the board, the public is apprised of the proposed budget for the school district. Prior to the adoption of the proposed budget by the board, members of the school district community will have an opportunity to review and comment on the proposed budget. A public hearing for the proposed budget of the board is held each year in sufficient time to file the adopted budget no later than April ~~15~~ **30**.

The proposed budget filed by the board with the board secretary and the time and place for the public hearing on the proposed budget is published in a newspaper designated for official publication in the school district. It is the responsibility of the board secretary to publish the

proposed budget and public hearing information at least 20 but no more than 10 days prior to the public hearing.

The board will adopt and certify a budget for the operation of the school district to the county auditor by April ~~15~~ 30. It is the responsibility of the board secretary to file the adopted and certified budget with the county auditor and other proper authorities.

The board may amend the budget for the fiscal year in the event of unforeseen circumstances. The amendment procedures will follow the procedures for public review and adoption of the original budget by the board outlined in these policies.

It is the responsibility of the superintendent and the board secretary to bring any budget amendments necessary to the attention of the board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year.

Approved ~~November 11, 2013~~ May 17, 2023
Reviewed ~~November 26, 2018~~ May 17, 2023
Revised ~~November 26, 2018~~ May 17, 2023

703.2 - Spending Plan (no revisions)

The budget of the school district is the authority for the expenditures of the school district for the fiscal year for which the budget was adopted and certified. It is the responsibility of the superintendent to operate the school district within the budget.

Approved November 11, 2013
Reviewed ~~November 26, 2018~~ May 17, 2023
Revised November 26, 2018

704.1 - Local, State, Federal, and Miscellaneous Revenue (no revisions)

Revenues of the school district are received by the board treasurer. Other persons receiving revenues on behalf of the school district will promptly turn them over to the board treasurer.

Revenue, from whatever source, is accounted for and classified under the official accounting system of the school district. It is the responsibility of the board treasurer to deposit the revenues received by the school district in a timely manner. School district funds from all sources will not be used for private gain or political purposes.

Tuition fees received by the school district are deposited in the general fund. The tuition fees for kindergarten through twelfth grade during the regular academic school year are set by the board based upon the superintendent's recommendation in compliance with current law. Tuition fees for summer school, driver's education and adult education are set by the board prior to the offering of the programs.

The board may charge materials fees for the use or purchase of educational materials. Materials fees received by the school district are deposited in the general fund. It is the responsibility of the superintendent to recommend to the board when materials fees will be charged and the amount of the materials fees.

Rental fees received by the school district for the rental of school district equipment or facilities are deposited in the general fund. It is the responsibility of the superintendent to recommend to the board a fee schedule for renting school district property.

Proceeds from the sale of real property are placed in the physical plant and equipment levy (PPEL) fund. However, following a properly noticed public hearing, the board of directors may elect to deposit proceeds from the sale of real property or buildings into any fund under the control of the school corporation. Notice for the public hearing must be published in a newspaper of general circulation within the district not less than ten and no more than twenty days prior to the proposed public hearing. Notice of the public hearing must include the date, time and location of the public hearing, and a description of the proposed action. The proceeds from the sale of other school district property are placed in the general fund.

The board may claim exemption from the law prohibiting competition with private enterprise for the following activities:

- Goods and services directly and reasonably related to the educational mission;
- Goods and services offered only to students, employees or guests, which cannot be provided by private enterprise at the same or lower cost;
- Use of vehicles for charter trips offered to the public, full- or part-time, or temporary students;
- Goods and services, which are not otherwise available in the quantity or quality required by the school district;
- Telecommunications other than radio or television stations;
- Sponsoring or providing facilities for fitness and recreation;
- Food service and sales; and,
- Sale of books, records, tapes, software, educational equipment, and supplies.

It is the responsibility of the superintendent to bring to the board's attention additional sources of revenue for the school district.

Approved November 11, 2013
Reviewed ~~August 23, 2021~~ **May 17, 2023**
Revised August 23, 2021

704.2 - Debt Management (no changes)

DEBT LIMITS

Credit Ratings

The school district seeks to maintain the highest possible credit ratings for all categories of short- and long-term debt that can be achieved without compromising the delivery of services and the achievement of adopted objectives. The school district recognizes that external economic, natural, or other events may from time to time affect the creditworthiness of its debt. Nevertheless, the school district is committed to ensuring that actions within their control are prudent.

Debt Limits

For general obligation debt, the school district's outstanding debt limit shall be no more than five percent (5%) of the actual value of property within the school district's boundaries, as prescribed in the Iowa constitution and statutory restrictions.

For revenue debt, the school district's goal is to provide adequate debt service coverage of at least 1.20 times the annual debt service costs.

In accordance with Iowa law, the school district may not act as a conduit issuer or issue municipal securities to raise capital for revenue-generating projects where the funds generated are used by a third party ("conduit borrower") to make payments to investors.

PURPOSES AND USES OF DEBT

Capital Planning

To enhance creditworthiness and prudent financial management, the school district is committed to systematic capital planning intergovernmental cooperation and coordination and long-term financial planning.

Capital Financing

The school district may issue long-term debt for capital projects as authorized by Iowa law, which include, but are not limited to, the costs of planning, design, land acquisition, buildings,

permanent structures, attached fixtures or equipment, and movable pieces of equipment. Capitalized interest may be included in sizing any capital project debt issue. The types of debt instruments to be used by the school district include:

- General Obligation Bonds
- General Obligation Capital Loan Notes
- Bond Anticipation Notes
- Revenue Anticipation Notes
- School Infrastructure Sales, Services and Use Tax Revenue Bonds
- Lease Purchase Agreements, including Certificates of Participation

Working Capital Financing

The school district may issue debt for working capital for operations after cash flow analysis has determined that there is a mismatch between available cash and cash outflows. The school district shall strive to repay working capital debt by the end of the fiscal year in which the debt was incurred. A Working Capital Reserve may be included in sizing any working capital debt issue.

Refundings

Periodic reviews of all outstanding debt will be undertaken to determine if refunding opportunities exist. Refunding will be considered (within federal tax law restraints) if and when there is a net economic benefit of the refunding or if the refunding is otherwise in the best interests of the school district, such as to release restrictive bond covenants which affect the operations and management of the school district.

In general, advance refundings for economic savings will be undertaken when a net present value savings exceeds three percent of the refunded debt can be achieved. Current refundings, which produce a new present value savings of less than three percent will be considered on a case by case basis taking into consideration bond covenants and general conditions. Refundings with negative savings will not be considered unless there is a compelling public policy objective for doing so.

DEBT STANDARDS AND STRUCTURE

Length of Debt

Debt will be structured for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users. Long-term debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed. All debt issued will adhere to state and federal law regarding the length of time the debt may be outstanding.

Debt Structure

Debt will be structured to achieve the lowest possible net cost to the school district given market conditions, the urgency of the capital project, the type of debt being issued, and the nature and type of repayment source. To the extent possible, the school district will design the repayment of its overall debt to rapidly recapture its credit capacity for future use.

Generally, the school district will only issue fixed-rate debt. In very limited circumstances, the school district may issue variable rate debt, consistent with the limitations of Iowa law and upon a finding of the board that the use of fixed rate debt is not in the best interest of the school district and a statement of the reasons for the use of variable rate debt.

All debt may be structured using discount, par or premium coupons, and as serial or term bonds or notes, or any combination thereof, consistent with Iowa law. The school district should utilize the coupon structure that produces the lowest True Interest Cost (TIC) taking into consideration the call option value of any callable maturities.

The school district will strive to structure their debt in sinking fund installments for each debt issue that achieves, as nearly as practicable, level debt service within an issue or overall debt service within a particular classification of debt.

Derivatives (including, but not limited to, interest rate swaps, caps, collars, corridors, ceiling and floor agreements, forward agreements, float agreements, or other similar financing arrangements), zero-coupon or capital appreciation bonds are not allowed to be issued consistent with State law.

Decision Analysis to Issue Debt

Whenever the school district is contemplating the issuance of debt, information will be developed concerning the following four categories commonly used by rating agencies assessing the school district's credit worthiness, listed below.

Debt Analysis – Debt capacity analysis; purpose for which debt is proposed to be issued; debt structure; debt burden; debt history and trends; and adequacy of debt and capital planning.

Financial Analysis – Stability, diversity, and growth rates of tax or other revenue sources; trend in assessed valuation and collections; current budget trends; appraisal of past revenue and expenditure trends; history and long-term trends of revenues and expenditures; evidences of financial planning; adherence to GAAP; audit results; fund balance status and trends in operating and debt funds; financial monitoring systems and capabilities; and cash flow projections.

Governmental and Administrative Analysis – Government organization structure; location of financial responsibilities and degree of control; adequacy of basic service provision; intergovernmental cooperation/conflict and extent of duplication; and overall planning efforts.

Economic Analysis – Geographic and location advantages; population and demographic characteristics; wealth indicators; types of employment, industry and occupation; housing characteristics; new construction; evidences of industrial decline; and trend of the economy.

DEBT ISSUANCE

Credit Enhancement

Credit enhancements (i.e., bond insurance, etc.) may be used but only when the net debt service on the debt is reduced by more than the costs of the credit enhancement.

Costs and Fees

All costs and fees related to issuing the debt will be paid out of debt proceeds and allocated across all projects receiving proceeds of the debt issue.

Method of Sale

Generally, all school district debt will be sold through a competitive bidding process. Bids will be awarded on a TIC basis providing other bidding requirements are satisfied.

The school district may sell debt using a negotiated process in extraordinary circumstances when the complexity of the issue requires specialized expertise, when the negotiated sale would result in substantial savings in time or money, or when market conditions of school district credit are unusually volatile or uncertain.

Professional Service Providers

The school district will retain external bond counsel for all debt issues. All debt issued by the school district will include a written opinion by bond counsel affirming that the school district is authorized to issue the debt, stating that the school district has met all Iowa constitutional and statutory requirements necessary for issuance and determining the debt's federal income tax status. The bond counsel retained must have comprehensive municipal debt experience and a thorough understanding of Iowa law as it relates to the issuance of the particular debt.

The school district will retain an independent financial advisor. The financial advisor will be responsible for structuring and preparing all offering documents for each debt issue. The financial advisor retained will have comprehensive municipal debt experience, experience with diverse financial structuring and pricing of municipal securities.

The treasurer shall have the authority to periodically select other service providers (e.g., escrow agents, verification agents, trustees, arbitrage consultants, rebate specialist, etc.) as necessary to meet legal requirements and minimize net debt costs. These services can include debt restructuring services and security or escrow purchases.

Compensation for bond counsel, financial advisor and other service providers will be as economical as possible and consistent with industry standards for the desired qualification levels.

DEBT MANAGEMENT

Investment of Debt Proceeds

The school district shall invest all proceeds received from the issuance of debt separate from the school district's consolidated cash pool unless otherwise specified by the authorizing bond resolution or trust indenture. Investments will be consistent with those authorized by Iowa law and the school district's Investment Policy to maintain safety of principal and liquidity of the funds.

Arbitrage and Record Keeping Compliance

The treasurer shall maintain a system of record-keeping, reporting and compliance procedures with respect to all federal tax requirements which are currently, or may become applicable through the lifetime of all tax-exempt or tax credit bonds. Federal tax compliance, record-keeping, reporting and compliance procedures shall include not be limited to:

- 1) post-issuance compliance procedures (including proper use of proceeds, timely expenditure of proceeds, proper use of bond financed property, yield restriction and rebate, and timely return filing);
- 2) proper maintenance of records to support federal tax compliance;
- 3) investments and arbitrage compliance;
- 4) expenditures and assets;
- 5) private business use; and
- 6) designation of primary responsibilities for federal tax compliance of all bond financings.

Financial Disclosure

The school district is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share comprehensible and accurate financial information. The school district is dedicated to meeting secondary disclosure requirements on a timely and comprehensive basis, as promulgated by the Securities and Exchange Commission.

The Official Statements accompanying debt issues, Annual Audits, and Continuing Disclosure statements will meet the standards articulated by the Municipal Securities Rulemaking Board (MSRB), the Government Accounting Standards Board (GASB), the Securities and Exchange Commission (SEC), Generally Accepted Accounting Principles (GAAP) and the Internal Revenue Service (IRS). The treasurer shall be responsible for ongoing debt disclosure as required by any Continuing Disclosure Certificate for any debt issue and for maintaining compliance with disclosure standards promulgated by state and federal regulatory bodies.

Approved November 11, 2013

Reviewed ~~November 26, 2018~~ **May 17, 2023**

Revised November 26, 2018

704.2R1 - Post-Issuance Compliance Regulation for Tax-Exempt Obligations (no revisions)

1. Role of Compliance Coordinator/Board Treasurer

The board treasurer shall:

- a) Be responsible for monitoring post-issuance compliance;
- b) Maintain a copy of the transcript of proceedings or minutes in connection with the issuance of any tax-exempt obligations and obtain records that are necessary to meet the requirements of this regulation;
- c) Consult with bond counsel, a rebate consultant, financial advisor, IRS publications and such other resources as are necessary to understand and meet the requirements of this regulation;
- d) Seek out training and education to be implemented upon the occurrence of new developments in the area and upon the hiring of new personnel to implement this regulation.

2. Financing Transcripts' Filing and Retention

The board treasurer shall confirm the proper filing of an IRS 8038 Series return and maintain a transcript of proceedings and minutes for all tax-exempt obligations issued by the school district including, but not limited to, all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained until 11 years after the tax-exempt obligation documents have been retired. The transcript shall include, at a minimum:

- a) Form 8038;
- b) Minutes, resolutions and certificates;

- c) Certifications of issue price from the underwriter;
- d) Formal elections required by the IRS;
- e) Trustee statements;
- f) Records of refunded bonds, if applicable;
- g) Correspondence relating to bond financings; and
- h) Reports of any IRS examinations for bond financings.

3. Proper Use of Proceeds

The board treasurer shall review the resolution authorizing issuance for each tax-exempt obligation issued by the school district and the school district shall:

- a) Obtain a computation of the yield on such issue from the school district's financial advisor;
- b) Create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;
- c) Review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
- d) Determine whether payment from the Project Fund is appropriate and, if so, make payment from the Project Fund (and appropriate sub-fund, if applicable);
- e) Maintain records of the payment requests and corresponding records showing payment;
- f) Maintain records showing the earnings on, and investment of, the Project Fund;
- g) Ensure that all investments acquired with proceeds are purchased at fair market value;
- h) Identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments do not exceed the yield to which such investments are restricted;
- i) Maintain records related to any investment contracts, credit enhancement transactions and the bidding of financial products related to the proceeds.

4. Timely Expenditure and Arbitrage/Rebate Compliance

The board treasurer shall review the Tax-Exemption Certificate (or equivalent) for each tax-exempt obligation issued by the school district and the expenditure records provided in Section 2 of this regulation, above and shall:

- a) Monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;

- b) Monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate if the school district does not meet the “small issuer” exception for said obligation;
- c) Not less than 60 days prior to a required expenditure date, confer with bond counsel and a rebate consultant, if the school district will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate. In the event the school district fails to meet a temporary period or rebate exception:
 - 1. Procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
 - 2. Arrange for timely computation and payment of yield reduction payments (as such term is defined in the Code and Treasury Regulations), if applicable.

5. Proper Use of Bond Financed Assets

The board treasurer shall:

- a) Maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
- b) Monitor and confer with bond counsel with respect to all proposed bond financed assets;
 - 1. management contracts;
 - 2. service agreements;
 - 3. research contracts;
 - 4. naming rights contracts;
 - 5. leases or sub-leases;
 - 6. joint venture, limited liability or partnership arrangements;
 - 7. sale of property; or
 - 8. any other change in use of such asset.
- c) Maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets; and
- d) Contact bond counsel and ensure timely remedial action under IRS Regulation Sections 1.141-12 in the event the school district takes an action with respect to a bond financed asset, which causes the private business tests or private loan financing test to be met.

6. General Project Records

For each project financed with tax-exempt obligations, the board treasurer shall maintain, until three years after retirement of the tax-exempt obligations or obligations issued to refund those obligations, the following:

- a) Appraisals, demand surveys or feasibility studies;
- b) Applications, approvals and other documentation of grants;
- c) Depreciation schedules;
- d) Contracts respecting the project.

7. Advance Refundings

The board treasurer shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds. The board treasurer shall:

- a) Identify and select bonds to be advance refunded with advice from internal financial personnel and a financial advisor;
- b) Identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- c) Review the structure with the input of a financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure;
 - (1) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue;
 - (2) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds;
 - (3) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become "arbitrage bonds"; and
 - (4) that the proposed issuance will not result in the issuer's exploitation of the difference between tax exempt and taxable interest rates to obtain a financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes;
- d) Collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the board treasurer shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied;
- e) Whenever possible, purchase State and Local Government Series (SLGS) to size each advance refunding escrow. The financial advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase,

the Board treasurer shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations;

- f) Ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations to the extent as issuer elects to the purchase of a guaranteed investment contract;
- g) In determining the issue price for any advance refunding issuance, obtain and retain issue price certification by the purchasing underwriter at closing;
- h) After the issuance of an advance refunding issue, ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

8. Continuing Disclosure

The board treasurer shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The board treasurer will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than 10 business days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

- a) Principal and interest payment delinquencies;
- b) Non-payment related defaults, if material;
- c) Unscheduled draws on debt service reserves reflecting financial difficulties;
- d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
- e) Substitution of credit or liquidity providers, or their failure to perform;
- f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices, or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
- g) Modifications to rights of Holders of the Bonds, if material;
- h) Bond calls (excluding sinking fund mandatory redemptions), if material and tender offers;
- i) Defeasances of the bonds;
- j) Release, substitution, or sale of property securing repayment of the bonds, if material;
- k) Rating changes on the bonds;
- l) Bankruptcy, insolvency, receivership or similar event of the Issuer;
- m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the

- ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- n) Appointment of a successor or additional trustee or the change of name of a trustee, if material.
-

704.3 – Investments (no changes)

School district funds in excess of current needs are invested in compliance with this policy. The goals of the school district's investment portfolio in order of priority are:

- To provide safety of the principal;
- To maintain the necessary liquidity to match expected liabilities; and
- To obtain a reasonable rate of return.

In making investments, the school district will exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to meet the goals of the investment program.

School district funds are monies of the school district, including operating funds. "Operating funds" of the school district are funds that are reasonably expected to be used during a current budget year or within fifteen months of receipt. When investing operating funds, the investments must mature within three hundred and ninety-seven days or less. When investing funds other than operating funds, the investments must mature according to the need for the funds.

The board authorizes the treasurer to invest funds in excess of current needs in the following investments:

- Interest bearing savings, money market, and checking accounts at the school district's authorized depositories;
- Qualified investment pool, including, but not limited to, Iowa Schools Joint Investment Trust Program (ISJIT);
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions; and,
- Obligations of the United States government, its agencies, and instrumentalities.

It is the responsibility of the treasurer to oversee the investment portfolio in compliance with this policy and the law.

The treasurer is responsible for reporting to and reviewing with the board at its regular meetings the investment portfolio's performance, transaction activity and current investments including the percent of the investment portfolio by type of investment and by issuer and

maturities. It shall also be the responsibility of the treasurer to obtain the information necessary to ensure that the investments and the outside persons doing business with the school district meet the requirements outlined in this policy.

It is the responsibility of the superintendent to deliver a copy of this policy to the school district's depositories, auditor and outside persons doing investment business with the school district. It will also be the responsibility of the superintendent, in conjunction with the treasurer, to develop a system of investment practices and internal controls over the investment practices. The investment practices are designed to prevent losses, to document the officers' and employees' responsibility for elements of the investment process and address the capability of the management.

Approved November 11, 2013

Reviewed ~~October 29, 2013~~ **May 17, 20223**

Revised November 26, 2018

704.4 - Gifts, Grants, and Bequests

The board believes gifts, grants, and bequests to the school district may be accepted when they will further the interests of the school district. The board will have sole authority to determine whether the gift furthers the interests of the school district. The board reserves the right to turn away a gift, grant, and/or bequest that places an undue burden on the school district if the school district were to accept.

Gifts, grants, and bequests are approved by the board. Once it has been approved by the board, a board member or the superintendent may accept the gift on behalf of the school district.

Gifts, grants, and bequests once accepted on behalf of the school district become the property of the school district. Gifts, grants, and bequests are administered in accordance with terms, if any, agreed to by the board.

The board also recognizes and supports the Red Oak Community School District Foundation, Inc., which has been established to accept grants, bequests, gifts, and other contributions.

Approved November 11, 2013

Reviewed ~~October 29, 2013~~ **May 17, 2023**

Revised November 26, 2018

704.5 - Student Activities Fund (no changes)

Revenue raised by students or from student activities is deposited and accounted for in the student activities fund. This revenue is the property of and is under the financial control of the board. Students may use this revenue for purposes approved by the superintendent or superintendent's designee.

Whether such revenue is collected from student contributions, club dues, and special activities or result from admissions to special events or from other fund-raising activities, all funds will be under the jurisdiction of the board and under the specific control of the superintendent or superintendent's designee. They will be deposited in a designated depository and will be disbursed and accounted for in accordance with instructions issued by the superintendent.

It is the responsibility of the board secretary to keep student activity accounts up-to-date and complete.

Any unencumbered class or activity account balances will automatically revert to the activity fund when a class graduates or an activity is discontinued.

Approved November 11, 2013

Reviewed ~~November 26, 2018~~ **May 17, 2023**

Revised November 26, 2018

704.6 ONLINE FUNDRAISING CAMPAIGNS – CROWDFUNDING (no revisions)

The Red Oak Community School District Board of Education believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the district. Any person or entity acting on behalf of the district and wishing to conduct any fundraising campaign, online or otherwise, for the benefit of the district shall begin the process by seeking prior approval from the Superintendent. Any fundraising efforts conducted using the district's name, symbols, or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board.

Approval of requests shall depend on factors including, but not limited to:

- Compatibility with the district's educational program, mission, vision, core values, and beliefs;
- Congruence with the district and school goals that positively impact student performance;
- The district's instructional priorities;

- The manner in which donations are collected and distributed by the crowdfunding platform;
- Equity in funding; and
- Other factors deemed relevant or appropriate by the district.

If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping district administration apprised of the status of the campaign.

The requestor is responsible for compliance with all state and federal laws and other relevant district policies and procedures. All items and money generated are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

Legal Reference:

Iowa Code §§ 279.8; 279.42; 565.6.

Approved: August 23, 2021

Reviewed: ~~August 23, 2021~~ May 17, 2023

Revised: August 23, 2021

705.1 Purchasing and Bidding (significant revisions based recent bidding threshold revisions; note new regulations regarding suspension and debarment and the use of federal funds)

The board supports economic development in Iowa, particularly in the local community. As permitted by law, purchasing preference will be given to Purchases by the school district will be made in Iowa for Iowa goods and services from a locally-owned businesses located within the school district or from an Iowa-based company that offers these goods or services if the cost and other considerations are relatively equal and they meet the required specifications. However, when spending federal Child Nutrition Funds, geographical preference is allowed only for unprocessed agricultural food items as a part of response evaluation. Other statutory purchasing preferences will be applied as provided by law, including goals and reporting with regard to procurement from certified targeted small businesses, minority-owned businesses, and female-owned businesses.

Prior to August 15 of each year and after analyzing the school district's anticipated procurement level for the current fiscal year, the school board will set a goal of ten percent of the anticipated procurement level to be purchased from certified targeted small businesses. In determining the procurement level, the cost of utilities (heat, electricity, telephone and natural gas) and employees' costs will not be included. After the goal has been established, the superintendent will file the required Targeted Small Business Procurement form with the Department of Education by August 15.

By July 31 of each year, the superintendent will file a report with the Department of Education outlining purchases of goods and services from targeted small businesses for the previous fiscal year.

The school board and superintendent will encourage targeted small businesses that are not certified with the Department of Inspections and Appeals to become certified targeted small businesses.

All Projects

It is the responsibility of the superintendent to approve purchases, except those authorized by or requiring direct board action. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories or attachments with an estimated cost of \$50,000 or more.

The superintendent will have the authority to authorize purchases without competitive bids for goods and services costing under \$5,000 without prior board approval. For goods and services costing more than \$5,000, the superintendent will receive, at a minimum, quotes of the goods and services to be purchased prior to approval of the board.

In the event that only one quotation or bid is submitted, the board may proceed if the quotation or bid meets the contract award specifications.

The contract award may be based on several cost considerations including, but not limited to the following:

- The cost of the goods and services being purchased;
- Availability of service and/or repair;
- The targeted small business procurement goal and other statutory purchasing preferences; and
- Other factors deemed relevant by the board.

When using federal Child Nutrition funds to purchase goods and services, dollars spent annually must be estimated. It is acceptable to categorize (e.g. groceries, milk, produce, small equipment, large equipment, supplies, and chemicals). A formal sealed bid procurement process is required when annual spending in the category exceeds \$25,000 annually. An informal process is used for all other purchases under the threshold annually. Documentation of informal procurement activity is kept on file.

Public Improvement Projects

~~For goods and services utilized in~~ If the total estimated cost of a public improvement projects, as defined under Iowa law, ~~costing is less than \$57,000~~ **\$81,000** (or as outlined by law) ~~or less,~~

the superintendent shall receive quotes ~~of~~ **for** the goods and services to be purchased prior to approval **of the purchase** by the superintendent ~~or the board~~. **The board may award the contract in the best interest of the District.**

~~For goods and services utilized in~~ **If the total estimated cost of a** public improvement projects, as defined under Iowa law, ~~costing more~~ **is greater** than ~~\$57,000~~ **\$81,000** (or as outlined by law) and less than ~~\$139,000~~ **\$196,000**, the superintendent shall receive **at least two** competitive quotations **for the work in accordance with the process required under Iowa law** of the goods and services to be purchased prior to approval by the board. **The District will contract with** ~~purchase will be made from~~ the party submitting the lowest responsive, responsible quotation ~~based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, and other factors deemed relevant by the board.~~

~~For goods and services utilized in~~ **If the total estimated cost of a** public improvement projects, as defined under Iowa law, ~~costing more~~ **is greater** than ~~\$139,000~~ **\$196,000** (or as outlined by law), the superintendent shall receive competitive sealed bids **in accordance with the process required by Iowa law** of the goods and services to be purchased prior to approval of the board **awarding the contract for construction**. The purchase will be made from the party submitting the lowest responsive, responsible bid ~~based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, and other factors deemed relevant by the board.~~

The board and the superintendent will have the right to reject any or all bids, or any part thereof, and to re-advertise. If it is determined that a targeted small business which bid on the project may be unable to perform the contract, the superintendent will notify the Department of Economic Development. The board will enter into such contract or contracts as the board deems in the best interests of the school district.

The district shall comply with all federal and state laws and regulations required for procurement, including the selection and evaluation of contractors. The superintendent or designee is responsible for developing an administrative process to implement this policy, including, but not limited to, procedures related to suspension and debarment for transactions subject to those requirements.

Approved ~~November 11, 2013~~ **May 17, 2023**

Reviewed ~~October 29, 2013~~ **May 17, 2023**

Revised ~~November 26, 2018~~ **May 17, 2023**

- A. Any actual or prospective bidder, offeror, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by the Red Oak Community School District may formally protest to the School Business Official of the Red Oak Community School District. Such protests must be made in writing and received by the School Business Official of the Red Oak Community School District within seven (7) days of the award of the contract. The protesting party must mail or deliver copies of the protest to the Red Oak Community School District, the State Agency, and other interested parties.
- B. In the event of a timely protest, the Red Oak Community School District shall not proceed further with the solicitation or award of the contract.
- C. A formal protest must be sworn and contain:
 - 1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
 - 2. A specific description of each action by the Red Oak Community School District that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
 - 3. A precise statement of the relevant facts.
 - 4. A statement of any issues of law or fact that the protesting party contends must be resolved.
 - 5. A statement of the argument and authorities that the protesting party offers in support of the protest.
 - 6. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interested parties.
- D. The Red Oak Community School District may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal to the Board. The Red Oak Community School District may solicit written responses to the protest from other interested parties.
- E. If the protest is not resolved by mutual agreement, the Red Oak Community School District shall issue a written determination that resolves the protest.
 - 1. If the Red Oak Community School District determines that no violation of statutory or regulatory provisions has occurred, then the Red Oak Community School District shall inform the protesting party, the State Agency, and other interested parties by letter that sets forth the reasons for the determination.
 - 2. If the Red Oak Community School District determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then the Red Oak Community School District shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.
 - 3. If the Red Oak Community School District determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then the Red Oak Community School District shall inform the protesting party, the State

Agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.

F. The Red Oak Community School District shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Red Oak Community School.

705.1R2 Suspension and Debarment of Vendors and Contractors Procedure

In connection with transactions subject to federal suspension and debarment requirements, the district is prohibited from entering into transactions with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

When soliciting bids or otherwise preparing to enter into such a transaction, the superintendent or designee will use at least one of the following verification methods to ensure that any parties to the transaction are not suspended or debarred prior to committing to any sub-award, purchase, or contract:

1. Obtaining a certification of a party's compliance with the federal suspension and debarment requirements in connection with any application, bid, or proposal;
2. Requiring compliance with the federal suspension and debarment requirements as an express condition of any sub-award, purchase, or contract in question; or
3. Prior to committing to any sub-award, purchase, or contract, check the online Federal System for Award Management at <https://sam.gov/portal/SAM/##11> to determine whether the relevant party is subject to any suspension or debarment restrictions.

2 CFR Part 200 Subpart B-General Provisions 200.113 Mandatory Disclosures

A non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.) It is the responsibility of the Superintendent to timely report to the

relevant federal or pass through agency any violations of federal criminal law involving fraud, bribery or gratuity potentially impacting a federal grant.

705.1R3 Using Federal Funds in Procurement Contracts

In addition to the District's standard procurement and purchasing procedures, the following procedures for vendors/contractors paid with federal funds are required. When federal, state, and local requirements conflict, the most stringent requirement will be followed.

2 CFR Part 200, Subpart D Subsection §200.318 (c)(1)

No District employee, officer, or agent may participate in the selection, award and administration of contracts supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. District officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value, district employees must abide by all relevant board policies. Violation of this requirement may result in disciplinary action for the District employee, officer, or agent.

2 CFR Part 200, Subpart D Subsection §200.320 (e)(1-4)

Procurement for contracts paid with federal funds may be conducted by noncompetitive (single source) proposals when one or more of the following circumstances apply: (1) the item is only available from a single source; (2) public exigency or emergency will not permit the delay resulting from competitive bids; (3) the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or (4) after solicitation of a number of sources, competition is inadequate.

2 CFR Part 200, Subpart D Subsection §200.321

The District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (1) placing such businesses on solicitation lists; (2) soliciting such businesses whenever they are potential sources; (3) when economically feasible, dividing contracts into smaller tasks or quantities to allow participation from such businesses; (4) establishing delivery schedules that encourage participation by such businesses; (5) when appropriate, utilizing the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) requiring the primary contractor to follow steps (1) through (5) when subcontractors are used.

The district will include the following provisions in all procurement contracts or purchase orders include the following provisions when applicable:

2 CFR Part 200 Appendix II

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal

Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the

employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in

connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

§200.216 Prohibition on certain telecommunications and video surveillance services or equipment

(a) The district is prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

i. For purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunication equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

ii. Telecommunications or video surveillance services provided by such entities or using such equipment.

iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence of the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned by or controlled by, or otherwise connected to, the government of a foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (I), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

(d) See also §200.471.

Generally, the school district will not purchase items on behalf of employees. The school district may in unusual and unique circumstances do so. It is within the discretion of the board to determine when unique and unusual circumstances exist.

No purchase is made unless the employee has paid the school district prior to the order being placed and the employee has agreed to be responsible for any taxes or other expenses due.

Approved November 11, 2013

Reviewed ~~November 26, 2018~~ **May 17, 2023**

Revised November 26, 2018

705.3 - Payment for Goods and Services (no revisions)

The board authorizes the payment of claims against the school district for goods and services. The board will allow the payment after the goods and services have been received and accepted in compliance with board policy.

Claims for payment of freight, drayage, express, postage, printing, water, lights, telephone, rents, and payment of salaries pursuant to the terms of a written contract may be paid by the board secretary prior to formal audit and approval by the board. In addition, the secretary, upon approval of the board president, may issue warrants for approved registrations, claims offering a discount for early payment, approved travel expenses, approved goods and services delivered C.O.D. and other verified bills filed with the secretary when the board is not in session prior to payment of these claims and prior to audit and approval by the board. The board secretary will examine the claims and verify bills.

The secretary will determine to the secretary's satisfaction that the claims presented to the board are in order and are legitimate expenses of the school district. It is the responsibility of the secretary to bring claims to the board.

The board president and board secretary may sign warrants by use of a signature plate or rubber stamp. If the board president is unavailable to personally sign warrants, the vice president may sign warrants on behalf of the president.

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

Approved November 11, 2013

Reviewed ~~November 26, 2018~~ **May 17, 2023**

Revised November 26, 2018

705.4 Credit and Procurement Cards (new required policy per Iowa Constitution, Art. III, § 31.
Iowa Code §§ 279.8, .29, .30. 281 I.A.C. 12.3(1).)

Employees may use school district credit cards and/or procurement cards (p-cards) for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to travel expenses related to professional development or fulfillment of required job duties, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

Employees and officers using a school district credit or procurement card must submit a detailed, itemized receipt in addition to a credit or procurement card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt will make the employee responsible for expenses incurred. Those expenses are reimbursed to the school district no later than ten working days following use of the school district's credit or procurement card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

The school district may maintain a school district credit or procurement card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The superintendent may maintain a school district credit or procurement card for actual and necessary expenses incurred in the performance of the superintendent's duties. The transportation director may maintain a school district credit or procurement card for fueling school district transportation vehicles in accordance with board policy.

It is the responsibility of the superintendent to determine whether the school district credit or procurement card use is for appropriate school business. It is the responsibility of the board to determine through the audit and approval process of the board whether the school district credit or procurement card used by the superintendent and the board is for appropriate school business.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses and use of a school district credit or procurement card. The administrative regulations will include the appropriate forms to be filed for obtaining a credit or procurement card.

Approved

Reviewed

Revised

705.5 Expenditures for Public Purpose (new policy requiring third reading)

The board recognizes that school district funds are public funds, and as such, should be used to further a public purpose and the overall educational mission of the school community. The district is committed to managing and spending public funds in a transparent and responsible manner. Prior to making a purchase with public funds, an individual should be comfortable defending the purchase/reimbursement to the taxpayers in the district. If the individual is uncomfortable doing so, the purchase may not fulfill a public purpose and additional guidance should be sought before the purchase is made.

The superintendent shall develop a process for approving expenditures of public funds. The board will review expenditures and applicable reports as necessary to ensure proper oversight of the use of public funds. To the extent possible, expenditures shall be pre-approved by the district prior to expending the funds. Purchases of food and refreshment for district staff, even within district, should comply with the district's *Employee Travel Compensation* policy, and all other applicable policies. All purchases/reimbursements shall comply with applicable laws, board policies and district accounting requirements.

Approved

Reviewed

Revised

705.5R1 Expenditures for Public Purpose

The following is a list of examples organized by activity for what is allowable, or not allowable as a purchase/reimbursement using public funds. This regulation is intended as guidance and there may be situations that are not listed here. Any questions regarding the appropriateness of an expenditure should be submitted to administration prior to expending funds.

Reimbursements to an Individual

- Use of Credit/Procurement Card: All purchases through a district-owned credit or procurement card shall be pre-approved and comply with the district's policy 705.4 – *Credit and Procurement Cards*.
- Mileage: Individuals who are required to travel (other than to and from work) as part of fulfilling their job duties to the district shall be reimbursed for mileage costs in accordance with the requirements stated in the district's *Employee Travel Compensation* policy.

- Travel accommodations: Employees who are required to travel and stay overnight as part of fulfilling their job duties to the district shall be reimbursed for costs in accordance with the requirements stated in the district's *Employee Travel Compensation* policy.
- Alcohol: Alcohol is a personal expense and is never allowable for purchase or reimbursement using public funds.
- Food/Refreshments: Food and refreshments are typically a personal expense. Meetings spanning meal times should be avoided when possible. When a district meeting is required to take place spanning a customary meal time, the superintendent or designee shall determine whether food and/or refreshment will be provided to employees whose presence is required during the meeting. The cost of food and refreshment for employees shall be reasonable, and when possible, a separate itemized receipt for each employee is required. If an itemized receipt is not available, approval is required by the school business official prior to reimbursement. In all cases, the names and number of employees shall be noted on the receipt.
- Apparel/Personal Items: Apparel and personal items including, but not limited to items such as t-shirts, hats, mugs, etc. provide personal benefit to individuals and are a personal expense. These items shall not be purchased or reimbursed with public funds.
- Gifts: Gift cards or gifts given to individuals are personal expenses and public funds should not be used (except for recognition/staff retirement, listed below) for these purposes. Voluntary collections from staff would be an acceptable way of purchasing gifts.
- Retirement and Recognition Gifts: Recognizing an employee or volunteer's years of dedication to educating the community and commitment to the district serves a public purpose by honoring individuals with a token gift, or honorarium, in recognition of their service. The same is true for individual awards, mementos, or items purchased in recognition of employee service to the district. These purchases may use public funds, provided the expenditures are modest and approved by the superintendent.
- Honoraria: District employees may at times receive an honorarium from an outside source as compensation for the employee's time devoted to preparing and delivering a presentation within the scope of their professional field. Honorariums may only be accepted by employees when the employee has used their personal time outside of their work for the district to prepare and deliver the presentation. If the employee uses district time or resources to prepare or deliver a presentation, any honorarium shall be given to the district.

- Break Room Supplies: The purchase of perishable or disposable supplies for employee break rooms is primarily designed for individual consumption and is a personal expense. This includes items such as coffee, coffee filters, plates, cups, spoons, napkins, etc.

Supplies for Public Areas

- Limited refreshments such as water and coffee may be available in public reception areas of the district including, but not limited to the central office, the building administrator's office, etc. These refreshments may be purchased with the use of public funds, as they provide light refreshment to members of the community.

Staff Parties/Receptions

- Parties and receptions to benefit individual staff members are considered a personal expense and should not be purchased or reimbursed with public funds. This includes but is not limited to holiday parties.
- Hosting a group reception to honor all employees retiring from the district in a given school year is allowable as a public expense. Hosting a retirement reception provides a direct benefit to the community as an opportunity for the community to attend and honor the retiring employees' years of dedication and service to the district.

School/ Student Activity Banquets

- School/student activity banquets are typically a personal expense and will not be purchased or reimbursed with public funds unless the public purpose is submitted for review and pre-approved by the superintendent.

Memorial Gifts

- Memorial flowers to convey sympathy or congratulations are allowable as a public expense if they have been approved by the superintendent. Memorial cards are always appropriate.
- Memorial gifts of any sort other than flowers and a card are a personal expense.

Student Incentives

- It is within the discretion of the building principal to authorize the purchase of awards holding a nominal value to commemorate the achievements of a student or group of students. These awards should be designed to reward behavior and values that exemplify the educational and community mission of the district. Awards should not be

gift cards or other monetary awards.

- Flowers and decorations for school dances held as part of the district's student activity program are an allowable expense paid out of the student activity fund, provided the purchases are approved by the building principal.

Meetings

- To the extent possible, meetings which span normal meal times should be avoided.
- Meetings of the district's board of directors and board committees are made up of individuals who volunteer a large amount of their personal time to serve the needs of the school community. These meetings are also scheduled at time most convenient for the public, and often span normal meal hours. Food and refreshment purchased for board members is an acceptable use of public funds. The service of these unpaid volunteers directly benefits the entire school community. The superintendent has discretion to purchase/reimburse reasonable expenses for providing food and refreshment to these unpaid volunteers during these meetings.

Some expenditures will be considered personal expenses regardless of the context. These include purchase or reimbursement of alcohol, and personal items not included as retirement or memorial gifts listed above.

905.1 Community Use of School Facilities

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

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

Application and Arrangements. A written application must be filled out by the group or organization and approval received through the Administrative Center. The district reserves the right to withdraw approval.

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

1. **First Priority:** Meetings or activities for students, parents, and/or staff sponsored by recognized tax-exempt organizations which are affiliated with the district programs, such as:
 - Parent-Teacher Organizations

- Booster Clubs
 - Red Oak Education Association for meetings of the local association only.
 - Red Oak Support Staff Association for meetings of the local association only.
2. **Second Priority:** Adult education programs and other programs or training activities sponsored by tax-supported organizations, such as:
- Community College adult education classes
 - University/college educational programs
 - Green Hills Area Education Agency staff development activities
 - Law Enforcement Programs or Training sponsored at the City, County, or State Patrol levels, with a designated law enforcement official responsible for supervision
 - Armed Forces programs, other than recruitment or fundraising programs, that are open to the public and for which there is no admission charge
3. **Third Priority*:** Educational and recreational programs which are sponsored by tax-exempt organizations, such as:
- Staff recreational programs
 - ~~City~~ Recreational **and club** programs
 - **YMCA recreational programs**
 - Church programs
 - Red Cross programs
 - Civic Clubs/Organizations
 - Meetings sponsored by governmental agencies to which the public is invited
 - Nonpublic schools for special purposes
 - Political meetings
4. **Fourth Priority:** Fund-raising activities and nonprofit making meetings and activities sponsored by commercial groups and parent-study groups sponsored by non-tax-exempt organizations.

Fees. Groups specified in the first priority are exempt from all rental and personnel fees. Groups specified in the second priority are exempt from all rental fees but will be charged for necessary personnel fees. Groups specified in the third and fourth priorities will be charged rental fees as set forth below and shall be charged for necessary personnel fees. Personnel fees include fees for the custodian(s), for food service workers if the kitchen is used, and for persons to operate public address systems, lighting, and special stage equipment. The rate shall be ~~\$25.00~~ **\$50.00** per hour.

Rental Fees:

		Second Priority	Third Priority	Fourth Priority
a.	Middle School Auditorium		\$50.00	\$100.00
b.	Senior Jr-Sr High Auditorium		\$50.00 \$125.00	\$100.00 \$175.00
c.	Auditorium Sound System		\$25.00	\$50.00

c.	Inman/Middle School Gymnasium		\$50.00 \$125.00	\$100.00 \$175.00
d.	Senior Jr-Sr High Gymnasium		\$50.00 \$125.00	\$100.00 \$175.00
e.	Media Center		\$50.00 \$75.00	\$100.00 \$125.00
f.	Inman/Middle School Cafeteria (including kitchen)		\$50.00 \$75.00	\$100.00 \$125.00
g.	Senior High Cafeteria		\$50.00 \$125.00	\$100.00 \$175.00
h.	Washington Intermediate Multi-Purpose Room		\$50.00	\$100.00
i.	General classrooms (all buildings)		\$50.00 \$75.00	\$100.00 \$125.00
j.	Inman Cafeteria		\$50.00 \$125.00	\$100.00 \$175.00
k.	Fieldhouse		\$50.00 \$125.00	\$100.00 \$175.00
l.	Athletic Fields (per day)		\$50.00 \$125.00	\$100.00 \$175.00

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

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

Football Stadium/Track Use.

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

- Third Priority - ~~\$50.00~~ \$75.00
- Fourth Priority - ~~\$100.00~~ \$125.00

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

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

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

- Third Priority - ~~\$50.00~~ \$75.00
- Fourth Priority - ~~\$100.00~~ \$125.00

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

- Athletic field and track
- Sound system

- Locker & shower rooms
- Press box
- Lights

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

1. Any use of the track or football field must be approved in advance.
2. All concession rights and privileges are reserved by the district.
3. If designated by the district, the organization shall insure that police protection is provided and shall pay all such costs.
4. If rehearsals are necessary, arrangements shall be determined by the business office.
5. If any platforms, stages, chairs or additional stage equipment are needed, they shall be provided by the organization. Installation must be approved by the Maintenance Director.
6. The organization shall be required to provide public liability insurance naming the Red Oak Community School District as an "additional insured" through a company approved by the district with a minimum of \$100,000 property coverage.

Red Oak JrSr HS 12th grade graduates as of 04-20-23 for the School Board							
First Name	Middle Name	Last Name			First Name	Middle Name	Last Name
Heavyn	Lee Marie	Aherns			Eric	Matthew	Lindsey
Bridgett	Ann	Archer			Taelin	Spera	McRae
Karter	Joseph	Archer			Estefany		Medina
Dante	Lewis	Baucom			Lexi	Jade	Meier
Tymberlee	Joan Louise	Bentley			Emma	Joann	Nilson
Cash	Victor Steven	Berendes			Lillianne	Marie	Pafford
Joanna	May	Bloomer			Johnathan	Gar	Perkins
Dawson	Damien	Bond			Josie	Delayna	Rengstorf
Guadalupe	Angel	Bowen			Zephyr	Darius	Richardson
Kayden	Andrew	Bozwell			Kyler	Thomas	Rinabarger
Haley	Jane	Branam			Chase	Lee	Roeder
Aiden	Scott	Bruce			Tessa	Lynn	Rolenc
Jared	Daniel	Cashatt			Aaron	James	Schmid
Kaleb	Michael	Cobb			Jacob	William	Scriver
Logan	James	Conn			Fateen	Jelani	Sealy
Landon	Patrick	Couse			Braiden	Gene	Shirley
Grace	Maryann	Devito			Hannah	Lynn Snow	Smith
Lainey	Taylor	Devries			Camden	Douglas	Southard
Danique	Catherina Maria	Dobbe			Cole	Jacob	Thornton
Madison	Lexis	Doyle			Josie	Rebecca	Vanderhoof
Chloe	Madison	Edie			Elisha	Victor	Vukonich
Jacob	Evan-Riley	Eggerss			Gracelynn	Elizabeth	Wagaman
Brandon	Aaron	Erp			Grace	Ann	Wegman
Samuel	David	Fields			Dylan	Michael	Welch
Theresa	Gail	Flick			Jonah	Peter	Wemhoff
Riley	Todd	Fouts			Ethan	Joseph	Wenberg
Kailynn	Kae	Frazee			Kyle	Nicholas	Westover
James	Matthew	Gass			Ashley	Ann	Wilkins
Cayden	Edward	Gillespie			Keegan	James	Williams
Isabella	Maryn	Glassel			Braden	Richard	Woods
Michelle	Isabela	Grass					
Trystan	James	Hartson					
Sadie	Rose	Hummel					
Audrey	Jane	Irvine					
Isabella	Renae	Jager					
Brayden	Eugene	Johnson					
Tucker	Lee	Johnson					
Zane	Stephen	King					
Tanner	Kayne	Kinsley					
Jackson	Martin	Kling					
Sernity	Page	Kruse					
Chloie	Heather	Lane					
Valor	James	Lankton					
Kindered	Christine	Lehman					
Eduardo		Lepe					

Red Oak Community Schools

**Basic Life and AD&D, Voluntary Term Life,
Long-Term Disability, and Dental Renewal**

July 1, 2023

Presented By:

Lisa Daniels



NORTH RISK PARTNERS®

Annual Recap

<u>DENTAL</u> (Admin/Support Staff)	<u>VOLUNTARY DENTAL</u> (Certified Teachers)	<u>BASIC LIFE and AD&D</u>	<u>LONG-TERM DISABILITY</u>
<i>Principal</i> <u>7/1/19 to 7/1/21</u>	<i>Principal</i> <u>7/1/19 to 7/1/21</u>	<i>Principal</i> <u>7/1/19 to 7/1/21</u>	<i>Principal</i> <u>7/1/19 to 7/1/21</u>
Single \$28.43	Single \$29.52	Life \$0.154 per \$1,000	LTD \$0.240 per \$100 of CME
Family \$71.76	EE + 1 \$55.04	AD&D \$0.020 per \$1,000	
	EE + 2+ \$91.31		
2021 Principal proposed a rate pass. Marketed coverage and moved to The Standard for a -10.4% decrease from current.	2021 Principal proposed a rate pass. Marketed coverage and moved to The Standard for a -16% decrease from current	2021 Principal proposed a rate pass on Basic Life/AD&D. Marketed coverage and moved to The Standard for a -14.4% decrease from current.	2021 Principal proposed 12.5% increase. Marketed coverage and moved to The Standard for a rate pass.
<i>The Standard</i> <u>7/1/21 to 7/1/23</u>	<i>The Standard</i> <u>7/1/21 to 7/1/23</u>	<i>The Standard</i> <u>7/1/21 to 7/1/23</u>	<i>The Standard</i> <u>7/1/21 to 7/1/23</u>
Single \$24.20	Single \$23.90	Life \$0.129 per \$1,000	LTD \$0.240 per \$100 of CME
Family \$68.90	EE + 1 \$46.20	AD&D \$0.020 per \$1,000	
	EE + 2+ \$80.90		

EXPERIENCE DETAIL REPORT - DENTAL GRFA3029 RNW
 SOB 160 POL 760228

PH NAME: RED QA.(COMMUNITY SCHOOL DISTRICT

TYPE: RG

FUND CODE: N
 ADM: HO

RENEWAL MONTH: MAY

BENEFIT CODES INCLUDE: 92 93

TOTAL NUMBER ACTIVE DIVISIONS: 002

TOTAL NUMBER CANCELLED DIVISIONS: 000

DATE	ADJ PREM	PAID CLAIMS	INCURRED CLAIMS	INCURRE LOSS RATIO	TOTAL EMP LIVES	DEP B UNITS	DEP C UNITS	DEP D UNITS	INC CLM PER EMP	i OF CLAIMS	AMT PER CLAIM
0202107	3,905	4,344	5,792	148.3	110	24	8	0	52.65	21	206.86
202108	3,953	4,031	4,321	109.3	112	24	8	0	38.58	22	183.23
202109	3,919	1,769	1,839	46.9	112	24	7	0	16.42	13	136.08
202110	3,991	3,700	3,893	97.5	115	24	7	0	33.85	23	160.87
202111	3,802	3,189	3,187	83.8	109	23	7	0	29.24	14	227.79
202112	3,850	4,832	4,822	125.2	111	23	7	0	43, 44	27	178.96
202201	3,964	2,282	2,325	58.7	112	25	7	0	20.76	13	175.54
	27,384	24,147	26,179	95.6	781	167	51	0	33.52	133	181.56
0202202	3,939	6,055	6,104	155.0	111	25	7	0	54.99	35	173.00
202203	3,984	5,003	5,067	127.2	111	26	7	0	45.65	33	151.61
202204	3,915	6,434	6,313	161.3	110	25	7	0	57.39	29	221.86
202205	3,915	2,521	2,559	65.4	110	25	7	0	23.26	14	180.07
202206	3,994	4,994	4,965	124.3	110	27	8	0	45,14	29	172.21
202207	3,946	4,514	4,528	114.7	109	26	8	0	41,54	28	161.21
202208	3,452	4,910	4,740	137.3	94	21	8	0	50.43	31	158.39
202209	3,880	1,912	1,950	50.3	110	22	8	0	17.73	17	112.47
202210	3,880	4,175	4,221	108.8	110	22	8	0	38.37	25	167.00
202211	3,904	1,441	1,414	36.2	111	22	8	0	12.74	10	144.10
202212	3,835	3,973	4,007	104.5	110	21	8	0	36.43	23	172.74
202301	3,859	6,727	6,726	174.3	111	21	8	0	60.59	32	210.22
	46,503	52,659	52,594	113.1	1307	283	92	0	40.24	306	172.09
0	73,887	76,806	78,773	106.6	2088	450	143	0	37.73	439	174.96

Carrier	THE STANDARD Admin/Support Staff	
	In-Network	Out-of-Network
Individual Deductible	\$50	\$50
Family Deductible	\$150	\$150
TYPE 1: DIAGNOSTIC AND PREVENTIVE SERVICES Routine Exams (1 in 6 months) Routine Cleanings (1 in 6 months) Bitewing X-Rays (1 set 12 months) Full Mouth/Panoramic Series (1 in 5 years) Fluoride Application (1 per 12 months; under age 14)	100% Deductible Waived	100% Deductible Waived
TYPE 2: BASIC SERVICES Periodontal Prophylaxis Emergency Exams Space Maintainers (under age 14) Sealants (under age 14) Fillings Endodontics (Simple and Complex) Periodontics (Surgical and Non-Surgical) Composite Fillings (Anterior and Posterior) Simple Oral Surgery	80%	80%
TYPE 3: MAJOR SERVICES Anesthesia Complex Oral Surgical Procedures Crowns Implants Dentures, Partials and Bridges	50%	50%
Calendar Year Maximum	\$1,000	\$1,000
	Current	Renewal
Single 38	\$24.20	\$28.56
Family 10	\$68.90	\$81.30
ESTIMATED MONTHLY PREMIUM	\$1,608.60	\$1,898.15 18%
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> ▪ Out-of-Network claims paid at the 95th Percentile of U & C ▪ Uses Ameritas PPO network ▪ Requires the greater of 85% or 10 lives enrolled ▪ Rates guaranteed for 12 months 	

This summary is for illustration purposes only. If there is a discrepancy between this summary and the policy, the policy governs.

Carrier	THE STANDARD Certified Teachers	
	In-Network	Out-of-Network
Individual Deductible	\$50	\$50
Family Deductible	\$150	\$150
TYPE 1: DIAGNOSTIC AND PREVENTIVE SERVICES Routine Exams (1 in 6 months) Routine Cleanings (1 in 6 months) Bitewing X-Rays (1 set 12 months) Full Mouth/Panoramic Series (1 in 60 months) Fluoride Application (1 per 12 months; under age 14)	100% Deductible Waived	100% Deductible Waived
TYPE 2: BASIC SERVICES Periodontal Prophylaxis Emergency Exams Space Maintainers (under age 14) Sealants (under age 14) Fillings Composite Fillings (Anterior and Posterior) Simple Oral Surgery	80%	80%
TYPE 3: MAJOR SERVICES Anesthesia Complex Oral Surgical Procedures Endodontics (Simple and Complex) Periodontics (Surgical and Non-Surgical) Crowns Implants Dentures, Partial and Bridges	50%	50%
Calendar Year Maximum	\$1,000	\$1,000
	Current	Renewal
Single 47	\$23.90	\$28.20
Employee + 1 5	\$46.20	\$54.52
Family 8	\$80.90	\$95.48
ESTIMATED MONTHLY PREMIUM	\$2,001.50	\$2,361.84 18%
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> ▪ Out-of-Network claims paid at the 95th Percentile of U & C ▪ Uses Ameritas PPO network ▪ Require participation of 65% ▪ Rates guaranteed for 12 months 	

This summary is for illustration purposes only. If there is a discrepancy between this summary and the policy, the policy governs.

CARRIER	The Standard Basic Life and AD&D
Class 1 - Superintendent	\$100,000
Class 2 - Principals & Vice Principals	\$75,000
Class 3 - Teachers	\$30,000
Class 4 - All Others	\$20,000
Reduction Schedule	To 65% @ age 65; to 50% @ age 70
Accelerated Life Benefit	Included
Portability & Conversion	Included
Waiver of Premium	Included
Monthly Volume (130 Lives)	\$3,643,500
Rates per \$1,000	<u>Current and Renewal</u>
Life	\$0.129
AD&D	\$0.020
ESTIMATED MONTHLY PREMIUM	\$542.88
Rate Guarantee	Until 2024
Additional Information	▪ 100% Participation Required

This summary is for illustration purposes only. If there is a discrepancy between this summary and the policy, the policy governs.

CARRIER	The Standard Long-Term Disability	
Maximum Annual Covered Salary	\$130,000	
Maximum Monthly Benefit	\$7,583	
Minimum Monthly Benefit	Greater of \$100 or 10% of the maximum benefit	
Benefit Percentage	70%	
Elimination Period	90 Days	
Definition of Disability	<p>An employee will be considered disabled if, as a result of physical disease, injury, pregnancy or mental disorder one of the following applies:</p> <ul style="list-style-type: none"> ▪ Unable to perform with reasonable continuity the material duties of their own occupation; OR ▪ Suffer a loss of at least 20 percent in their indexed predisability earnings when working in their own occupation 	
Benefit Duration	To SSNRA	
Own Occupation	3 Years	
Mental Health Limitation	24 Months	
Drug & Alcohol Limitation	24 Months	
Other Limited Conditions	24 Months	
Survivor Benefit	3 x maximum benefit	
Pre-Ex Limitation	3/12	
Covered Monthly Earnings	\$495,068	\$527,385
Per \$100 of Insured Monthly Payroll (130 Lives)	\$0.240	
ESTIMATED MONTHLY PREMIUM	<u>Current</u> \$1,188.16	<u>Renewal w/Salary Updates</u> \$1,265.73
Rate Guarantee	Until 2024	
Additional Information	<ul style="list-style-type: none"> ▪ 100% participation required ▪ Includes EAP - 3 face-to-face visits 	

This summary is for illustration purposes only. If there is a discrepancy between this summary and the policy, the policy governs.

CARRIER	The Standard Voluntary Term Life and Dependent Life			
Maximum Benefit	Up to \$500K in \$10,000 increments. Not to exceed 8 times earnings for basic and optional life benefit combined			
Employee Guarantee Issue	\$150,000			
Employee Annual Coverage Increase	During the annual Open Enrollment, The Standard allows an employee to increase their benefit amount up by 1 or 2 increments up to the guarantee issue amount without evidence of insurability			
Reduction Schedule	By 35% at age 65, to 50% at age 70			
Accelerated Life Benefit	Included			
Portability & Conversion	Included			
Waiver of Premium	Included			
Maximum Spouse Benefit	Up to \$200,000 in \$5,000 increments, not to exceed 50% of the Employee's benefit			
Spouse Guarantee Issue	\$20,000			
Maximum Child Benefit	Live birth to age 26 - Up to \$10,000 in \$2,000 increments, not to exceed 50% of the Employee's benefit			
Child Guarantee Issue	\$10,000			
Dependent Annual Coverage Increase	During the annual Open Enrollment, The Standard allows an employee to increase the spouse and dependent children coverage up to the guaranteed issue amount without evidence of insurability			
Life Rates per \$1,000	<u>Ages</u>	<u>EE / Sp</u>	<u>Ages</u>	<u>EE / Sp</u>
	< 19	\$0.064	45 - 49	\$0.160
	20 - 24	\$0.064	50 - 54	\$0.245
	25 - 29	\$0.064	55 - 59	\$0.458
	30 - 34	\$0.085	60 - 64	\$0.702
	35 - 39	\$0.096	65 - 69	\$1.352
	40 - 44	\$0.106	70 +	\$2.193
Dependent Rate	Child per \$1,000 \$0.100			
Employee Volume (31 Lives)	\$2,545,500			
Spouse Volume (9 Lives)	\$130,000			
Child Volume (3 Lives)	\$30,000			
ESTIMATED MONTHLY PREMIUM	<u>Current</u> \$654.75		<u>Renewal with Age Band Changes</u> \$705.60	
Rate Guarantee	Until 2024			
Additional Information	<ul style="list-style-type: none"> ▪ Spouse's benefit and premium rates are based on the spouse's attained age ▪ Rates assume 34% participation will continue 			

This summary is for illustration purposes only. If there is a discrepancy between this summary and the policy, the policy governs.

Voluntary Term Life Age Band Changes

Last Name	First Name	EE Age @ Renewal 07/01/23	SP Age @ Renewal 07/01/23	Optional Employee Life	Optional Spouse Life	Optional Dependent Life	Current Vol Life Premium	Renewal Vol Life Premium
Allison	Sharon	55		\$100,000			\$24.50	\$45.80
Freiberg	Melissa	45		\$50,000			\$5.30	\$8.00
Funk	Jeremy	42	55	\$50,000	\$10,000		\$7.75	\$9.88
Hall	Heather	45	54	\$190,000	\$20,000	\$10,000	\$26.04	\$36.30
Latham	Jennifer	35		\$50,000			\$4.25	\$4.80
Stephens	Jacque	55		\$50,000			\$13.25	\$22.90
Vannausdle	Roger	55		\$20,000			\$4.90	\$9.16

Census indicates age band changes and premium updates at renewal.

Marketing

- PRINCIPAL Included
- LINCOLN FINANCIAL Included
- MUTUAL OF OMAHA Pending
- METLIFE Declined to Quote
- UNUM Declined to Quote

Admin/Support Staff Dental Marketing

CARRIERS	THE STANDARD CURRENT	LINCOLN (PACKAGED)	PRINCIPAL (PACKAGED)
	INN / OON	INN / OON	INN / OON
Deductible - Individual	\$50 / \$50	\$50 / \$50	\$50 / \$50
Deductible - Family	\$150 / \$150	\$150 / \$150	\$150 / \$150
Deductible - Waived for Prev	Yes	Yes	Yes
Calendar Year Maximum	\$1,000	\$1,000	\$1,000
Prev Applied to Cal Max	Yes	Yes	Yes
Orthodontia Lifetime Max	N/A	N/A	N/A
Orthodontia - Children/Adult	N/A	N/A	N/A
Preventive	100% / 100%	100% / 100%	100% / 100%
Basic	80% / 80%	80% / 80%	80% / 80%
Major	50% / 50%	50% / 50%	50% / 50%
Sealants	Basic	Basic	Basic
X-Rays	Preventive	Preventive	Preventive
Endodontics / Periodontics	Basic	Basic	Basic
Fillings - Amalgam & Composite	Basic	Basic	Basic
Simple Extractions	Basic	Basic	Basic
Oral Surgery / Anesthesia	Major	Major	Major
Implants	Major	Major	Major
OON Reimbursement	95th Percentile	95th Percentile	99th Percentile
Maximum Rollover	No	No	Yes
Waiting Periods	None	None	None
Minimum Contribution	Contributory	Contributory	Contributory
Minimum Participation	Current	Current	Current
Provider Lookup	www.standard.com	www.lfg.com	www.principal.com
	THE STANDARD CURRENT	LINCOLN (PACKAGED)	PRINCIPAL (PACKAGED)
Employee 38	\$24.20	\$21.78	\$31.56
Employee + Family 10	\$68.90	\$62.01	\$89.85
Monthly Premium	\$1,609	\$1,448	\$2,098
Annual Premium	\$19,303	\$17,373	\$25,173
Change in Cost	N/A	(\$1,930)	\$5,870
Percentage Change	N/A	-10.0%	30.4%
Rate Guarantee Period	Current	24 Months	12 Months

This is a brief summary of benefits. The actual contract will prevail.

Frequency of services may vary by carrier.

Certified Teachers Dental Marketing

CARRIERS	THE STANDARD CURRENT	LINCOLN (PACKAGED)	PRINCIPAL (PACKAGED)
	INN / OON	INN / OON	INN / OON
Deductible - Individual	\$50 / \$50	\$50 / \$50	\$50 / \$50
Deductible - Family	\$150 / \$150	\$150 / \$150	\$150 / \$150
Deductible - Waived for Prev	Yes	Yes	Yes
Calendar Year Maximum	\$1,000	\$1,000	\$1,000
Prev Applied to Cal Max	Yes	Yes	Yes
Preventive	100% / 100%	100% / 100%	100% / 100%
Basic	80% / 80%	80% / 80%	80% / 80%
Major	50% / 50%	50% / 50%	50% / 50%
Orthodontia	N/A	N/A	N/A
Sealants	Basic	Basic	Basic
X-Rays	Preventive	Preventive	Preventive
Endodontics / Periodontics	Major	Major	Major
Fillings Amalgam & Composite	Basic	Basic	Basic
Simple Extractions	Basic	Basic	Basic
Oral Surgery / Anesthesia	Major	Major	Major
Implants	Major	Major	Major
OON Reimbursement	95th Percentile	95th Percentile	99th Percentile
Maximum Rollover	No	No	Yes
Waiting Periods	None	None	None
Minimum Contribution	0%	0%	0%
Minimum Participation	Current	Current	20% / 5 Enrolled
Provider Lookup	www.standard.com	www.lfg.com	www.principal.com
	THE STANDARD CURRENT	LINCOLN (PACKAGED)	PRINCIPAL (PACKAGED)
Employee 47	\$23.90	\$23.90	\$29.41
Employee + One 5	\$46.20	\$46.20	\$56.85
Employee + Family 8	\$80.90	\$80.90	\$99.54
Monthly Premium	\$2,002	\$2,002	\$2,463
Annual Premium	\$24,018	\$24,018	\$29,554
Change in Cost	N/A	\$0	\$5,536
Percentage Change	N/A	0.0%	23.0%
Rate Guarantee Period	Current	24 Months	12 Months

This is a brief summary of benefits. The actual contract will prevail.

Frequency of services may vary by carrier.

Life & AD&D Insurance Marketing

CARRIERS	THE STANDARD CURRENT	LINCOLN (PACKAGED)	PRINCIPAL (PACKAGED)
Class 1: Superintendent Class 2: Principals & Vice Principals Class 3: Teachers Class 4: All Other Support Staff	Class 1: Flat \$100K Class 2: Flat \$75K Class 3: Flat \$30K Class 4: Flat \$20K	Class 1: Flat \$100K Class 2: Flat \$75K Class 3: Flat \$30K Class 4: Flat \$20K	Class 1: Flat \$100K Class 2: Flat \$75K Class 3: Flat \$30K Class 4: Flat \$20K
Portability	Included	Included	Not Included
Conversion	Included	Included	Included
Age Reduction Schedule			
Age 65	65%	65%	65%
Age 70	50%	50%	50%
Waiver of Premium	Included	Included	Included
Employer Contribution	100%	100%	100%
Participation Requirement	100%	100%	100%
	THE STANDARD CURRENT	LINCOLN (PACKAGED)	PRINCIPAL (PACKAGED)
Life Volume	\$3,643,500	\$3,601,500	\$3,601,500
AD&D Volume	\$3,601,500	\$3,601,500	\$3,601,500
Life Rate per \$1000	\$0.129	\$0.116	\$0.140
AD&D Rate per \$1000	\$0.020	\$0.020	\$0.022
Monthly Premium	\$542.04	\$490.16	\$583.44
Annual Premium	\$6,504.50	\$5,881.97	\$7,001.32
Change in Cost From Current	N/A	(\$622.53)	\$496.82
Percentage Change From Current	N/A	-10%	7.64%
Rate Guarantee	Current	24 Months	24 Months

This is a brief summary of benefits. The actual contract will prevail.

Voluntary Life & AD&D Insurance Marketing

CARRIERS	THE STANDARD CURRENT		LINCOLN (PACKAGED)		PRINCIPAL (PACKAGED)	
Employee Benefit	\$10K Increments		\$10K Increments		\$10K Increments	
Employee Maximum	\$500,000		\$500,000		\$500,000	
Employee Guarantee Issue	\$150,000		\$150,000		Under Age 70: \$150,000 Age 70+: \$10,000	
Employee Reduction Schedule	65% at 65, 50% at 70		65% at 65, 50% at 70		65% at 65, 50% at 70	
Spouse Benefit	\$5K Increments		\$5K Increments		\$5K Increments	
Spouse Maximum	\$200,000		\$200,000		\$200,000 / 100% of EE	
Spouse Guarantee Issue	\$20,000		\$20,000		Under Age 70: \$30,000 Age 70+: \$10,000	
Spouse Reduction Schedule	65% at 65, 50% at 70		65% at 65, 50% at 70		65% at 65, 50% at 70	
Child Benefit	Flat \$10,000		Flat \$10,000		\$2K, \$4K, \$5K, \$7.5K, \$10K	
Child Maximum	\$10,000		\$10,000		\$10,000 / 100% of EE	
Portability	Included		Included		Included	
Conversion	Included		Included		Included	
Minimum Participation	Current		Current		20% / 5 Enrolled	
	THE STANDARD CURRENT		LINCOLN (PACKAGED)		PRINCIPAL (PACKAGED)	
	EMPLOYEE	SPOUSE	EMPLOYEE	SPOUSE	EMPLOYEE	SPOUSE
Age 00-19	\$0.064	\$0.064	\$0.064	\$0.064	\$0.060	\$0.060
Age 20-24	\$0.064	\$0.064	\$0.064	\$0.064	\$0.060	\$0.060
Age 25-29	\$0.064	\$0.064	\$0.064	\$0.064	\$0.060	\$0.060
Age 30-34	\$0.085	\$0.085	\$0.085	\$0.085	\$0.080	\$0.080
Age 35-39	\$0.096	\$0.096	\$0.096	\$0.096	\$0.110	\$0.110
Age 40-44	\$0.106	\$0.106	\$0.106	\$0.106	\$0.168	\$0.168
Age 45-49	\$0.160	\$0.160	\$0.160	\$0.160	\$0.258	\$0.258
Age 50-54	\$0.245	\$0.245	\$0.245	\$0.245	\$0.419	\$0.419
Age 55-59	\$0.458	\$0.458	\$0.458	\$0.458	\$0.664	\$0.664
Age 60-64	\$0.702	\$0.702	\$0.702	\$0.702	\$1.011	\$1.011
Age 65-69	\$1.352	\$1.352	\$1.352	\$1.352	\$1.700	\$1.700
Age 70-74	\$2.193	\$2.193	\$2.193	\$2.193	\$3.012	\$3.012
Age 75-79	\$2.193	\$2.193	\$2.193	\$2.193	\$3.012	\$3.012
Age 80-00	\$2.193	\$2.193	\$2.193	\$2.193	\$3.012	\$3.012
Rate per \$1,000 of Coverage						
Child Life Rate	\$0.100		\$0.100		\$0.200	
EE AD&D Rate	Current		Current		\$0.022	
SP AD&D Rate	Current		Current		\$0.022	
CH AD&D Rate	Current		Current		N/A	
Rate Guarantee	Current		24 Months		24 Months	

This is a brief summary of benefits. The actual contract will prevail.

Long-Term Disability Insurance Marketing

CARRIERS	THE STANDARD CURRENT	LINCOLN (PACKAGED)	PRINCIPAL (PACKAGED)
Monthly Benefit	\$7,583	\$7,583	\$7,583
Benefit Percentage	70%	70%	70%
Elimination Period	90 Days	90 Days	90 Days
Duration	RBD to SSNRA	RBD to SSNRA	RBD to SSNRA
Own Occupation Period	36 Months	36 Months	36 Months
Definition of Disability	Or	Or	Or
Pre-existing Condition Limitation	6/12	6/12	3/12
Contract Provisions			
Partial Disability	Current	Current	Included
Mental Health Limitation	Current	Current	24 Months per Lifetime
Substance Abuse Limitation	Current	Current	24 Months per Lifetime
Other Limited Conditions	Current	Current	Included
Social Security Integration	Current	Current	Primary & Family
Survivor Benefit	Included	Included	Included
Rehabilitation/Vocational Incentive	Included	Included	Included
Employee Assistance Program	Included	Included	Included
Employer Contribution	100%	100%	100%
Taxable Benefit	Yes (100% ER Paid)	Yes (100% ER Paid)	Yes (100% ER Paid)
	THE STANDARD CURRENT	LINCOLN (PACKAGED)	PRINCIPAL (PACKAGED)
Rate Guarantee	Current	24 Months	24 Months
Monthly Covered Payroll	\$527,385	\$527,392	\$527,392
LTD Rate per \$100 of CP	\$0.240	\$0.216	\$0.310
Estimated Monthly Cost	\$1,265.73	\$1,139.17	\$1,634.92
Estimated Annual Cost	\$15,188.70	\$13,670.00	\$19,618.98
Change in Cost From Current	N/A	(\$1,518.70)	\$4,430.28
Percentage Change From Current	N/A	-10.00%	29.17%
Participation Requirement	100%	100%	100%

This is a brief summary of benefits. The actual contract will prevail.

Angela Villhauer
Principal - Iowa Office Business Leader

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Heidi Harris
Business Manager
Red Oak Community School District
Red Oak, IA

May 8, 2023

Statement of Work ("SOW")

The objective of this Statement of Work ("SOW") is to confirm the scope of Mercer's work and the compensation for this engagement **Educator Trust Program - Consulting Services**. This SOW is between Mercer Health and Benefits LLC ("Mercer") **Red Oak Community School District** ("Client") and is subject to the terms and conditions contained in the existing engagement letter dated **4/17/18 (the "Agreement")**. All capitalized terms not defined in this SOW shall have the meanings ascribed to them in the Agreement.

1. Description of Mercer responsibilities:

The Services under this SOW shall commence on July 1, 2023 ("Effective Date") and continue through June 30, 2024 ("Initial Term") and shall automatically renew for consecutive one (1) year terms thereafter (each a "Renewal Term").

Service	Attachment Number	Commencement Date	Go-Live Date	Notice of Non-Renewal Date	Renewal Date
Core H&B Services	1	April 1, 2023	July 1, 2023	April 1, 2024	July 1, 2024
Health Advocate Services	2	April 1, 2023	July 1, 2023	April 1, 2024	July 1, 2024
Voluntary Benefits	3	April 1, 2023	July 1, 2023	April 1, 2024	July 1, 2024

Additional projects requested by Client that individually are not expected to exceed \$10,000 will be billed (i) at time and expense (based on Mercer's hourly billing rate in effect at the time the work is performed), (ii) on a fixed fee basis or (iii) as otherwise mutually agreed in writing and will, in each case, be subject to the terms of this Agreement.

The Services are subject to the terms of the following Attachments incorporated by reference:

Attachment	Attachment Number
Health& Welfare Services Schedule	1
Health Advocate Services	2
Voluntary Benefit Services	3

2. Description of Client responsibilities:

Client agrees to furnish to Mercer's representatives all information they may request as it pertains to Client's insurance contracts, rates, rating schedules, surveys, reserves, retentions and all other financial data they may request for their study of Client's present and future requirements in connection with the insurance program to which this SOW applies.

Client understands that the failure to provide, or cause to provide, complete, accurate, up-to-date, and timely documentation and information to Mercer, an insurer, or other service provider, whether intentional or by error, could result in impairment or voiding of coverage or service. Client agrees to review all policies, endorsements and program agreements delivered to Client by Mercer and will advise Mercer of anything which Client believe is not in accordance with the negotiated coverage and terms within thirty (30) days following receipt.

Additional responsibilities may be listed in the Service Schedule attachment.

3. Period of time over which work is performed:

The Services under this SOW shall commence on July 1, 2023 ("Effective Date") and continue through June 30, 2024("Initial Term") and shall automatically renew for consecutive one (1) year terms thereafter (each a "Renewal Term").

4. Compensation/fees:

Mercer will receive base commissions and/or fees from insurance carriers and/or fees from vendors, and /or fees from Client as billed, collected, and remitted by a third party (i.e. carrier) that are disclosed separately on Mercer's Transparency and Carrier Information Form or equivalent for the Services which Mercer has provided or will provide to Client separately.

In addition to the compensation set forth herein, Mercer also bills for other expenses related to the Services requested.

If applicable, Client may be billed this compensation pursuant to a Billing and Collection Agreement or other similar arrangements with the applicable third party. If Client fails to make payments more than (30) days after the due date, Mercer may exercise our right to claim interest for late payment. If such failure to pay extends beyond ninety (90) days, Mercer may

either suspend the provision of the services until payment is received or terminate this SOW with immediate effect.

In the event Client terminates this SOW prior to the expiration of the Initial Term or Renewal Term, the parties agree that Mercer will not have received full compensation for Services performed and that further compensation is due Mercer. For purposes of determining compensation owed to Mercer, the parties further agree that Mercer will be deemed to have earned, for the performance of its annual Services, 100% of its annual compensation.

Client shall pay any outstanding compensation due Mercer in the event the Client is unable to cause its carrier or replacement broker to pay Mercer a portion of future commissions to fully compensate Mercer for Services performed based on the schedule above. In such event, Mercer will calculate the outstanding compensation based on commissions paid to Mercer for the final full month that Mercer served as broker of record.

Mercer has entered this SOW with Client based, in part, on an expectation that base commissions will adequately compensate Mercer for the performance of the Services. From time to time, the level of premium volume and in turn resulting commission that is based upon premium volume may reduce due to a number of factors, including external events such as reductions in force or beneficial cost reducing decisions made by the Client. In such situations, Client agrees to renegotiate the overall level of compensation Mercer receives within 90 days of Mercer notifying Client of such reduction by (i) working with Mercer and the applicable carriers to increase Mercer's commission rates and/or (ii) directly providing Mercer additional compensation, to the extent permitted by law, for the purpose of maintaining a level of compensation for Mercer consistent with the Services provided hereunder. Such consideration will be made when the aggregate commission amounts received by Mercer across all lines of coverage subject to this SOW decrease from the prior year.

In the event Mercer is unable to negotiate the full Renewal Term Adjustment, Client will pay Mercer the difference, to the extent permitted by law, at the end of the Renewal Term.

In the event Client terminates this SOW prior to the expiration of the Initial Term or Renewal Term, any unpaid compensation with respect to such term (or the current year in the event of a multiple year term) shall be accelerated and shall be due and payable to Mercer within 30 days of the effective date of termination.

Line(s) of Coverage/Service	
Line of Coverage	Commission
Medical	\$36 PCPM
Flexible Spending- iSolved	10%
Accident	10%
Critical Illness	10%
Hospital Indemnity	10%

In addition to other compensation listed, we also bill for necessary travel and other expenses related to the services requested.

5. Subcontractors

Mercer may need to utilize various subcontractors ("Subcontractors") in the course of the provision of the Services to assist in such tasks as printing and mailing, development of interactive tools, graphic design, etc. Client consents to Mercer's use of the Subcontractors and further acknowledge and agree that Mercer may provide such Subcontractors with Client's Confidential Information, including Work, on a confidential and a need to know basis for the purposes contemplated by this SOW.

6. Use of Name and Logo

The parties agree and acknowledge that Mercer may need to use Client's name, logo, tradename and/or mark in connection with the performance of the Services. Client consents to such use, and grant to Mercer and its agents, vendors and subcontractors of a non-exclusive, royalty-free, limited license to use Client's name, logo and any tradename or mark only in connection with the performance of the Services. The parties further agree that such use will be subject to Client's instruction, direction or prior written approval as to style, form, context and general content. Client will not unreasonably delay or withhold its approval.

7. Additional Disclosures

a. Mercer is not responsible for the adequacy or effectiveness of any insurance program or policy implemented by another broker, or any acts or omissions occurring prior to Mercer's engagement. Mercer does not act on behalf of any insurer or other service provider, is not bound to utilize any particular insurer or service provider, and does not have the authority to make binding commitments on behalf of any insurer or service provider. In addition, Mercer does not guarantee or make any representation or warranty that coverage or service can be placed on terms acceptable to Client. Mercer is not responsible for the solvency or ability to pay claims of any insurance carrier or for the solvency or ability of any service provider to provide service. Insurance carriers or service providers with which Client's other risk or insurance coverage or other business is placed will be deemed acceptable to Client, in the absence of contrary instructions from Client.

b. Mercer and its Affiliates serve a wide array of clients, including clients who compete with or whose interests may be adverse to one another. In addition, Mercer interacts with insurance carriers and other service providers through numerous business and contractual relationships, including serving as a broker for its clients and receiving commissions from carriers, providing consulting or administration services to carriers, and auditing carriers' claims data. Mercer is committed to serving each of its clients in an objective manner and maintaining the confidentiality of each of its client's information. Notwithstanding anything to the contrary in the engagement letter, when providing Services to Client pursuant to this SOW, Mercer may involve its Affiliates, from time to time, to assist in the performance of such Services.

c. Client expressly acknowledge that, with respect to the provision of the Services, Mercer is not, nor are any of Mercer's Affiliates or subcontractors, an "administrator" within the meaning under applicable law, including the Employee Retirement Income Security Act of 1974, as amended ("ERISA"), nor, with respect to the provision of the Services, is Mercer or any of Mercer's Affiliates or subcontractors a "fiduciary" within the meaning under applicable law or ERISA, unless provided otherwise herein or required by applicable law.

d. Title V of the Gramm-Leach-Bliley Act and related state laws and regulations establish limitations on the use and distribution of non-public information collected by financial institutions from their customers and consumers. Mercer's insurance-related work qualifies Mercer as a financial institution under this Act. Mercer's Privacy Policy Notice and additional information regarding other compliance policies at Mercer, including its conflicts of interest policy is available at the following web address <https://www.mercer.us/about-mercero/transparentcy.html>. At this web address Client will also find information regarding Marsh & McLennan Companies, Inc. and its subsidiaries' equity interests in certain insurers and contractual arrangements with certain insurers and wholesale brokers.

e. Mercer is unable to provide insurance broking, risk consulting, claims or other services or provide any benefit to the extent that the provision of such services or benefit would violate applicable law or expose Mercer or its Affiliates to any sanction, prohibition or restriction under UN Security Council Resolutions or under other trade or economic sanctions, laws or regulations.

[Remainder of this page left blank intentionally]

Page 6
May 8, 2023

We appreciate Client business and look forward to working with Client on this engagement.
Please acknowledge Client agreement to the terms contained herein by signing below.

Mercer Health & Benefits LLC

By: _____

Name: _____
(Please Print)

Title: _____

Mercer Health & Benefits Administration LLC

By: _____

Name: Anthony Baldus
(Please Print)

Title: Principal

**ACCEPTED AND AGREED
Red Oak Community School District**

By: _____

Name: _____
(Please Print)

Title: _____

MERCER HEALTH & BENEFITS SERVICE SCHEDULE

Attachment # 1

Our Services will consist of the following:

Client Strategy Development

- Conduct strategic planning sessions to review agreed upon performance metrics of Client's current employee benefit coverages and establish future objectives and strategies to manage Client's employee benefit coverages to which this agreement applies.
 - Planning session – 1 per year
 - Pre-Renewal - 1 per year
 - Renewal meeting - 1 per year
- Meet with the Client's key designated representatives 2 times per year to discuss strategy, healthcare trends and changes, and open items.
- Benchmark health plan costs and employee contributions to industry, size and regional standards on an annual basis as requested.

Renewal/Marketing

- Develop a mutually agreeable renewal action plan and timeline that meets the Client's stated objectives.
- Upon the request of Client, we will assist Client in the preparation of a RFP for purposes of obtaining competitive quotes from the marketplace, based on the timeline below. We will be the primary point of contact during the bidding process. This includes insurance policies as Identified for Coverages and Services on Mercer Transparency (TCI) or otherwise noted as Mercer Brokered Services.
- When marketing Client coverages, we will prepare an analysis comparing proposals to current costs, plan designs, administrative capabilities, network discounts and network accessibility as applicable.
- With respect to the Client's annual renewal process, we will conduct a benefits program review of the benefits coverages for which Mercer is named Broker of Record to include negotiations, on Clients' behalf, with current vendors/carriers, as per Clients' request.

Negotiation/Placement

- Identify and negotiate on the Client's behalf with insurers and other benefit program providers and keep the Client informed of significant developments as we understand them to be. We shall be authorized for purposes of this Agreement to represent and assist the Client in all discussions and transactions with all insurers/providers, provided that we shall not place any insurance or vendor programs on behalf of the Client unless so authorized by the Client.
- Assist with documentation and other steps to obtain commitments for and implement insurance policies and other services selected by the Client regarding its employee benefits program upon the Client's instructions, it being understood that we will not independently verify or authenticate information not originating from us necessary to prepare proposals or underwriting submissions and other documents relied upon by insurers/providers, and the Client shall be solely responsible for the accuracy and completeness of such information and other documents furnished to us and/or insurers/providers and shall sign any application for coverage. The Client understands that the failure to provide all necessary information to an insurer, employee benefit provider or third party

vendor whether intentional or by error, could result in the impairment or voiding of coverage or service.

- Provide Client access to insurers with whom Mercer is appointed and other service providers as agreed with the Client and use our commercially reasonable efforts to place insurance policies and other services selected by the Client regarding its employee benefit program on behalf of the Client, if so instructed by the Client.
- Review policies and contracts for accuracy and conformity to specifications provided by Client and the related negotiated coverages.

Ongoing Analysis/Projections

- Analyze factors driving Client's plan costs if experience data is available. In connection with such analysis, we will review carrier/vendor utilization reports to determine possible causes of identified cost increases. Assist Client in managing these risks and costs.
- Provide claim reports for identified coverages detailing paid claims (and reimbursements if applicable), premium/funding and enrollment summaries. We will review these reports with Client on an annual basis and will identify and discuss trends and potential problems.
- Provide agreed upon cost projections on an annual basis to determine gross cost scenarios that meet Client objectives.
- If applicable, review funding methodology on an annual basis to determine if benefits funding structure meets Client objectives.

Vendor Management

- Act as a liaison between the Client and insurers/ providers for the lines of coverage and services that we have placed or obtained on behalf of Client or for which Mercer is named as the broker of record.
- Follow up with insurance carriers/providers for timely issuance of policies and contracts.
- Follow up with insurance carriers/providers with respect to the payment or return premiums.
- Assist the Client in connection with issues relating to interpretation of insurance policies/contracts placed by us.
- Provide information/coverage summaries for all new coverages and updates on changes to existing coverages.
- Assist Client in the implementation of the benefit program by dealing with vendor/carriers and performing contract and SPD review for purposes of determining conformity to agreed upon plan provisions and costs.

Other Services

- Provide the following health and welfare plan legislative and regulatory compliance support as mutually agreed:
 - Updates on pertinent federal benefits legislation and their potential impact to employers' health and welfare benefit plans

- Consultative and strategic guidance related to compliance with IRS, DOL and HHS regulations as mutually agreed from time-to-time
- Assist Client in responding to inquiries related to federal laws and regulations including ERISA, COBRA, HIPAA and the Affordable Care Act (ACA).

Provide Health Advocate services for Clientr employees.

Provide access to **Compliancedashboard**, a third-party compliance solution to help clients stay on top of compliance requirements specific to their benefit plans. It includes key deadlines, reminders and reports to assist with plan management and audit activities.

BUSINESS SOLVER – Coordinate with the Trust and the Trust's enrollment vendor to implement online enrollment for selected lines of coverage and assist client in addressing online enrollment issues.

While our team of ERISA attorneys are available to review documents and advise on issues, since we are not a law firm, we cannot practice law or render legal opinions

HEALTH ADVOCATE SERVICES

ATTACHMENT 2

IDENTIFICATION OF PLAN(s) ("Plan(s)") TO WHICH HEALTH ADVOCATE SERVICES RELATE:

Red Oak Community School District - medical, critical illness, accident and hospital indemnity plans

1. **SCOPE OF SERVICES.** The Client retains Mercer for purposes of arranging health advocacy services to the Participants and Beneficiaries which shall include spouses, retirees, dependent children, parents, and parents in-law ("Members") described in this Attachment (the "Services"). The Vendor providing the Services hereunder is Health Advocate, Inc. ("Health Advocate").
2. **SERVICES PROVIDED BY VENDOR.**
 - 2.1 **The Personal Health Advocate:** typically a registered nurse, assigned to serve the Member as soon as he/she calls to access the Services. The Personal Health Advocate handles a range of issues as Members seek healthcare services and interact with Providers and insurers.
 - 2.2 **24/7 HelpNet:** Health Advocate is available 24 hours a day, 7 days a week using a toll free phone number.
 - 2.3 **Care Coordination:** The Personal Health Advocate helps Members coordinate care among physicians and medical institutions.
 - 2.4 **Medical Director and Administrative Support:** Physicians and administrative staff support the Personal Health Advocates.
 - 2.5 **Benefits Advantage™**
 - 2.5.1 **Claims Assistance:** The Personal Health Advocate helps sort out and solve claims and related paperwork problems. Health Advocate can assist Members with coverage and benefits issues.
 - 2.5.2 **Fee Negotiation:** When necessary, Health Advocate can attempt to negotiate fees with healthcare Providers and can also review questionable bills.
 - 2.5.3 **Grievance Advice:** Health Advocate will provide assistance to Members when filing a complaint or grievance.
 - 2.5.4 **Coverage Advantage™:** The Personal Health Advocate can help Members through the coverage review process and, when necessary, can also assist in identifying alternative coverage options.
 - 2.5.5 **RxAdvocate™:** The Personal Health Advocate can assist Members with prescription drug issues including formulary and benefit questions.
 - 2.6 **Physician Locator:** The Personal Health Advocate can help Members identify physicians, hospitals, dentists, and other healthcare Providers for needed services.
 - 2.7 **Advocates of Excellence:** Health Advocate can help identify leading medical institutions, Centers of Excellence and medical Providers to assist Subscribers in need of complex medical care. The Personal Health Advocate can help Members schedule appointments with these Providers, as required.
 - 2.8 **Health Advocate CareQuest:** This Service locates resources and makes arrangements for Members in need of special services that typically fall outside the realm of traditional healthcare benefits. The Member may be responsible for payment for any services that they use beyond what may be covered by their health insurance plan.
 - 2.9 **Health Cost Estimator:** The Personal Health Advocate can assist Members in estimating costs for upcoming medical procedures.
 - 2.10 **Health Advocate Medical Bill Saver:**

Specialized Negotiation Unit – Eligible Members are given access to a Specialized Negotiation Unit (SNU). SNU staff will attempt to negotiate a reduction in the Member’s out-of-pocket share of medical and dental bills in excess of \$400 including, but not limited to bills from physicians, hospitals, surgery centers, radiology and other diagnostic service providers, and various ancillary medical providers (“Providers”). The SNU will attempt to negotiate any medical or dental bills regardless of insurance or benefit status (e.g., insured, underinsured, non-covered service, out-of-network service). In addition, the SNU will attempt to negotiate Provider discounts and/or payment terms prior to a Member receiving care, (e.g., non-covered services and out-of-network care).

Fee Benchmarking Databases - The Specialized Negotiation Unit will consult with various public and proprietary databases and reference tools in order to optimize savings to Members.

Provider Acceptance – Health Advocate will secure a written release from the provider signing-off on the terms and conditions negotiated on the Member’s behalf.

Savings Result Statement – Health Advocate will provide each Member with a written statement summarizing the outcome of the negotiation with a provider and outlining any applicable terms and conditions of the required payment due to the provider. The Member shall be financially responsible for making payment in accordance with the terms and conditions outlined. The Member will be advised that in the event he/she does not adhere to such terms and conditions, the provider is not obliged to accept less than what the provider originally billed the Member.

Health Advocate will make commercially reasonable efforts to negotiate savings on behalf of Members. Health Advocate does not make any promise or guarantees regarding the outcome of such negotiations.

3. **GRANT OF RIGHTS.**

3.1 Client hereby agrees that all trademarks, including, without limitation, “Health Advocate” “HealthLinx” “CareQuest” “PaperChase Services” “Advocates of Excellence” “Physician Locator” and “DoctorReach” and all intellectual property relating thereto and goodwill associated therewith contained in this description of Services are the sole and exclusive property of Health Advocate, Inc.

3.2 Mercer represents and warrants that it is an authorized sales distributor of the Services provided by Vendor as contemplated hereunder.

4. **TERM.** This Attachment shall commence as of the Effective Date, and shall continue until July 1, 2023 (“Initial Term”). Thereafter, this Attachment shall automatically be renewed for successive one (1) year terms (each a “Renewal Term”) unless terminated as set forth in the SOW.

5. **DISCLAIMER OF WARRANTIES.** WITH RESPECT TO THE SERVICES PROVIDED UNDER THIS ATTACHMENT, CLIENT ACKNOWLEDGES THAT: (A) VENDOR PROVIDES ADMINISTRATIVE SERVICES THROUGH ITS EMPLOYEES, (B) VENDOR DOES NOT PROVIDE HEALTH INSURANCE OR MEDICAL SERVICES, AND (C) INDEPENDENT HEALTHCARE PRACTITIONERS THAT ARE NOT EMPLOYEES OR AGENTS OF VENDOR PROVIDE ALL MEDICAL SERVICES.

BILLING TERMS

Health Advocate Service costs will be fully covered by base commissions received with respect to Client’s insurance plans for which Mercer is the broker of record to the extent available and subject to applicable laws. This arrangement is not offered as an inducement to purchase insurance of any type, but rather to help demonstrate that the services Mercer provides are commensurate with the overall compensation Mercer receives. In the event Client terminates Mercer as broker of record with respect to any or all of

Client insurance plans, services under this SOW will immediately terminate unless otherwise mutually agreed.

FEE SCHEDULE

Health Advocate	
Description of Service	Fees
Health Advocate Fee	\$0.80 per employee per month
Medical Bill Saver	\$0.25 per employee per month

ADDITIONAL TERMS

1. **Definitions:**

- 1.1 Beneficiary means an individual who may receive benefits under the Plan(s) as a result of their relationship with a Participant.
- 1.2 Employee means those individuals exclusively identified by Client as being employees and recipients or users of the Services, and may include, without limitation, individuals recognized by Client as employees for federal tax reporting and withholding purposes, individuals receiving continuation coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 or similar state law, and retirees.
- 1.3 Mercer Vendor means a service provider under contract with Mercer or a Mercer Affiliate which either provides Services directly to Client or assists Mercer in the provision of Services to Client.
- 1.4 Participant means an Employee who is enrolled in the Plan(s).
- 1.5 Third Party Vendor means a service provider, other than Mercer, retained by Client for the provision of services to Client or the Plan(s).

2. **Additional Terms.** The following terms and conditions apply to the Engagement Letter, SOW and the Attachments:

- 2.1 **Provision of Services by Mercer and Mercer Affiliates.** Client retains Mercer for purposes of providing or arranging for the provision of the services more fully described in the Attachment(s) noted pursuant to the terms of this Statement of Work and the applicable Attachment(s) (which are incorporated herein by this reference)(referred to herein as the "Services"). As identified in certain Attachment(s), if applicable, Services may be performed by a Mercer Affiliate or a Mercer Vendor under the terms and conditions of the Engagement Letter.
- 2.2 **Precedence.** In the event of a conflict between the terms of the Statement of Work and the applicable Attachment(s), the terms of the Attachment(s) shall prevail. In the event of a conflict between the terms of this Statement of Work and the Engagement Letter, the Statement of Work will prevail. In the event of a conflict between the terms of this Attachment and another Attachment, the terms of this Attachment will prevail.
- 2.3 **Relationship of the Parties.** The relationship of Client and Mercer shall be that of independent entities contracting with each other for the sole purpose of carrying out the provisions of this Statement of Work. Nothing contained herein shall be construed to create an employment, partnership, or other joint venture relationship between Client and Mercer.
- 2.4 **Plan Fiduciary Instruction.**
 - 2.4.1 NEITHER MERCER NOR ANY MERCER VENDOR IS A PLAN ADMINISTRATOR OR FIDUCIARY AS DEFINED UNDER THE EMPLOYEE RETIREMENT INCOME SECURITY ACT OF 1974 ("ERISA"). Client acknowledges, agrees and warrants that Client is the named Plan Administrator and/or Fiduciary for the Plan(s) within the meaning of ERISA, and, notwithstanding anything to the contrary contained herein, that neither Mercer nor any Mercer Vendor is a fiduciary or has any discretionary authority or responsibility with respect to the Plan(s) or Plan assets. It is understood and agreed that Client and/or the relevant Plan(s) have full and final authority and

responsibility for the Plan(s), Plan(s) assets, and Plan(s) operation. Client shall defend, indemnify and hold harmless Mercer from and against any and all losses, damages or expenses incurred by Mercer as a result of a finding that Mercer is a "Plan Administrator" or "fiduciary", as defined by ERISA, by virtue of its performance of this Statement of Work. Neither Mercer nor any Vendor shall have any duty or power to act on behalf of Client or any Member in connection with the Plan(s) other than as expressly stated in this Statement of Work or upon instruction from Client.

2.4.2 Client shall provide necessary instruction with respect to the Services hereunder regarding Client's operation of the Plan(s). Mercer and Mercer Vendors, if applicable, shall exclusively rely on instruction from Client with respect to the operation of the Plan(s).

2.4.3 Mercer and Mercer Vendors, if applicable, shall be entitled to conclusively rely on any written communication received from Client, which it reasonably believes to be genuine and signed by a person with apparent authority to issue such a communication. Neither Mercer nor Mercer Vendors, if applicable, shall then be under any duty to make an investigation or inquiry as to the truth, accuracy, or completeness of any statement or information contained therein.

2.4.4 The Statement of Work, the plan documents or summary plan descriptions for the Plans shall constitute Client direction.

2.5 **Grant of Rights.**

2.5.1 Client hereby grants to Mercer and any Mercer Vendor a non-exclusive, royalty-free license to use Client's name, logo, any tradename or trademark, and any service marks or service names in connection with Mercer's performance of the Services provided such use shall be subject to the prior written approval of Client as to style, form, context and general content. Client shall not unreasonably delay or withhold its approval.

2.5.2 Client hereby grants to Mercer and any Mercer Vendor a non-exclusive, royalty-free license to use all data or information (in whatever form or media, including Member data) that is supplied to Mercer by or on behalf of Client hereunder or Client makes accessible to Mercer as a result of the Services contracted for or provided under this Statement of Work. Client represents and warrants to Mercer that it owns or is lawfully authorized to use all data and Client information that are provided to Mercer in order that Mercer may provide the Services.

2.6 **Third Party Services.** In performing its responsibilities under this Statement of Work, Mercer may use the services of independent contractors, Mercer Vendors, or an Affiliate without notice to, or consent of Client. Mercer's use of independent contractors, Mercer Vendors, or an Affiliate shall not relieve Mercer of any responsibility to Client hereunder. This provision supersedes the subcontractors provision of the Engagement Letter with respect to the Services.

2.7 **Security of Systems.** Client shall not cause or knowingly permit (i) any person to use the Services other than its own authorized Members, or (ii) any use of the Services in any unauthorized manner. Client agrees to promptly report to Mercer all unauthorized uses and users of the Services. Client shall maintain any IDs and passwords issued by or on behalf of Mercer in strict confidence and shall advise its authorized Members to maintain such IDs and passwords in strict confidence. Client acknowledges that Mercer reserves the right to disable any ID or password upon reasonable belief that security has been, or will be, compromised.

2.8 **Indemnification and Hold Harmless.**

2.8.1 Client shall indemnify, defend and hold harmless Mercer, its Affiliates and subcontractors, and their respective members, directors, officers and employees ("Mercer Indemnified Person") from and against any and all Losses which may be imposed on or incurred by or instituted against any such Mercer Indemnified Person

relating to or arising out of: (a) any data or information furnished by or for Client to Mercer; or (b) any act or omission by Mercer to a transaction executed at the direction of Client provided, that Client will not be liable under this indemnity to the extent any losses are determined, in a final judgment by a court, not subject to further appeal, to have resulted primarily from the gross negligence, or bad faith conduct of Mercer Indemnified Person; or (c) Client's breach under this Statement of Work.

2.8.2 For purposes of this Statement of Work "Loss" means damages, claims liabilities, losses, awards, judgments, penalties, interest, costs and expenses, including reasonable attorneys' fees, whether arising in tort, contract or otherwise. For the avoidance of doubt, multiple claims arising out of or based upon the same act, error or omission, or series of continuous, interrelated or repeated acts, errors or omissions shall be considered a single Loss.

2.8.3 This provision shall survive the termination of this Statement of Work.

2.9 **Use of Personal Information Practices.**

2.9.1 Mercer shall receive, maintain, use and disclose Protected Health Information, as defined in HIPAA ("PHI"), regarding Members in accordance with the Business Associate Agreement between Client and Mercer and Mercer Health & Benefits Administration LLC is hereby included in the definition of "Business Associate" for purposes of that agreement.

2.9.2 Client shall send and receive PHI and other personal information through a secure transmission application including, without limitation, encrypted WinZip® files, the https Connect site maintained by Mercer, secure FTP, US Mail, or other mutually agreeable means and shall not use any unsecure means to transmit PHI or personal information such as, but not limited to, fax or unencrypted email.

2.10 **Ownership and Restrictions on Use.**

2.10.1 Client acknowledges and agrees that (a) no licenses under any patents, copyrights, trademarks, trade secrets or any other intellectual property rights, express or implied, are granted by Mercer or Mercer Vendor hereunder; (b) all patents, copyrights, circuit layouts, mask works, trade secrets, source code, listing(s) and procedure(s) and any part or executable derivative of the Services are and will remain the exclusive property of Mercer Vendor and/or Mercer; and (c) it shall not sell, transfer, publish, disclose, display or otherwise make available Mercer's or Mercer Vendor's trademarks or any other intellectual property or copies thereto to third parties. Client will not take any action that jeopardizes Mercer's or a Mercer Vendor's proprietary rights or acquire any right in the Services or Mercer Information, or a Mercer Vendor's, confidential information.

2.10.2 Where applicable, Client will not modify or attempt to modify the Services in any manner. A Mercer Vendor and/or Mercer will own all rights in any copy, translation, modification, adaptation of the Services or other items of confidential information, including any improvement or development thereof. Client shall execute, at Mercer's reasonable request, any instrument that may be appropriate to assign these rights to Mercer or a Mercer Vendor or perfect these rights in Mercer Vendor's and/or Mercer's name.

2.10.3 Where applicable, Client shall not download, decompile, disassemble or reverse engineer the Services, the Mercer or Mercer Vendor software (including web sites, if any) or any of their component parts.

2.10.4 Except to the extent expressly permitted in this Statement of Work, Client shall not allow any third party within Client's control other than its Members, to have access to the Services without the prior written consent of Mercer.

2.10.5 Client shall not use Mercer's or a Mercer Vendor's name, trademarks or logo without Mercer's and/or Mercer Vendor's prior written consent except that nothing herein shall

prohibit Client from using Mercer's and/or Mercer Vendor's trademark or logo in materials approved by Mercer or Mercer Vendor, as applicable. Client is not authorized to prepare or distribute any promotional or descriptive material relating to this Statement of Work or the Services, without the prior written approval of Mercer or, if applicable, a Mercer Vendor. Client shall make no use of the name "Mercer" except as expressly authorized in writing by Mercer.

2.10.6 The obligations set forth in this Section 2.10 shall survive the expiration or termination of this Statement of Work.

2.11 **Disclaimer of Warranties.** EXCEPT AS PROVIDED HEREIN, ALL SERVICES AND THIRD PARTY LICENSED PRODUCTS ARE PROVIDED ON AN "AS IS", "AS AVAILABLE" BASIS WITHOUT WARRANTY OR REPRESENTATION OF ANY KIND. MERCER MAKES NO EXPRESS OR IMPLIED WARRANTIES OR REPRESENTATIONS WITH RESPECT TO SUCH LICENSED PRODUCTS OR SERVICES, INCLUDING, WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR INTENDED USE.

2.12 **Force Majeure.** Mercer shall not be deemed to have breached this Statement of Work if its delay or failure to perform all or any part of its obligations hereunder results from a condition beyond its reasonable control, including without limitation, acts of God or the public enemy, flood or storm, strikes, power failure, hacker attacks, failures or substitution of equipment, communication line failure, acts or omissions of any third party Vendor, statute, or rule or action of any federal, state or local governmental agency. As soon as reasonably practicable following removal of a force majeure event, Mercer will commence performance under this Statement of Work and be subject to its provisions.

2.13 **Termination.** Notwithstanding any contrary provision of the Engagement Letter, this Attachment may only be terminated as follows:

- A. Mutual Consent. Upon the mutual written consent of the parties.
- B. Unilateral Notice. With respect to this Attachment only, at the expiration of the Initial Term or any Renewal Term by either party providing a written notice of termination to the other party on or before the applicable Notice of Non-Renewal Date (or the proper anniversary of the Notice of Non-Renewal Date in the case of a current Renewal Term) set forth above.
- C. Breach. In the case of a material breach of the Engagement Letter or this Statement of Work the non-breaching party may provide the breaching party with thirty (30) days prior written notice and opportunity to cure said breach. Said notice must specify the nature of the breach. If such breach is not cured to the reasonable satisfaction of the non-breaching party within said thirty (30) day notice and cure period, the non-breaching party may, at its option and upon written notice to the breaching party, immediately terminate this Attachment that was breached, in which event the Administration Fee shall be reduced to eliminate the applicable charges for the Services set forth in this Attachment.
- D. Bankruptcy. Either party may terminate this Attachment immediately upon written notice to the other party in the event the other party becomes insolvent, or enters into bankruptcy or other reorganization proceedings.
- E. Loss of License. Mercer may terminate this Attachment immediately upon any termination of Mercer's right to access, use, or resell a Service provided by a Mercer Vendor in total or solely with respect to Client.
- F. Broker of Record Change. If Client substantially alters its consulting engagement or terminates its current broker of record for all or a portion of Client's Plan(s), Mercer may terminate Services under this Attachment immediately upon ninety (90) days prior written notice and all fees due or paid for Services rendered through the date of termination hereunder will be deemed earned in full.

Events Upon and After Termination. Upon and after termination of this Attachment Client shall (a) immediately pay Mercer any and all fees or other amounts set forth in this Attachment, (b) timely and adequately notify all appropriate parties, including but not limited to employees and service providers to the Plan(s), that services with Mercer under this Attachment have terminated, and (c) select and appoint a successor to whom Mercer can send appropriate Plan(s) records, or copies thereof, at Client's sole expense. In the absence of an appointed successor, Mercer may forward Plan(s) records, and/or copies thereof, directly to Client or its designee at Client's sole expense. For the avoidance of doubt, upon termination Mercer shall charge Client all Fees due hereunder for services performed prior to the date of termination and all Fees relating to the remainder of the Initial Term (or Renewal Term, if applicable).

This provision supplements the provisions of the Engagement Letter relating to term and termination of Services under this Attachment and shall govern in the event of a conflict.

Mercer Health & Benefits Administration LLC Service Schedule

ATTACHMENT 3

Voluntary Benefit Program (“Program”)

Mercer Health & Benefits Administration LLC (“Mercer H&BA”) shall perform or cause to be performed the services set forth in this SOW (“Services”). Mercer H&BA will be bound by the terms and conditions of the Agreement and be solely responsible for the Services that it provides under the Agreement with respect to this SOW.

a) Program Management:

- i) Conduct strategic planning sessions to review performance of Client’s current employee benefits coverage and establish future objectives and strategies to manage Client’s employee benefit coverages to which this agreement applies
- ii) Upon request of Client, evaluate and assist in the management of voluntary benefit products offered to Client’s employees
- iii) Act as a liaison between the Client and insurers/providers for the lines of coverage and services that we have placed or obtained on behalf of Client or for which Mercer H&BA is named as the broker of record
- iv) Meet with the Client’s key designated representatives on an annual basis, to discuss strategy and open items
- v) Keep the Client informed of significant changes and/or trends in the employee benefits marketplace
- vi) Assist the Client in connection with issues relating to interpretation of insurance policies/contracts placed by us
- vii) Advise Client with respect to available technology platforms to support enrollment and administration of its employee benefit plans
- viii) Oversee selected implementation strategy
- ix) Develop a mutually agreeable renewal action plan and timeline that meets the Client’s stated objectives.

b) Carrier/Product Sourcing – Competitive Market Assessment for Voluntary Products:

- i) Conduct an initial meeting to determine the voluntary benefit plan objectives
- ii) Create a customized plan design analysis and solution proposal that encompasses employee demographics, current core benefit design, and other identified client-specific components
- iii) Upon authorization, create and disseminate a request for proposal to agreed-upon carriers for the recommended voluntary plans

- iv) Negotiate competitive pricing with favorable terms and conditions as authorized
 - v) Analyze the final proposals and present the findings of our analysis along with recommendations that meet the agreed-upon objectives
 - vi) Coordinate and facilitate finalist presentations as necessary to complete the carrier selection process
 - vii) Notify carriers of the final outcome as necessary
- c) Communication Support:
- i) Develop a holistic strategy for the voluntary benefits which complements the look and feel of existing benefit guides and associated communication materials
 - ii) Act as liaison between Client and Carrier(s) to ensure joint approval of communication materials

Description of Client responsibilities:

- a) Client will provide an eligible employee census file containing the following data: employee addresses, city, state, zip code, date of hire, date of birth, salary type (hourly/salary), annual salary, gender, full-time/part-time, employment type, employment status (ACT/LOA/LTD/MIL), marital status, and office location.
- b) Client will cooperate in the creation of a mutually agreeable project plan (including milestones) and requirements document and adhere to the dates and turn-around times in such plan. Go live dates may be delayed if the project plan is not adhered to, sufficient instruction and data are not timely provided, or if key Client personnel are unavailable as required.
- c) Client will resolve any data issues arising from a transition from a prior vendor.
- d) Client will promptly review, test, and approve the online enrollment applications and data feeds.

Compensation/fees:

The compensation due to Mercer H&BA for the performance of the Services under this SOW will be paid in accordance with separate written agreements between Mercer H&BA and the Program Providers, which agreements may be general in scope and contain provisions relating to other clients of Mercer H&BA and/or other products/services not included within the Program. Mercer H&BA will disclose to Client all of the compensation it receives with respect to the performance of the Services. The commissions currently payable to Mercer H&BA in connection with its performance of the Services are set forth below. Any changes to the lines of coverage, carriers, or compensation will be identified on the Transparency and Carrier Information Form (TCI), which we have provided or will provide to Client separately.

Line(s) of Coverage	Effective Date	Carrier/Provider	Compensation
Accident	7/1/2021	The Hartford	New 60.00%; Renewal 10.00%
Critical Illness	7/1/2021	The Hartford	New 70.00%; Renewal 10.00%
Hospital Indemnity	7/1/2021	The Hartford	New 50.00%; Renewal 10.00%

Certificate Of Completion

Envelope Id: D6478A1E20514362B41156651C42498C
 Subject: Complete with DocuSign: Red Oak - Mercer SOW 2023 including Vol Benefits.docx
 Source Envelope:
 Document Pages: 19 Signatures: 0
 Certificate Pages: 2 Initials: 0
 AutoNav: Enabled
 Envelope Stamping: Disabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Sent
 Envelope Originator:
 Dawn Barr
 1166 Avenue of the Americas
 New York, NY 10036
 Dawn.barr@mercer.com
 IP Address: 98.22.222.92

Record Tracking

Status: Original Holder: Dawn Barr Location: DocuSign
 5/8/2023 12:01:07 PM Dawn.barr@mercer.com

Signer Events

heidl Harris
 harrisH@redoakschools.org
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Signature

Timestamp

Sent: 5/8/2023 12:10:23 PM
 Resent: 5/8/2023 12:14:55 PM
 Viewed: 5/11/2023 12:39:24 PM

Angela Villhauer
 angela.villhauer@mercer.com
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Tony Baldus
 tony.baldus@mercer.com
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/8/2023 12:10:23 PM
Envelope Updated	Security Checked	5/8/2023 12:14:54 PM

Payment Events

Status

Timestamps



SU Insurance Company



Quote: TW29024-14

2023 RENEWAL PROPOSAL

March 16, 2023

RED OAK COMMUNITY SCHOOL DISTRICT
604 SOUTH BROADWAY STREET
RED OAK, IA 51566

Description	SU Annual Total Cost
CURRENT ANNUAL PREMIUM	\$96,423
<i>RENEWAL ADJUSTMENT</i>	\$2,893
ADDS: ADDED (407) LAPTOPS (FROM 1,246 TO 1,653) ADDED (5) TABLETS (FROM 30 TO 35)	\$10,345
2023-2024 RENEWAL PREMIUM	\$109,661

Regional Substitute Pay Rates

District	Teacher (per day)	Paraprofessional (per hour)	Secretary (per hour)	Bus Driver (per hour)
Atlantic	\$140.00	\$13.50	\$14.54	\$15.00
Clarinda	\$150.00	\$15.00	\$15.00	\$23.84
Corning	\$120.00	\$11.00	\$11.00	
East Mills	\$140.00	\$11.05	\$15.00	\$16.50
Essex	\$150.00	\$13.00		\$20.00
Fremont Mills	\$135.00	\$10.75	\$11.00	\$13.26
Glenwood	\$165.00	\$11.66		\$15.00
Griswold	\$130.00	\$12.50	\$12.52	\$12.00
Harlan	\$135.00	\$13.50		
Shenandoah	\$160.00	\$14.24	\$14.75	\$15.42
Sidney	\$140.00	\$10.00		\$13.40
Stanton	\$120.00	\$10.25	\$10.75	\$13.51
Villisca	\$130.00	\$10.00	\$10.00	
average	\$139.62	\$12.03	\$12.73	\$15.79
Red Oak (22-23)	\$130.00	\$10.00	\$10.71	\$15.00

Proposal

SW IA PARKING LOT MAINT.
508 NW Rd
SUENANDOM IA 57601

712-370-5177

PROPOSAL SUBMITTED TO: RED OAK SCHOOLS	JOB NAME	JOB #
ADDRESS Red Oak IA	JOB LOCATION	DATE OF PLANS 5-17-2023
PHONE #	FAX #	ARCHITECT

We hereby submit specifications and estimates for: **RESTRIPE PARKING AREAS
INMAN AND HIGH SCHOOL**

**TO RESTRIPE ALL PARKING AREAS AND ALL CURBS,
CROSSHATCH AREAS, AND HANDICAP AREAS.**

~~\$ 8800.00~~
\$ 8800.00

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:

\$ _____ Dollars

with payments to be made as follows: _____

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted 

Note — this proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____



Mrs. Leanne Fluckey
 Curriculum Director
 Red Oak Cmty School District
 604 S Broadway St
 Red Oak, IA 51566-2639
 United States

Quote Number: 217763-23
 Quote Creation Date: 05-05-2023
 Quote Expiration Date: 09-30-2023

Quote Release: 23

Red Oak myView 2-6 Spring 2023 v5.5

Price Quote Summary

Solution	Base Amount	Free Amount	Total
myPerspectives English Language	\$ 10,350.00	\$ 4,110.00	\$ 10,350.00
myView Literacy	\$ 110,273.98	\$ 50,219.48	\$ 110,273.98
myView Literacy Professional	\$ 6,800.00		\$ 6,800.00
Solution Subtotal	\$ 127,423.98	\$ 54,329.48	\$ 127,423.98
		Shipping & Handling	\$ 11,187.05
		Total	\$ 138,611.03

Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
myPerspectives English Language Arts						
myPerspectives English Language Arts ©2022 - Grade 6						
9781418374464	MYPERSPECTIVES 2022 STUDENT EDITION CONSUMABLE 6-YEAR + 6-YEAR DIGITAL LICENSE GRADE 6	138.00	25	75	\$3,450.00	\$10,350.00
9781418371029	MYPERSPECTIVES 2022 TEACHERS EDITION GRADE 6	165.00	4	0	\$660.00	\$0.00
	myPerspectives English Language Arts ©2022 - Grade 6 Subtotal				\$ 4,110.00	\$ 10,350.00
	myPerspectives English Language Arts Subtotal				\$ 4,110.00	\$ 10,350.00
myView Literacy						
Mentor Stack Titles - Grade 2						

Red Oak Cmty School District

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781428466586	MYVIEW LITERACY 2020 MENTOR STACK PACKAGE GRADE 2	118.47	0	4	\$0.00	\$473.88
Mentor Stack Titles - Grade 2 Subtotal						\$ 473.88
Mentor Stack Titles - Grade 3						
9781428466593	MYVIEW LITERACY 2020 MENTOR STACK PACKAGE GRADE 3	213.47	0	4	\$0.00	\$853.88
Mentor Stack Titles - Grade 3 Subtotal						\$ 853.88
Mentor Stack Titles - Grade 4						
9781428466609	MYVIEW LITERACY 2020 MENTOR STACK PACKAGE GRADE 4	185.47	0	4	\$0.00	\$741.88
Mentor Stack Titles - Grade 4 Subtotal						\$ 741.88
Mentor Stack Titles - Grade 5						
9781428466616	MYVIEW LITERACY 2020 MENTOR STACK PACKAGE GRADE 5	267.47	0	4	\$0.00	\$1,069.88
Mentor Stack Titles - Grade 5 Subtotal						\$ 1,069.88
myView Literacy ©2020 - Grade 2						
9780134968278	MYVIEW LITERACY 2020 ENHANCED CONSUMABLE STUDENT PACKAGE WITH DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 2	212.00	10	90	\$2,120.00	\$19,080.00
9780134972206	MYVIEW LITERACY 2020 TEACHER EDITION PACKAGE GRADE 2	1496.47	4	0	\$5,985.88	\$0.00
9781486926206	MYVIEW LITERACY 2020 LEVELED READER TEACHERS GUIDE GRADE 2	99.47	4	0	\$397.88	\$0.00
9781428453647	MYVIEW LITERACY 2020 READING ROUTINES COMPANION GRADE 2	99.47	4	0	\$397.88	\$0.00

Red Oak Cmty School District

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780328983520	MYVIEW LITERACY 2020 FOUNDATIONAL SKILLS KIT GRADE 2	727.47	0	3	\$0.00	\$2,182.41
9780134921204	MYVIEW LITERACY 2020 LEVELED READER BOOKSHELF COLLECTION GRADE 2	2199.47	0	4	\$0.00	\$8,797.88
9780134934365	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL C	419.47	4	0	\$1,677.88	\$0.00
9780134963891	MYVIEW LITERACY 2020 TEACHER ASSESSMENT PACKAGE GRADE 2	399.47	4	0	\$1,597.88	\$0.00
myView Literacy ©2020 - Grade 2 Subtotal					\$ 12,177.40	\$ 30,060.29
myView Literacy ©2020 - Grade 3						
9780134968292	MYVIEW LITERACY 2020 ENHANCED CONSUMABLE STUDENT PACKAGE WITH DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 3	212.00	10	90	\$2,120.00	\$19,080.00
9780134972213	MYVIEW LITERACY 2020 TEACHER EDITION PACKAGE GRADE 3	1496.47	4	0	\$5,985.88	\$0.00
9781486926213	MYVIEW LITERACY 2020 LEVELED READER TEACHERS GUIDE GRADE 3	99.47	4	0	\$397.88	\$0.00
9781428453654	MYVIEW LITERACY 2020 READING ROUTINES COMPANION GRADE 3	99.47	4	0	\$397.88	\$0.00
9780328983445	MYVIEW LITERACY 2020 SOUND SPELLING CARDS GRADES 1/3	112.47	4	0	\$449.88	\$0.00
9780134921211	MYVIEW LITERACY 2020 LEVELED READER BOOKSHELF COLLECTION GRADE 3	1899.47	0	4	\$0.00	\$7,597.88
9780134934372	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL D	419.47	4	0	\$1,677.88	\$0.00
9780134963907	MYVIEW LITERACY 2020 TEACHER ASSESSMENT PACKAGE GRADE 3	399.47	4	0	\$1,597.88	\$0.00
myView Literacy ©2020 - Grade 3 Subtotal					\$ 12,627.28	\$ 26,677.88

Red Oak Cmty School District

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
myView Literacy ©2020 - Grade 4						
9780134968308	MYVIEW LITERACY 2020 ENHANCED CONSUMABLE STUDENT PACKAGE WITH DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 4	212.00	10	90	\$2,120.00	\$19,080.00
9780134972220	MYVIEW LITERACY 2020 TEACHER EDITION PACKAGE GRADE 4	1496.47	4	0	\$5,985.88	\$0.00
9781486926220	MYVIEW LITERACY 2020 LEVELED READER TEACHERS GUIDE GRADE 4	99.47	4	0	\$397.88	\$0.00
9781428453661	MYVIEW LITERACY 2020 READING ROUTINES COMPANION GRADE 4	99.47	4	0	\$397.88	\$0.00
9780134921228	MYVIEW LITERACY 2020 LEVELED READER BOOKSHELF COLLECTION GRADE 4	1899.47	0	4	\$0.00	\$7,597.88
9780134934396	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL E	419.47	4	0	\$1,677.88	\$0.00
9780134963914	MYVIEW LITERACY 2020 TEACHER ASSESSMENT PACKAGE GRADE 4	399.47	4	0	\$1,597.88	\$0.00
myView Literacy ©2020 - Grade 4 Subtotal					\$ 12,177.40	\$ 26,677.88

myView Literacy ©2020 - Grade 5

9780134968315	MYVIEW LITERACY 2020 ENHANCED CONSUMABLE STUDENT PACKAGE WITH DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 5	212.00	15	85	\$3,180.00	\$18,020.00
9780134972244	MYVIEW LITERACY 2020 TEACHER EDITION PACKAGE GRADE 5	1496.47	4	0	\$5,985.88	\$0.00
9781486926237	MYVIEW LITERACY 2020 LEVELED READER TEACHERS GUIDE GRADE 5	99.47	4	0	\$397.88	\$0.00
9781428453678	MYVIEW LITERACY 2020 READING ROUTINES COMPANION GRADE 5	99.47	4	0	\$397.88	\$0.00

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780134921235	MYVIEW LITERACY 2020 LEVELED READER BOOKSHELF COLLECTION GRADE 5	1899.47	0	3	\$0.00	\$5,698.41
9780134934402	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL F	419.47	4	0	\$1,677.88	\$0.00
9780134963921	MYVIEW LITERACY 2020 TEACHER ASSESSMENT PACKAGE GRADE 5	399.47	4	0	\$1,597.88	\$0.00
myView Literacy ©2020 - Grade 5 Subtotal					\$ 13,237.40	\$ 23,718.41
myView Literacy Subtotal					\$ 50,219.48	\$ 110,273.98
myView Literacy Professional Development						
myView Literacy Professional Development ©2020						
0000000124103	MYVIEW LITERACY PROGRAM CONSULTING SERVICES	3500.00	0	1	\$0.00	\$3,500.00
0000000123990	MYVIEW LITERACY PROGRAM ACTIVATION	3300.00	0	1	\$0.00	\$3,300.00
myView Literacy Professional Development ©2020 Subtotal						\$ 6,800.00
myView Literacy Professional Development Subtotal						\$ 6,800.00
Solution Subtotal					\$ 54,329.48	\$ 127,423.98
					Shipping and Handling	\$ 11,187.05
					Total	\$ 138,611.03

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Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://worktext-subscriptions.savvas.com/>.

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Red Oak Cmty School District

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780134968261	MYVIEW LITERACY 2020 ENHANCED CONSUMABLE STUDENT PACKAGE WITH DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 1	212.00	15	85	\$3,180.00	\$18,020.00
9780134972190	MYVIEW LITERACY 2020 TEACHER EDITION PACKAGE GRADE 1	1496.47	4	0	\$5,985.88	\$0.00
9781486926190	MYVIEW LITERACY 2020 LEVELED READER TEACHERS GUIDE GRADE 1	99.47	5	0	\$497.35	\$0.00
9781428453630	MYVIEW LITERACY 2020 READING ROUTINES COMPANION GRADE 1	199.47	4	0	\$797.88	\$0.00
9780328983513	MYVIEW LITERACY 2020 FOUNDATIONAL SKILLS KIT GRADE 1	1102.47	2	2	\$2,204.94	\$2,204.94
9780134921198	MYVIEW LITERACY 2020 LEVELED READER BOOKSHELF COLLECTION GRADE 1	2499.47	0	3	\$0.00	\$7,498.41
9780134934358	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL B	419.47	4	0	\$1,677.88	\$0.00
9780134963884	MYVIEW LITERACY 2020 TEACHER ASSESSMENT PACKAGE GRADE 1	325.47	4	0	\$1,301.88	\$0.00
myView Literacy ©2020 - Grade 1 Subtotal					\$ 15,645.81	\$ 27,723.35

myView Literacy ©2020 - Grade K

9780134968254	MYVIEW LITERACY 2020 ENHANCED CONSUMABLE STUDENT PACKAGE WITH DIGITAL COURSEWARE 6-YEAR LICENSE GRADE K	212.00	15	85	\$3,180.00	\$18,020.00
9780328993901	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION TEACHING GUIDE LEVEL A	299.47	4	0	\$1,197.88	\$0.00
9780134972183	MYVIEW LITERACY 2020 TEACHER EDITION PACKAGE GRADE K	1496.47	4	0	\$5,985.88	\$0.00
9781486926183	MYVIEW LITERACY 2020 LEVELED READER TEACHERS GUIDE GRADE K	99.47	4	0	\$397.88	\$0.00

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781428453623	MYVIEW LITERACY 2020 READING ROUTINES COMPANION GRADE K	199.47	4	0	\$797.88	\$0.00
9780134941677	MYVIEW LITERACY 2020 BIG BOOK PACKAGE GRADE K	929.47	4	0	\$3,717.88	\$0.00
9780328983506	MYVIEW LITERACY 2020 FOUNDATIONAL SKILLS KIT GRADE K	1213.47	2	2	\$2,426.94	\$2,426.94
9780134921181	MYVIEW LITERACY 2020 LEVELED READER BOOKSHELF COLLECTION GRADE K	2270.47	0	4	\$0.00	\$9,081.88
9780134963877	MYVIEW LITERACY 2020 TEACHER ASSESSMENT PACKAGE GRADE K	249.47	4	0	\$997.88	\$0.00
myView Literacy ©2020 - Grade K Subtotal					\$ 18,702.22	\$ 29,528.82
myView Literacy Subtotal					\$ 34,348.03	\$ 59,007.93
myView Literacy Professional Development						
myView Literacy Professional Development ©2020						
0000000124103	MYVIEW LITERACY PROGRAM CONSULTING SERVICES	3500.00	0	1	\$0.00	\$3,500.00
myView Literacy Professional Development ©2020 Subtotal					\$ 3,500.00	\$ 3,500.00
myView Literacy Professional Development Subtotal					\$ 3,500.00	\$ 3,500.00
Solution Subtotal					\$ 34,348.03	\$ 62,507.93
Shipping and Handling						\$ 5,326.59
					Total	\$ 67,834.52

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OVERVIEW & PURPOSE

Opportunity to provide a deeper level of support to students with mental health needs. Rising Hope Academy will serve up to eight students in each therapeutic classroom.

REQUIREMENTS

- Students enrolled in 1st-5th grade, with exceptions made in rare circumstances
- Student must have an active IEP and Behavior Intervention Plan
- [Referral Form](#) must be completed to be considered as a candidate for this program
- Referring district and parent(s)/guardian(s) must participate in the screening process

OBJECTIVES

Shared goals between the resident home district and Rising Hope Academy will be designed to help students:

- Understand their mental health diagnosis
- Gain coping skills to assist with social, emotional, and educational outcomes
- Reduce the intensity and/or frequency of behaviors
- Continue progressing on academic standards
- Work towards a successful transition back into the least restrictive environment in a student's home school

Examples of interventions include but will not be limited to:

- Conscious Discipline Approach
- Research-based mindfulness
- Social skills groups and instruction
- Daily student self-assessment and feedback
- Modifications and accommodations to Iowa Core as indicated in student's IEP
- Access to the [Master Social Worker](#) (MSW) program for individual and/or group therapy while at RHA in addition to their outside therapy
- Communication and progress will be shared weekly between Rising Hope Academy, the student's home district, and guardians

Contact Information:

Chad Bartlett, Director of Organizational Strategy, Improvement, and Equity

cbartlett@ghaea.org | 712-310-8014