

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/217096605>

Wednesday, August 16, 2023 – 5:30 pm

- Agenda –

1.0 Call to Order – Board of Directors President Bret Blackman

2.0 Roll Call – Board of Directors Secretary Heidi Harris

3.0 Approval of the Agenda – President Bret Blackman

4.0 Communications

4.1 Public Comment

(The board invites members of the public to offer comments about items of interest or concern relating to the district. Public comments are limited to two (2) minutes. The Board will not respond to comments at this time, but may consider public input when the topic is raised on an agenda. Due to open meeting laws the Board cannot discuss items not already on the agenda.)

4.2 Good News from Red Oak Schools

4.3 Visitors and Presentations

Daric O’Neil, from Alley Poyner Macchietto Architecture (APMA) will update the Board on requested cost projections on capital improvement projects identified in the District’s long-range strategic facilities plan.

5.0 Consent Agenda

5.1 Review and Approval of Minutes from July 19, 2023, and August 2, 2023

5.2 Review and Approval of Monthly Business Reports

5.3 Personnel Consideration

5.3.1 Hiring of Jesse Taylor as Fall Activities Supervisor for the 2023-2024 school year

5.3.2 Hiring of Andrew Wilkinson as Paraprofessional at Jr-Sr High School for the 2023-2024 school year

5.3.3 Hiring of Debbie Graber as Preschool TLC Instructional Lead at Inman Elementary for the 2023-2024 school year

5.3.4 Hiring of Meshell Billings as Kindergarten TLC Instructional Lead at Inman Elementary for the 2023-2024 school year

5.3.5 Hiring of Melinda Smits as 1st Grade TLC Instructional Lead at Inman Elementary for the 2023-2024 school year

- 5.3.6 Hiring of Brandi Blackman as 2nd Grade TLC Instructional Lead at Inman Elementary for the 2023-2024 school year
- 5.3.7 Hiring of Kristina Chilton as 3rd Grade TLC Instructional Lead at Inman Elementary for the 2023-2024 school year
- 5.3.8 Hiring of Angie Montgomery as 4th Grade TLC Instructional Lead at Inman Elementary for the 2023-2024 school year
- 5.3.9 Hiring of Sonia Kunze as 5th Grade TLC Instructional Lead at Inman Elementary for the 2023-2024 school year
- 5.3.10 Hiring of SueAnn Crouse as 6th Grade TLC Instructional Lead at Inman Elementary for the 2023-2024 school year
- 5.3.11 Hiring of Connie Dentlinger as TLC Assessment Lead at Inman Elementary for the 2023-2024 school year
- 5.3.12 Hiring of Rebecca Figurelli as K-3 TLC Student Assistance Team Coordinator at Inman Elementary for the 2023-2024 school year
- 5.3.13 Hiring of Beth Rehbein as 4-6 TLC Student Assistance Team Coordinator at Inman Elementary for the 2023-2024 school year
- 5.3.14 Hiring of Jacki Viner as TLC Mentor Teacher at Inman Elementary for the 2023-2024 school year
- 5.3.15 Hiring of Julie Johnson as TLC Mentor Teacher at Inman Elementary for the 2023-2024 school year
- 5.3.16 Hiring of Mark Haufle as TLC Mentor Teacher at Inman Elementary for the 2023-2024 school year
- 5.3.17 Hiring of Curt Adams as TLC Mentor Teacher at Jr-Sr High for the 2023-2024 school year
- 5.3.18 Hiring of Billy King as Van Driver for the 2023-2024 school year (pending licensure)
- 5.3.19 Hiring of Juan Ramos as Paraprofessional at Jr-Sr High School for the 2023-2024 school year
- 5.3.20 Resignation of Bevin Anderzhon as High School Fall Play Director effective immediately
- 5.4 Special Education Agreement
 - 5.4.1 Renewal of 28E Agreement with Southwest Iowa Apex Consortium to Provide Special Education Services for the 2023-2024 school year
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business
 - 6.1.1 Discussion/Approval of 2nd Reading of Board Policies 706-711
 - 6.2 New Business
 - 6.2.1 Discussion/Approval of 1st Reading of Board Policy 603.6
 - 6.2.2 Discussion/Approval of Initial Payment to Elevate Roofing for Completion of Partial Re-Roofing Project at Inman Elementary (\$191,505.00)
 - 6.2.3 Discussion/Approval of Amendment to Red Oak Jr-Sr High School Handbook Revision Regarding Homecoming Guest Attendance
 - 6.2.4 Discussion/Approval of Amending 2023-2024 High School Course Book to Include Culinary Prep & Production I and Culinary Prep & Production II Courses
 - 6.2.5 Discussion of Back-to-School Teacher Social Hosted by the Board
- 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

8.0 Next Board of Directors Meeting: Wednesday, September 20, 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
July 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 (virtual), Bryce Johnson, and Kathy Walker

Superintendent Ron Lorenz, Board Secretary/Business Manager Heidi Harris

Approval of Agenda

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

Oath of Office

Bret Blackman, Board President administered the Oath of Office to the new Board Secretary/School Business Official Heidi Harris.

Consent Agenda

Motion by Director Carlson, second by Director Walker to approve the consent agenda as presented including meeting minutes, business reports, current personnel considerations, software renewals, and student accident/catastrophic injury insurance renewal. Motion carried unanimously.

Public Hearing on Continued Participation in the Instructional Support Program

President Blackman opened the public hearing at 5:35 p.m. on the continued participation in the Instructional Support Program for a period of five years commencing with the fiscal year ending June 30, 2025. There were no public comments. President Blackman closed the public meeting at 5:36 p.m.

Good News from Red Oak Schools

Congratulations to Jaydin Lindsay, Merced Ramirez, and Tymberlee Bentley for their postseason Softball awards. Baseball postseason awards were also presented to Dawson Bond, Landon Couse, AJ Schmid, Chase Roeder, and Braden Woods. Hawkeye Ten All Academic awards went to Dawson Bond, Landon Couse, and Braden Woods.

Visitors and Presentations

Janelle Erickson discussed the development and implementation of the new work-based learning program (WBL). The purpose of the WBL academic program is to incorporate career exploration, workplace prep, and post-secondary education focus when necessary. The estimated start date of this program is August 2024.

Instructional Support Program

Motion by Director Johnson, second by Director Walker to approve the resolution to continue participation in the Instructional Support Program for a period of five years commencing with the fiscal year ending June 30, 2025. Motion carried unanimously.

Continuation of July 19, 2023, Meeting Minutes – Page 2

2023-2024 Teacher Handbook

Motion by Director Carlson, second by Director Walker to approve the 2023–2024 Teacher Handbook. Motion carried unanimously.

Red Oak Preschool Handbook

Motion by Director Walker, second by Director Johnson to approve the Red Oak Preschool Handbook. Motion carried unanimously.

2023-2024 Inman Elementary Handbook

Motion by Director Carlson, second by Director Walker to approve the 2023-2024 Inman Elementary Handbook. Motion carried unanimously.

2023-2024 Red Oak Jr/Sr High School Handbook

Motion by Director Walker, second by Director Johnson to approve the 2023-2024 Red Oak Jr/Sr High School Handbook. Motion carried unanimously.

Google Workspace for Education Plus

Motion by Director Johnson, second by Director Walker to approve the purchase of Google Workspace for Education Plus for \$5,000. Motion carried unanimously.

Go Bound Agreement with ASPi Solutions, Inc.

Motion by Director Walker, second by Director Carlson to approve the Go Bound Agreement with ASPi Solutions Inc. Motion carried unanimously.

2023-2024 Fuel Bid

Motion by Director Johnson, second by Director Carlson to approve and award the 2023-2024 fuel bid to the United Farmers Coop. Motion carried unanimously.

2023-2024 Trash Removal Bid

Motion by Director Walker, second by Director Carlson to approve and award the 2023-2024 trash removal bid to Batten Sanitation. Motion carried unanimously.

2023-2024 Snow Removal Bid

Motion by Director Carlson, second by Director Walker to approve and award the 2023-2024 snow removal bid to Orme Outdoor. Motion carried unanimously.

2023-2024 Pest Control Bid

Motion by Director Johnson, second by Director Walker to approve and award the 2023-2024 pest control bid to Sellers Pest Control. Motion carried unanimously.

Adjournment

Motion by Director Johnson, second by Director Walker to adjourn the board meeting at 6:55 p.m. Motion carried unanimously.

Next Board of Directors Meeting
Work Session

Wednesday August 2, 2023 – 5:30 p.m.
Virtual Classroom/Phone/Internet
Red Oak Junior Senior High School Campus

Bret Blackman, President

Heidi Harris, Board Secretary

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Virtual Classroom/ Phone/Internet
Red Oak Junior Senior High School Campus
August 2, 2023

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

Present

Directors: Roger Carlson, Jackie DeVries, Bryce Johnson, Kathy Walker
Virtually: Bret Blackman (arrived to meeting at 6 p.m.)
Superintendent Ron Lorenz, Board Secretary Heidi Harris

Approval of Agenda

Motion by Director Johnson, second by Director Walker 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 Walker, second by Director Carlson to approve the consent agenda as presented including meeting minutes, reports, personnel considerations, software contract renewals for the 23-24 school year, and out-of-state field trips. Motion carried unanimously.

Board Policy 214.1

Motion by Director Walker, second by Director Johnson to approve the first reading and waive the second reading Board Policy 214.1. Motion carried unanimously.

Board Policies 706 - 711

Motion by Director Carlson, second by Director Walker to approve the first reading of Board Policies 706 - 711. Motion carried unanimously.

Board Policy 803.1

Motion by Director Johnson, second by Director Walker to approve the first reading and waive the second reading Board Policy 803.1. Motion carried unanimously.

Disposition of Disused Buses

Motion by Director Carlson, second by Director Walker to approve the disposition of two disused school buses. Motion carried unanimously.

Interscholastic Activity Sharing with Stanton CSD

Motion by Director Walker, second by Director Johnson to approve interscholastic activity sharing with Stanton Community School District to include Boys and Girls Bowling, Boys and Girls Wrestling, and Boys and Girls Tennis for the 2023 – 2024 school year. Motion carried unanimously.

Adjournment

Motion by Director Walker, second by Director Carlson to adjourn the special meeting at 5:41 p.m.

Next Board of Directors Meeting

Wednesday, August 16, 2023 – 5:30 p.m.
Virtual Classroom/Phone/Internet
Red Oak Junior Senior High School Campus

Board of Directors Work Session

Intermediate and Long-Term Capital Improvements Project

Daric O’Neal from Alley Poyner Macchietto Architecture presented requested updates on the intermediate and long-term capital improvements projects for Inman Elementary School, the Jr/Sr High School, the Football and Baseball fields, and the Sports Complex at the Jr/Sr High School.

2024 Legislative Priorities

The Board discussed and identified priorities from the 2024 Legislative Session, including Student Achievement, and Accountability, Educator Equality, Fiscal Responsibility and Stewardship, and Governance.

Adjournment

The work session was closed at 8:02 p.m.

Jackie DeVries, Vice President

Heidi Harris, Asst Board Secretary

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AHLERS & COONEY	849168	103.00
10 9010 2310 000 0000 342	July Legal Fees	103.00
Vendor Name AHLERS & COONEY		103.00
ALL FOR KIDZ, INC.	224771	960.00
10 9010 1999 000 0000	NEDS Show	960.00
Vendor Name ALL FOR KIDZ, INC.		960.00
AMAZON CAPITAL SERVICES, INC.	1R7-J-KP93-GD1C	36.36
10 0418 2620 000 0000 618	Rubber Base Tool	36.36
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C	849.98
10 0418 1200 217 3303 612	Special Ed Supplies	7.78
10 0418 1000 100 8001 612	PTO Supplies	24.89
10 0418 1000 108 0000 612	Nurse Supplies	83.67
10 0418 2410 000 0000 611	IES Office Supplies	31.91
10 0418 1000 100 0000 618	Kindergarten Supplies	680.94
10 0418 1000 100 0000 618	2nd Grade Supplies	20.79
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-A	268.85
10 0109 1000 100 0000 618	Shelving	268.85
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-B	574.09
10 0418 2620 000 0000 618	Sunco Lights 10 Pack	574.09
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-C	281.92
10 0418 1000 100 8001 612	PTO - Supplies	281.92
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-D	143.99
10 0109 1000 100 8017 641	Print Reading - Welding	143.99
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-E	1,394.26
10 0109 1000 100 0000 618	HS Supplies	1,394.26
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-F	443.06
10 0418 1000 100 0000 618	2nd grade supplies (nameplates)	143.94
10 0418 1000 100 0000 618	6th grade supplies (bandaids, headphones)	274.48
10 0445 1000 100 0000 618	PK Supplies - Katie (batteries)	24.64
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-G	452.29
10 0418 1000 100 8001 612	PTO Supplies	452.29
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-H	96.31
10 0418 1000 100 8001 612	PTO Classroom Supplies	69.02
10 0418 1000 100 0000 618	2nd Grade Pencil Sharpener	27.29
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-I	363.67
10 0418 1000 100 8001 612	PTO - Classroom Supplies	363.67
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-J	188.80
10 9010 2321 000 0000 611	Admin Office Supplies	188.80
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-K	244.93
10 0418 1000 100 8001 612	PTO Classroom Supplies	244.93

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-L	62.95
10 9010 2700 000 0000 618	Office Supplies - Bus Barn	62.95
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-M	332.41
10 0418 1000 100 8001 612	PTO Supplies	332.41
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-N	230.37
10 0418 1000 100 8001 612	PTO Classroom Supplies	9.46
10 0418 1000 100 0000 618	PTO Classroom Supplies	185.97
10 0445 1000 100 0000 618	PreK Classroom Supplies	34.94
AMAZON CAPITAL SERVICES, INC.	1R7J-KP93-GD1C-O	457.68
10 0418 1000 100 8001 612	PTO Supplies	446.99
10 0418 2410 000 0000 611	Zip Ties	10.69
AMAZON CAPITAL SERVICES, INC.	Prime2324	179.00
10 9010 2620 000 0000 618	Prime Subscription 23-24	179.00
Vendor Name AMAZON CAPITAL SERVICES, INC.		<u>6,600.92</u>
APPLES FOR GOLD CENTER FOR LEARNING	8789	3,450.00
10 0418 2213 132 3376 320	Wilson Reading System Workshop	3,450.00
Vendor Name APPLES FOR GOLD CENTER FOR LEARNING		<u>3,450.00</u>
ATLANTIC COMM SCHOOLS	Atlantic2223 Refund	716.45
10 9010 1322 211 3301	Refund Sped lvl 1	716.45
Vendor Name ATLANTIC COMM SCHOOLS		<u>716.45</u>
BATTEN SANITATION SERVICE	Batten0723	5,565.00
10 0109 2630 000 0000 421	HS Trach Services 07/23	1,813.33
10 0418 2630 000 0000 421	IES Trash Servies 07/23	1,813.33
10 0445 2630 000 0000 421	ROECC Trash Services 07/23	1,813.33
10 9010 2630 000 0000 421	Admin Trash Services 07/23	125.01
Vendor Name BATTEN SANITATION SERVICE		<u>5,565.00</u>
BLOMSTEDT, DEB	Blomstedt23	881.62
10 9010 1925 000 8018	Reimbursement	881.62
Vendor Name BLOMSTEDT, DEB		<u>881.62</u>
BRIGHTLY SOFTWARE	INV-216723	7,329.39
10 9010 1000 100 0000 358	IT Renewal 23-24	7,329.39
Vendor Name BRIGHTLY SOFTWARE		<u>7,329.39</u>
CAMBLIN MECHANICAL INC	41309	5,826.50
10 0109 2620 000 0000 432	Glycol & Pumped Expansion Tank	5,826.50
CAMBLIN MECHANICAL INC	41320	4,626.96
10 0418 2620 000 0000 432	Solenoid Valve & Coil Replacement	4,626.96
CAMBLIN MECHANICAL INC	41356	570.85
10 0109 2620 000 0000 432	HS Air Vent System Repair	570.85
Vendor Name CAMBLIN MECHANICAL INC		<u>11,024.31</u>
CAPITAL SANITARY SUPPLY CO.	065442B	217.14
10 9010 2620 000 0000 618	District Supplies	217.14

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	CAPITAL SANITARY SUPPLY CO.	217.14
CASEY'S BUSINESS MASTERCARD	Fuel070123	152.65
10 9010 2700 000 0000 626	Activities Gasoline July 2023	152.65
Vendor Name	CASEY'S BUSINESS MASTERCARD	152.65
CENTURY LINK	July2324	1,579.43
10 9010 2490 000 0000 530	District Internet 7126236817 133	200.49
10 9010 2490 000 0000 530	District Internet 712 F43-0022 152	176.00
10 9010 2490 000 0000 530	District Internet 7126238016 651	200.49
10 9010 2490 000 0000 530	District Internet 7126236389 671	200.49
10 9010 2490 000 0000 530	District Internet 7126236390 680	200.49
10 9010 2490 000 0000 530	District Internet 7126236393 688	200.49
10 9010 2490 000 0000 530	District Internet 7126236394 697	200.49
10 9010 2490 000 0000 530	District Internet 7126236809 576	200.49
Vendor Name	CENTURY LINK	1,579.43
CEV MULTIMEDIA	INV-00913	4,505.00
10 0418 1000 100 0000 612	iCEV Ag and Careers Online Subscriptions	4,505.00
Vendor Name	CEV MULTIMEDIA	4,505.00
CHEMSEARCH	8332105	478.78
10 0418 2640 000 0000 433	IES Boiler Treatment 08/2023	478.78
CHEMSEARCH	8337855	507.72
10 0109 2640 000 0000 433	HS Boiler Treatment 08/2023	507.72
Vendor Name	CHEMSEARCH	986.50
CITY OF RED OAK	Water0723	1,749.78
10 9010 2620 000 0000 411	Admin/Bus Barn/BB/FF Field Water 07/23	513.82
10 0109 2620 000 0000 411	HS Water 07/23	534.00
10 0418 2620 000 0000 411	IES Water 07/23	381.07
10 0445 2620 000 0000 411	ROECC Water 07/23	320.89
Vendor Name	CITY OF RED OAK	1,749.78
COCA-COLA BTLG OF OMAHA	11082560	139.56
10 0418 3200 000 8901 618	Coca Cola for IES	139.56
Vendor Name	COCA-COLA BTLG OF OMAHA	139.56
CREXENDO BUSINESS SOLUTIONS, INC	112070	1,426.84
10 9010 2510 000 0000 532	07/2023 Internet Phone Services	1,426.84
Vendor Name	CREXENDO BUSINESS SOLUTIONS, INC	1,426.84
DEMCO	7335786	30.94
10 0418 2222 000 0000 618	Media Supplies	30.94

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name DEMCO		30.94
DICKEL DUIT OUTDOOR POWER, INC.	20230814	27.75
10 9010 2630 000 0000 618	Mower Repair	27.75
DICKEL DUIT OUTDOOR POWER, INC.	64308	238.91
10 9010 2620 000 0000 432	Mow Blades, Oil Filter, Engine Oil	238.91
DICKEL DUIT OUTDOOR POWER, INC.	64433	15.99
10 9010 2630 000 0000 618	String Trimmer Line	15.99
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		282.65
DOVEL REFRIGERATION	6012708	543.42
10 0109 2620 000 0000 432	HS Ice Machine Repair	543.42
Vendor Name DOVEL REFRIGERATION		543.42
ESSEX COMMUNITY SCHOOL DIST.	Essex0714	11,364.12
10 9010 1000 100 3116 567	TLC Out 2nd Semester 22-23	523.62
10 9010 1000 100 0000 567	OE Out 2nd Semester 22-23	10,840.50
Vendor Name ESSEX COMMUNITY SCHOOL DIST.		11,364.12
FAREWAY FOOD STORES	00055156	29.61
10 0418 1200 431 4501 618	Summer School Snacks	21.97
10 0418 1200 431 4501 618	Summer School items for Science	7.64
Vendor Name FAREWAY FOOD STORES		29.61
FASTENAL COMPANY	20230814	14.78
10 9010 2620 000 0000 618	Hinge Screws and Drill Bits	14.78
FASTENAL COMPANY	IARED92191	10.76
10 0418 2620 000 0000 618	Door Hinge Screws	10.76
Vendor Name FASTENAL COMPANY		25.54
FES	INV001275	405.00
10 9010 2236 000 0000 536	08/2023 Web Hosting	405.00
Vendor Name FES		405.00
FIGURELLI, REBECCA	Figure081023	39.95
10 0418 1000 100 8001 612	Reimbursement - PTO	39.95
Vendor Name FIGURELLI, REBECCA		39.95
FIRST BANKCARD - HEIDI HARRIS	Amazon1	139.00
10 9010 2620 000 0000 618	Amazon Business	139.00
FIRST BANKCARD - HEIDI HARRIS	R792742228	151.37
10 9010 2310 000 0000 580	IASBO Payroll Conference Accommodations	151.37
Vendor Name FIRST BANKCARD - HEIDI HARRIS		290.37
FIRST BANKCARD - OFFICE CARD 2	58531	779.52
10 9010 1000 100 4045 320	Hotel Accommodations	779.52
FIRST BANKCARD - OFFICE CARD 2	74866	117.90
10 0418 2620 000 0000 618	O Rings	117.90
Vendor Name FIRST BANKCARD - OFFICE CARD 2		897.42

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
FIRST BANKCARD - OFFICE CARD 3	20230814	259.96
10 9010 2630 000 0000 618	Lawn Sprayer Equipment	259.96
Vendor Name FIRST BANKCARD - OFFICE CARD 3		259.96
FIRST BANKCARD - OFFICE CARD 4	20230814	320.56
10 9010 2310 000 0000 580	Refund IASBO Payroll Hotel	(75.68)
10 9010 2700 000 0000 580	Motel Transportation Conference	396.24
FIRST BANKCARD - OFFICE CARD 4	Meals	19.44
10 9010 2310 000 0000 580	IASBO Payroll Conference Accommodations	19.44
FIRST BANKCARD - OFFICE CARD 4	Wilson2324	1,550.63
10 0418 2213 132 3376 320	?Wilson Training, Lodging, and Meals	1,550.63
Vendor Name FIRST BANKCARD - OFFICE CARD 4		1,890.63
FIRST BANKCARD BUSINESS MANAGER	200010585	245.00
10 9010 2310 000 0000 320	Fall IASBO Conference	245.00
FIRST BANKCARD BUSINESS MANAGER	725686674	537.49
10 0418 1000 100 8001 612	Red Ribbon Week Supplies	537.49
Vendor Name FIRST BANKCARD BUSINESS MANAGER		782.49
GOPHER SPORTS EQUIPMENT	OR297602	710.02
10 0109 1000 108 0000 618	PE Supplies	710.02
Vendor Name GOPHER SPORTS EQUIPMENT		710.02
GREEN HILLS AEA	4282	1,034.90
10 9010 2213 000 0000 330	23/24 Online PD	1,034.90
Vendor Name GREEN HILLS AEA		1,034.90
GRISWOLD COMMUNITY SCHOOLS	GriswoldCSD0 21523	34,797.30
10 9010 1200 211 3301 567	Sped OE Out 1st Semester X 6	34,797.30
Vendor Name GRISWOLD COMMUNITY SCHOOLS		34,797.30
HY VEE FOOD STORES	001154417072 30040002	48.06
10 0418 1200 431 4501 618	Summer School Snacks	48.06
Vendor Name HY VEE FOOD STORES		48.06
IASBO	200010541	150.00
10 9010 2310 000 0000 320	IASBO Payroll Conference	150.00
Vendor Name IASBO		150.00
IMAGINE LEARNING	276541	15,400.00
10 0109 1200 420 8009 612	Edgenuity Digital Libraries	15,400.00
Vendor Name IMAGINE LEARNING		15,400.00
INSTRUCTIONAL EMPOWERMENT INC	Marzano2324	5,500.00
10 9010 2213 132 3376 320	Introduction and Overview and Critical C	5,500.00
Vendor Name INSTRUCTIONAL EMPOWERMENT INC		5,500.00
JAN-PRO OF OMAHA	16283	2,410.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2630 000 0000 340	Portable Janitorial 09/2023	2,410.00
JAN-PRO OF OMAHA	16356	38,750.00
10 9010 2630 000 0000 340	Janitorial Services 09/2023	38,750.00
Vendor Name JAN-PRO OF OMAHA		<u>41,160.00</u>
JONES MECHANICAL	24438397	672.00
10 9010 2620 000 0000 432	IES Boil Temp Reset Replacement	672.00
JONES MECHANICAL	24453629	9,063.33
10 9010 2620 000 0000 432	IES Indirect Heat Exchanger Replacement	9,063.33
JONES MECHANICAL	24546173	1,736.00
10 9010 2620 000 0000 432	Unit Checks IES	1,736.00
JONES MECHANICAL	25048957	3,077.24
10 0109 2620 000 0000 432	HS Tech Center VAV Controller Installati	3,077.24
Vendor Name JONES MECHANICAL		<u>14,548.57</u>
MATHESON TRI-GAS	0028206279	3,530.65
10 0109 1300 370 0000 612	Rebel 205 AC/DC	3,024.38
10 0109 1300 370 0000 612	Rebel Dual Cylinder cart	506.27
Vendor Name MATHESON TRI-GAS		<u>3,530.65</u>
MEDIACOM	838497500000 012692	1,550.00
10 9010 2236 000 0000 536	District Internet 07/2023	1,550.00
MEDIACOM	Mediacom0723	2,073.80
10 9010 2236 000 0000 536	District Internet 07/2023	1,550.00
10 9010 2236 000 0000 536	District FBF Lines 07/2023	523.80
Vendor Name MEDIACOM		<u>3,623.80</u>
MIDAMERICAN ENERGY	541627097	156.80
10 9010 2620 000 0000 622	Admin Electric 07/2023	156.80
MIDAMERICAN ENERGY	541632361	4,063.98
10 0445 2620 000 0000 622	ROECC Electric 07/2023	4,063.98
MIDAMERICAN ENERGY	541632721	30.56
10 9010 2620 000 0000 621	FBF Electric 07/2023	30.56
MIDAMERICAN ENERGY	541633269	7,506.41
10 0418 2620 000 0000 622	IES Electric 07/2023	7,506.41
MIDAMERICAN ENERGY	541633615	16,720.45
10 0109 2620 000 0000 622	HS Electric 07/2023	16,720.45
MIDAMERICAN ENERGY	541640357	124.93
10 9010 2620 000 0000 622	Bancroft Electric 07/2023	124.93
MIDAMERICAN ENERGY	541645721	556.38
10 9010 2620 000 0000 622	Bus Barn Electric 07/2023	556.38
MIDAMERICAN ENERGY	541653945	57.20
10 9010 2620 000 0000 622	Sports Complex Electric 07/2023	57.20
MIDAMERICAN ENERGY	541666317	211.91
10 0418 2620 000 0000 622	IES Portable Electric 07/2023	211.91
MIDAMERICAN ENERGY	541760132	11.94
10 9010 2620 000 0000 622	Webster Electric 07/2023	11.94
Vendor Name MIDAMERICAN ENERGY		<u>29,440.56</u>
NEBRASKA AIR FILTER, INC.	0414255-IN	907.37

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2620 000 0000 618	Air Filters	907.37
Vendor Name	NEBRASKA AIR FILTER, INC.	907.37
ONESOURCE THE BACKGROUND CHECK COMPANY	37.50	37.50
10 9010 2310 000 0000 320	Background Checks	37.50
Vendor Name	ONESOURCE THE BACKGROUND CHECK COMPANY	37.50
OREILLY AUTO PARTS	0298-217683	5.29
10 0445 2640 000 0000 618	3 Amp Fuses	5.29
OREILLY AUTO PARTS	20230814	379.00
10 9010 2700 000 0000 618	Battery- #16 and #15	379.00
Vendor Name	OREILLY AUTO PARTS	384.29
PLUMB SUPPLY/RIBACK SUPPLY	8921334	238.66
10 9010 2620 000 0000 618	Fittings	238.66
Vendor Name	PLUMB SUPPLY/RIBACK SUPPLY	238.66
PRECISION DIESEL INC.	20230814	2,314.48
10 9010 2700 000 0000 434	Injector Replacement for Bus #8	2,314.48
Vendor Name	PRECISION DIESEL INC.	2,314.48
RED OAK CHRYSLER, INC.	20230814	1,239.76
10 9010 2700 000 0000 434	Front Sway Bar Links, Rear Strut	1,239.76
Vendor Name	RED OAK CHRYSLER, INC.	1,239.76
RED OAK HARDWARE HANK	174926	1.20
10 0418 2620 000 0000 618	O Rings	1.20
Vendor Name	RED OAK HARDWARE HANK	1.20
RED OAK PUBLISHING LLC	Legals0723	250.99
10 9010 2572 000 0000 540	07/2023 Board Publications	250.99
Vendor Name	RED OAK PUBLISHING LLC	250.99
RIVERSIDE TECHNOLOGIES, INC	0394286-IN	1,400.00
10 9010 2235 000 0000 359	08/2023 Managed Services	1,400.00
Vendor Name	RIVERSIDE TECHNOLOGIES, INC	1,400.00
RUSSELL TRACTOR REPAIR	16635	299.48
10 0109 2620 000 0000 432	HS Install Receptacle	299.48
Vendor Name	RUSSELL TRACTOR REPAIR	299.48
SAVVAS LEARNING CO, LLC	217763-22	67,834.52
10 0418 1000 100 3342 612	MyView Literacy - K-1st Grade	67,834.52
SAVVAS LEARNING CO, LLC	225645-2	20,090.64
10 0445 1000 460 3117 612	Three Cheers for Pre K 6 year comprehens	15,408.00
10 0445 1000 460 3117 612	Shipping & Handling	1,232.64
10 0418 2213 432 4501 330	Virtual training for Three Cheers and jo	3,450.00
SAVVAS LEARNING CO, LLC	233042-1	2,250.33

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0418 1000 100 8017 641	MyView Literacy Read Aloud Trade Books	2,250.33
Vendor Name SAVVAS LEARNING CO, LLC		<u>90,175.49</u>
SCHOOL SPECIALTY LATTA DIV.	1034591104	623.90
10 0109 1000 100 0000 612	HS Art Supplies	623.90
SCHOOL SPECIALTY LATTA DIV.	1035371559	957.43
10 0418 1000 100 0000 618	2nd Grade Classroom Supplies	957.43
SCHOOL SPECIALTY LATTA DIV.	208132627892	109.11
10 0418 2410 000 0000 611	IES Class Supplies	109.11
SCHOOL SPECIALTY LATTA DIV.	308104310195	206.84
10 0445 1000 100 0000 618	PK Classroom Supplies	206.84
SCHOOL SPECIALTY LATTA DIV.	308104310261	1,162.73
10 0418 1000 102 0000 612	Art Supplies	1,162.73
SCHOOL SPECIALTY LATTA DIV.	308104313711	893.16
10 0445 1000 100 0000 618	PK Class Supplies	893.16
Vendor Name SCHOOL SPECIALTY LATTA DIV.		<u>3,953.17</u>
SELLERS PEST CONTROL-ART SELLERS	31755	175.00
10 9010 2620 000 0000 425	07/2023 Pest Control	175.00
Vendor Name SELLERS PEST CONTROL-ART SELLERS		<u>175.00</u>
SERVUS AUTO GLASS	4868	540.00
10 9010 2700 000 0000 434	Glass Repair - Bus	540.00
Vendor Name SERVUS AUTO GLASS		<u>540.00</u>
SIDNEY COMMUNITY SCHOOLS	Sidneycsd072 3	8,574.72
10 9010 2700 000 0000 591	Shared Transportation Director	8,574.72
Vendor Name SIDNEY COMMUNITY SCHOOLS		<u>8,574.72</u>
STERLING COMPUTERS	0156026	704.00
10 9010 1000 100 0000 358	Chrome OS Licenses	704.00
Vendor Name STERLING COMPUTERS		<u>704.00</u>
STREETSMARTS LLC	DriversEd07- 23	5,885.00
10 0109 1000 121 0000 320	Drivers Education x 16	5,885.00
Vendor Name STREETSMARTS LLC		<u>5,885.00</u>
SW IA TIRE & SERVICE	132998	425.76
10 9010 2700 000 0000 434	2 New Front Tires- #15	425.76
SW IA TIRE & SERVICE	133115	137.45
10 9010 2670 000 0000 618	Tire	137.45
SW IA TIRE & SERVICE	133152	137.45
10 9010 2660 000 0000 618	Tire	137.45
Vendor Name SW IA TIRE & SERVICE		<u>700.66</u>
TEACHING STRATEGIES	Q-217185	923.20
10 0445 1000 460 3117 612	80 Iowa GOLD Bundle	923.20
Vendor Name TEACHING STRATEGIES		<u>923.20</u>
THYSSENKRUPP ELEVATOR CORP	1000538521	177.06

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0109 2620 000 0000 432	Aug & Sept 2023 Elevator Maintenance	177.06
Vendor Name	THYSSENKRUPP ELEVATOR CORP	<u>177.06</u>
TRUCK CENTER COMPANIES	20230814	731.16
10 9010 2700 000 0000 618	(6) Batteries- #12 and #14	731.16
Vendor Name	TRUCK CENTER COMPANIES	<u>731.16</u>
UNITED FARMERS COOPERATIVE	UFC073123	2,362.35
10 9010 2700 000 0000 627	Diesel	33.91
10 9010 2700 000 0000 627	Truck Diesel	125.84
10 9010 2700 000 0000 626	Ethanol	964.08
10 9010 2700 000 0000 626	Utility Ethanol	740.82
10 9010 2700 217 3303 626	Sped Gasoline	411.95
10 9010 2620 000 0000 618	District Supplies	85.75
Vendor Name	UNITED FARMERS COOPERATIVE	<u>2,362.35</u>
UNITY POINT CLINIC	179933	42.00
10 9010 2700 000 0000 346	Drug Testing	42.00
Vendor Name	UNITY POINT CLINIC	<u>42.00</u>
UNIVERSITY OF OREGON	20576	1,240.00
10 0418 1200 217 3303 612	Intervention Kit Level K -1	1,240.00
Vendor Name	UNIVERSITY OF OREGON	<u>1,240.00</u>
UPPER EDGE TECHNOLOGIES INC	4000 839 A	1,620.00
10 9010 2235 000 0000 618	UpperEdge Chrombook Pars	1,620.00
Vendor Name	UPPER EDGE TECHNOLOGIES INC	<u>1,620.00</u>
US CELLULAR	0592243171	839.27
10 9010 2490 000 0000 532	Maintenance	185.96
10 9010 2490 000 0000 532	Technology	92.98
10 9010 2490 000 0000 530	Bus Barn	92.98
10 9010 2490 000 0000 530	Nurse	46.49
10 9010 2510 000 0000 532	Business Official	46.49
10 9010 2510 000 0000 532	FBF/BBF MiFi	234.90
10 0418 2410 000 0000 532	SAM'S	46.49
10 0109 2410 000 0000 532	Principals	92.98
Vendor Name	US CELLULAR	<u>839.27</u>
VANNAUSDLE, TRACY	Vannausdle08 0123	89.49
10 9010 1000 100 4045 618	Books for College	89.49
Vendor Name	VANNAUSDLE, TRACY	<u>89.49</u>
VISUAL EDGE IT dba COUNSEL	24AR1016196	303.78
10 9010 2520 000 0000 618	Steady Serve 07/2023	12.99
10 9010 2520 000 0000 618	Admin Office Copier Clicks 07/2023	38.12
10 0445 1000 100 0000 359	ROECC Copier Clicks 07/2023	68.36
10 0418 1000 100 0000 359	IES Copier Clicks 07/2023	121.22
10 0109 1000 100 0000 359	HS Copier Clicks 07/2023	63.09
Vendor Name	VISUAL EDGE IT dba COUNSEL	<u>303.78</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
WELLS FARGO LEASING	5025927393	1,215.30
10 0109 1000 100 0000 359	HS Printers 07/2023	552.50
10 0418 1000 100 0000 359	IES Printers 07/2023	331.50
10 0445 1000 100 0000 359	ROECC Printers 07/2023	221.00
10 9010 2520 000 0000 618	Admin Printers 07/2023	110.30
Vendor Name WELLS FARGO LEASING		<u>1,215.30</u>
WESTLAKE ACE HARDWARE	2673273	371.42
10 9010 2620 000 0000 618	District Supplies	222.64
10 0418 2620 000 0000 618	Inman Supplies	109.80
10 0445 2620 000 0000 618	ROECC Supplies	38.98
Vendor Name WESTLAKE ACE HARDWARE		<u>371.42</u>
YES MENTORING	348	100.00
10 0418 2110 490 8027 618	Yes Mentoring (Wilson Performing)	100.00
Vendor Name YES MENTORING		<u>100.00</u>
YOUNG AUTO PARTS INC.	20230814	170.92
10 9010 2700 000 0000 618	Oil filter(s)- Suburban, Van, Bus 10, Bu	170.92
YOUNG AUTO PARTS INC.	20230814-0001	39.73
10 9010 2700 000 0000 618	Extension and Oil Filter	39.73
Vendor Name YOUNG AUTO PARTS INC.		<u>210.65</u>
Fund Number 10		<u>342,181.00</u>
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST
AOI CORPORATION	172186	173.00
33 9010 4700 000 0000 450	Furniture Repair	173.00
Vendor Name AOI CORPORATION		<u>173.00</u>
Fund Number 33		<u>173.00</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
CAPITAL SANITARY SUPPLY CO.	c371892GF	4,655.00
36 0109 4600 000 0000 451	HS Gym Floor Prep & Finish	4,655.00
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>4,655.00</u>
DELAGÉ LANDEN PUBLIC FINANCE LLC	80548681	137,764.80
36 9010 2700 000 5410 732	23-24 Bluebird Lease	137,764.80
Vendor Name DELAGÉ LANDEN PUBLIC FINANCE LLC		<u>137,764.80</u>
WILLIAMS SCOTSMAN INC	9018303440	2,958.20
36 9010 2620 000 0000 441	08/2023 Portable Rent	2,958.20
Vendor Name WILLIAMS SCOTSMAN INC		<u>2,958.20</u>
Fund Number 36		<u>145,378.00</u>
Checking Account ID 1		<u>487,732.00</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
GOOLDY, RYAN	GooldyReimbursement	52.70
61 483 000 0000 000	Lunch Account Reimbursement	52.70
Vendor Name GOOLDY, RYAN		<u>52.70</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
OPAA! FOOD MANAGEMENT INC	IA00049855	4,078.20
61 9010 3140 000 4556 570	06/2023 Food Services	4,078.20
OPAA! FOOD MANAGEMENT INC	IA00049887	3,458.08
61 9010 3140 000 4556 570	07/2023 Food Service Fees	3,458.08
Vendor Name OPAA! FOOD MANAGEMENT INC		<u>7,536.28</u>
Fund Number 61		<u>7,588.98</u>
Checking Account ID 2		7,588.98
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ANITA ENGRAVING	46664	238.00
21 0109 1400 950 7407 618	FFA Plaques	238.00
Vendor Name ANITA ENGRAVING		<u>238.00</u>
BONSALL TV & APPLIANCE, INC.	29145	1,055.00
21 0109 1400 920 6600 618	Football Sound Equipment	1,055.00
Vendor Name BONSALL TV & APPLIANCE, INC.		<u>1,055.00</u>
FIRST BANKCARD - OFFICE CARD 2	FAIR071723	95.00
21 0109 1400 950 7407 580	State Fair Parking and Tickets	95.00
Vendor Name FIRST BANKCARD - OFFICE CARD 2		<u>95.00</u>
FIRST BANKCARD BUSINESS MANAGER	840-56800040-1-31593	32.42
21 0109 1400 910 6210 618	Shipping Music Supplies	16.21
21 0109 1400 910 6121 618	Shipping Music Supplies	16.21
Vendor Name FIRST BANKCARD BUSINESS MANAGER		<u>32.42</u>
HUDL	H00019211	11,850.00
21 0109 1400 920 6600 618	Hudl Program	11,850.00
Vendor Name HUDL		<u>11,850.00</u>
IOWA CHEERLEADING COACHES ASSOCIATION	INV-10673	50.00
21 0109 1400 920 6600 810	ICCA Membership	50.00
Vendor Name IOWA CHEERLEADING COACHES ASSOCIATION		<u>50.00</u>
McDermott, Walker	Mcdermott072023	200.00
21 0109 1400 950 7407 320	Livestock Judging Official	200.00
Vendor Name McDermott, Walker		<u>200.00</u>
WOOD, RAY	Wood2324	35.00
21 0109 1400 920 6730 340	Umpire Scheduling	35.00
Vendor Name WOOD, RAY		<u>35.00</u>
Fund Number 21		<u>13,555.42</u>
Checking Account ID 3		13,555.42

**Agreement to Establish a Consortium to Jointly Administer an
Instructional Program Located in space within the boundaries of the
Glenwood Community School District**

This Agreement between the member school districts whose signatures appear at the end of this document (hereafter “members”), including the Glenwood Community School District (hereafter “host”), is to establish a jointly administered program for the enrollment of students from the host and members’ school districts, hereafter called the Southwest Iowa Apex Consortium (hereafter “SWIAC”), pursuant to Iowa Code sections 28E.3 and 280.15(1) to provide quality education and activities for students enrolled from each member district, by the most efficient and economically responsible means; and

Whereas, each member wishes to enroll one or more of its students in classes or programs that are offered and available at the SWIAC Consortium and that are not otherwise available at each member’s site, and

Whereas, the host is willing to jointly administer the programs and activities at the SWIAC Consortium with the members with the costs determined as stated in this Agreement, and

Whereas, Iowa Code section 28E.3 provides, in part, that the boards of directors of two or more school districts may by agreement jointly administer any power, privilege or authority each member school district is capable of exercising individually, and

Whereas, Iowa Code section 280.15, subsection 1, provides, in part, that the boards of directors of two or more school districts may by agreement jointly share services of school personnel, acquire and share classrooms, facilities, and equipment,

Therefore, the member school districts agree to establish a jointly administered instructional program in the form of a Consortium as authorized by Iowa Code under the following terms and conditions:

PURPOSE

Each member school district, pursuant to Iowa Code, has responsibility for the educational outcomes of its resident students. Members agreeing to be part of this Consortium Agreement by sending students to the SWIAC Consortium will become members of the Consortium. This Agreement describes the arrangement for the provision of instructional services for the Consortium. This Agreement further describes certain terms and conditions to participate in SWIAC through a consortium arrangement for the students of each member district, including the host district, and other students not residents of any member district. This Agreement provides a means by which the members may jointly and cooperatively provide greater educational opportunities for students through the offering of educational programs and the collective operation of facilities for student use by exercising powers, privileges, and authority and proceeding to participate in and help administer the program, pursuant to the joint powers authorized by Iowa Code.

A school district, which is not a member of the consortium, may contact the host district member of the Intake Committee for one of its students to be enrolled into the SWIAC Consortium; however, the fact that a school district submits a request to enroll one of its students does not guarantee that the student will be assigned to the consortium site. Upon receipt of a request to enroll a student from a non-member school district, the Intake Committee member will review the student's IEP and determine whether the student is eligible to enroll in the program and whether the program has capacity to admit the student into the program. If a student is eligible to enroll in the program and the program has capacity, the non-member district's request to enroll the student will be forwarded to the host district business office to arrange SWIAC membership for the non-member district. Should the district refrain from joining the consortium, the student will not be enrolled in the SWIAC Consortium program. Should the district agree to join the consortium, given the student's eligibility and program capacity, the district's request for enrollment will be reviewed by the SWIAC Intake Committee. Upon approval for enrollment by the Intake Committee, the student will be enrolled in the Consortium program at the earliest possible date. If the student is eligible to enroll in the program and the district agrees to join the SWIAC, but the program does not have capacity, the non-member school district will be notified by the host district Intake Committee member that it cannot enroll the student in the consortium program. At that time, the resident district remains responsible for locating an appropriate program for the student elsewhere.

PROGRAM DESCRIPTION

Apex serves students grades Pre-K (at least age 3 with an instructional individualized education plan (IEP) through 12 with significant (Level III) cognitive or behavioral needs, e.g., including but not limited to students with BD, SED, ASD, and other intellectual and developmental disabilities, and students with dual diagnoses who have exhausted special education services in the student's resident school district. The overwhelming majority (95%) of students served by Apex have a DSM-5 diagnosis. Apex serves students who have been assigned to the consortium site by their resident districts, which are members of the consortium, and such assignment has been recommended by the IEP team in the student's resident school district.

The Apex Program is based on sound, well-researched theoretical foundations (e.g., Social Learning Theory, Social Interactionist Perspective, Coercion Theory, Cognitive-Behavioral Theory, and Behavior Momentum Theory) and includes:

- A predictable environment with clear social, emotional, behavioral, and academic expectations
- Attention for students who meet those expectations
- Effective correction when students miss expectations
- A Response-to-Intervention approach utilizing research-supported interventions to address social, emotional, behavioral, and academic needs and a variety of assessments to assess intervention fidelity and outcomes

Children may be enrolled in the SWIAC Consortium after completing the intake process and receiving the approval for enrollment from the Intake Committee. The Intake Committee will be comprised of a representative from the host district, Apex, a member district, an AEA special

education consultant, and an AEA regional administrator. The Intake Committee will determine the enrollment status of any SWIAC Consortium student applicant referred to the Consortium and address any concerns about the student referral. Children excluded from enrollment in the SWIAC Consortium include children who (a) are not from a SWIAC Consortium member district, (b) are actively suicidal or homicidal and not under the care and supervision of a psychiatrist, and (c) have a medical or physical challenge that cannot be adequately addressed by Apex staff (as determined by the Intake Committee). Students attending Apex are transported to and from the program campus by the student's resident district or by a contracted arrangement made by the resident district. Pursuant to this Agreement, instructional services will be provided by Apex.

NAME/ORGANIZATION

To accomplish the purposes stated above and to carry out joint and cooperative activity associated with the program, there is hereby created the Southwest Iowa Apex Consortium (SWIAC; hereafter "Consortium"). This Consortium shall consist of the original member districts and host district, and shall include additional districts added from time to time, but said Consortium shall not be considered a separate legal entity for purpose of Iowa Code Chapter 28E.

"Host district" means the district of location.

"Member district" means each public school district whose board has agreed to participate in the Consortium program, including the host district.

"Administrators" mean the superintendents of each public school district whose board has agreed to participate in the Consortium program, including the host district.

"Fiscal agent" means the district that is established within the terms of this Agreement to provide the administrative business services, including student, staff, and financial accounting/management on behalf of the Consortium.

FISCAL AGENT

The host district will serve as the fiscal agent for purposes of all administrative business services associated with participation in the Consortium pursuant to the terms of this Agreement. The fiscal agent shall receive funds, handle student, staff, and financial accounting, make timely payments, and provide timely itemized billings to member districts. The host district agrees to enter into the Student Record Information System (SRI) students in classes offered through the SWIAC Consortium Program.

ADMINISTRATION

The SWIAC Consortium shall be governed and administered by the superintendents of each participating member school district (collectively, "the Administrators"). However, contracts

must be approved and signed by the board president and board secretary of the governing boards of member districts rather than the Administrators.

The administrators of the district which are members of the Consortium shall have all powers, privileges, and authority necessary and incidental to manage the affairs of the Consortium, to exercise any power common to the members, and to work with each other to manage this program. The Administrators shall also carry out the intent and purpose of this Agreement not inconsistent with law or this Agreement.

The powers and responsibilities of the Administrators shall include general administrative duties which may arise from time to time, including, but not limited to:

- A. Setting policy and directing administrative regulations for the Consortium.
- B. Evaluating and preparing required reports on the effectiveness of the Consortium and the contracted instructional program from Apex.
- C. Assessing the educational needs and interests of the students within their respective district.
- D. Providing long-range planning for the Consortium.
- E. Discussing collective purchases for supplies, equipment, rental/leases, etc., on behalf of the Consortium.
- F. Meeting periodically, as needed, to discuss issues associated with the instructional program contracted from Apex and the Consortium.
- G. Other reasonable and necessary administrative duties.

Votes and approvals by the Administrators may be accomplished by a consensus, a vote at a meeting or by written affirmation by letter or e-mail. However, if the fiscal agent is entering into a contract or agreement on behalf of the Consortium, the governing boards of the member districts shall first approve the contract or agreement. The participating member districts may at any time restrict the powers of the fiscal agent of the Consortium.

JOINT MEETINGS

The Administrators shall meet at least twice each school year, or more often if necessary, to discuss items of mutual concern.

BOARD APPROVAL

Consortium membership shall be approved by the board of directors of each member district. Failure of a board of directors to approve the Consortium Agreement shall remove that school district from Consortium membership.

JURISDICTION

The students attending the Consortium program shall be allowed to participate in the student activities in their districts of residence and will be subject to the eligibility rules of their resident districts. Students in the Consortium continue to be enrolled in their resident districts and are subject to the testing requirements, graduation requirements, and disciplinary procedures of their

resident districts. The Consortium will contract with the service provider to administer required assessments and forward the results of the individual assessments to each resident district. The resident districts remain responsible for the achievement of resident students pursuant to the provisions of the No Child Left Behind Act. Permanent school records shall be maintained at the student's resident district.

The resident districts, through the Consortium, must be actively involved in monitoring adherence to all pertinent state and federal laws, including, but not limited to: testing requirements, No Child Left Behind provisions, IDEA provisions, EDGAR provisions, OMB circular A-87 and A-133 provisions, FERPA provisions, teacher licensure, curriculum development, professional development and expectations, and core curriculum implementation.

Member district students shall be under the jurisdiction of, and be the responsibility of, the host district while in attendance at the Consortium, except as set out in this Agreement. Member district students may be subject to the same academic, disciplinary, and other additional requirements that apply to host district resident students. Member district students may also be subject to additional disciplinary action at their resident district. All disciplinary or other hearings, if any, will be conducted by the administration or board of directors hosting the program with the exception of hearings regarding suspension of more than ten (10) days and expulsions, which will be held by the resident district. The board of the resident district will work with the host district to determine an appropriate course of action to the extent of the Consortium program.

INDEPENDENCE RETAINED

It is expressly understood and agreed to by the member districts that nothing contained in this Agreement shall be construed to create a partnership, association or other affiliation or like relationship between the member districts, it being specifically agreed that their relationship is and shall remain that of independent parties participating in a cooperative mutual relationship in the Consortium. In no event shall a school district be liable for the debts and/or obligations of another school district.

It is further expressly understood and agreed to by the member districts that nothing contained in this Agreement shall be construed to create a partnership, association or other affiliation or like relationship between the member district (or consortium) and the contracted service provider. In no event shall a school district or the consortium be liable for the debts and/or obligations of the contracted service provider. Likewise, in no event shall the contracted service provider be liable for the debts and/or obligations of a school district or the consortium.

NON-DELEGATION

Unless specifically provided in this Consortium Agreement, the Agreement shall not be construed as a delegation of the authority by the boards of directors of any member school districts or the powers or responsibilities conferred upon them by Iowa Code.

DISPUTE RESOLUTION AND ARBITRATION

In the event that the member districts are unable to agree to the interpretation or operation of this Agreement, the dispute shall be referred to a “Conflict Resolution Committee” made up of the president and vice-president of the board of directors of the host district and the chief administrator of the area education agency (AEA) in which the Consortium program is located. The Committee shall meet to discuss the dispute and make recommendations to the Administrators as to resolution of the dispute.

In the event that the dispute remains unresolved, the fiscal agent shall request that a mediator knowledgeable in Iowa school district matters be appointed by the chief administrator of the AEA in which the Consortium program is located to assist in a negotiated resolution to the dispute.

In the event that mediation does not resolve the dispute, it will be submitted to arbitration by a single neutral arbitrator who is knowledgeable in Iowa school district matters appointed by the chief administrator of the AEA in which the Consortium program is located.

SPECIAL EDUCATION

Each member district referring students to the Consortium, shall remain responsible for insuring the special education instructional and related services offered to its students at the Consortium provides a free and appropriate public education (FAPE) pursuant to federal and state law.

Each district is to maintain a file on each resident student attending the Consortium program. For special education students, this file should contain the student’s current IEP and progress reports.

The resident district, working with the private provider and the fiscal agent district, is responsible for IEP development and review.

LIMITED ENGLISH PROFICIENT

If any student enrolled and served in the Consortium requires a limited English proficient [LEP] program, the resident district shall be billed for the cost of those services provided above the regular instructional program provided. This will be billed as an individualized cost and will be considered non-special education costs.

STAFFING

Instructional staff for the consortium will be contracted for and are the employees of the contracted service provider, unless this Agreement assigns member districts to provide specific staff positions for the Consortium. Staff providing special education services will be considered employed by the contracted service provider.

The fiscal agent may employ, on behalf of the Consortium, an appropriately licensed person or assign a portion of an appropriately licensed person's time (with time records to show exclusively devoted to the Consortium) to perform the duties of a principal or special education director. Only the employing member district has the power to terminate the employment of the principal/director; however, if a majority of administrators give notice seeking the removal of the principal/director from the Consortium program, the employing member district shall in good faith attempt to reassign or terminate the employment of the principal/director.

If the time records support that a specific portion of the time of the principal or special education director was exclusively devoted to special education at the consortium, the fiscal agent shall provide such records to each member district. The member districts may use this information to request approval of the School Budget Review Committee (SBRC) to treat this cost as a special education cost. Otherwise, without SBRC approval, the cost cannot be expended from special education funding.

TRANSPORTATION

Transportation of active member students to and from the Consortium site will be determined by the resident member district and will not be the responsibility of the host district. In addition, any additional supervision required for a member district student(s) while en route to and from the Consortium site will be the sole responsibility of the resident member district.

The host district agrees to allow vehicles from active member districts to cross its boundaries for purposes of providing such transportation.

PROPERTY

It is not contemplated that the Consortium will acquire, hold or dispose of any real property as part of this undertaking. However, the fiscal agent in the Consortium may enter into leases or sublease arrangements for a classroom to house the program, with approval of the member districts' boards, if that space is not owned or leased by an Iowa school district. Any allowable lease or sublease arrangements may be payable from the Physical Plant and Equipment Levy Fund or other legally authorized funds but not General Fund. Classrooms must meet all legal requirements for classroom space. Any lease for space shall be limited to the space within the classroom used exclusively for the consortium and shall reflect the fair rental value (FRV) for the community in which the private facility is located.

Existing equipment, supplies, furniture, and textbooks of each member district may be used in the Consortium program. Such use will be determined by the Administrators based upon the appropriate need for the item. An inventory of exchanged items will be maintained.

Upon termination of this Consortium Agreement, identifiable exchanged items shall be returned to the district of original ownership. All items purchased separately by each member district during the term of this Agreement shall remain the property of that member district.

Each member district shall be responsible for its own buildings, non-instructional equipment and supplies, school buses, custodial and maintenance, utilities, insurance, and similar costs outside of the Consortium.

NON-MEMBER DISTRICTS

Occasionally, a district which is not a member of the Consortium may want to refer students to the SWIAC Consortium through the IEP process, with the approval of the governing board of the resident district. Any non-member district that wishes to enroll a student in the consortium must first join the consortium prior to enrolling the student for in the program.

FINANCIAL PROVISIONS

Members agree to pay Consortium costs to the fiscal agent for their students' enrollment in the Consortium Program. The costs shall be computed by determining actual costs for providing educational services to each member's students with IEPs as defined in this Agreement. Billable costs will include staff salaries and benefits; employee travel; supplies and materials; contract services; and equipment related to special education services for enrolled student in the Consortium Program. Billing will be done monthly with itemized billing quarterly.

A member district may be involuntarily terminated at the end of a school year by a majority vote of the Administrators for failure to pay timely or otherwise not abiding by the terms of this Agreement, if the billings were correctly calculated and appropriate, allowable costs pursuant to state guidance.

If statutory changes or additions, (i.e., state incentives for such sharing), mandate adjustments in the payments required pursuant to this Agreement, addenda shall be executed to bring the Agreement into compliance with statutory requirements.

The fiscal agent shall receive no more than one (1) percent of the regular program DCPD for each student (FTE) enrolled and served in the Consortium program. This is a regular education cost and cannot be charged to special education and includes covering incidental administrative costs such as clerical and business services, postage, and telephone.

The fiscal agent member district shall establish an operating budget for the Consortium program. The budget shall include all anticipated revenues and expenditures for instruction, instructional supervision, and operation and maintenance. If the revenues or cash flow are insufficient to meet the costs of the Consortium, the Administrators shall discuss adjustments to the revenues, expenditures or budget. The budget and any amendments to the budget shall be approved by a majority of the Administrators. Because the costs to districts must be based on actual resident students enrolled and served in the Consortium program, and students may move, drop out or join the program throughout the school year, the budget estimated to be paid by each member district may require adjustment throughout the year accordingly.

The fiscal agent member shall provide itemized billings for the costs set out in this Agreement, within thirty (30) days of the end of each month. No billing shall be provided directly to resident

districts from a third party provider, including the purchased service provider. Each member shall promptly pay its amount at its next board meeting, but no later than thirty (30) days from receipt of the itemized bill. If any costs were estimated in the first three quarters, the final quarter's billing shall be adjusted to ensure that the costs are the actual costs for special education for the entire year and the correct share of costs pursuant to this Agreement. "Itemized" billing means a bill in sufficient detail that each member district can meet its legal fiscal responsibilities, including but not limited to, determining performance of the IEP requirements for each of its students, reporting expenditures from the correct funding source in accordance with the permissive uses guidance document issued in December 2013, filing Medicaid claims or special education claims or determining that such claims have been filed and billed costs reduced by that amount, etc.

Each resident district shall be billed for and pay the actual costs of the educational program for each of its resident students pursuant to the IEP. "Actual costs" is a term referring to the excess costs of providing instruction for children requiring special education, above the costs of instruction of pupils in a regular curriculum. "Actual costs" should not be confused with the common meaning of actual as 'all costs incurred' which might include non-instructional costs or costs of instruction that are substantially similar to the costs of instruction in regular curriculum. To the extent that the costs are directly related to the provision of special education services pursuant to the IEPs, these costs are special education costs in the member districts. In the case of a Consortium, the general purpose percentage [GPP] would not be billed as a part of the actual costs, because the non-IEP costs are being allocated to member districts otherwise; billing for GPP would result in duplicated billing.

Specialized costs for identified limited English proficient (LEP) students above the costs of providing instruction for students in a regular curriculum, may be billed to each member district of such identified LEP students in the proportion that each member's student FTE enrolled in the Consortium program and using that specialized LEP instruction bears to the total of all members' student FTE enrolled and using that specialized LEP instruction. Costs must be exclusively for identified LEP students and must be related to LEP instruction above the regular curriculum. Such costs will be billed as an individualized cost and may be paid from the LEP weighted funding (280.4), from SBRC modified supplemental amount (257.31(5)"j"), or from general fund, general purpose funding.

In the case where a lease agreement is approved by the Administrators and their respective boards, and the facility being leased is not a school building owned or leased by a member district, the annual cost of the lease may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year. This must be agreed to by the majority of the Administrators. The lease would be paid from either PPEL or SAVE and is not a special education cost. No costs related to debt, facility use charges or new construction/remodeling may be charged. No lease or use of space cost is permitted if the building is owned or leased by a member school district. The lease agreement will cover only classroom space utilized exclusively by the consortium and shall be at the FRV for the community in which the classroom space is located. The FRV will include operation and maintenance costs.

If a lease agreement is not approved and the cost of insurance other than employee insurances for the host district is increased as a result of the Consortium Program (liability), the excess cost of liability insurance over the normal cost of liability in the host district, may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year. This must be agreed to by the majority of the Administrators. The cost is a management fund cost.

Each resident district shall be billed for and pay costs related to the use of the host district's facilities for operation of the SWIAC consortium classroom if those costs exceed the costs the host district would have had if the consortium classroom was not in that district school building. The non-instructional costs may include maintenance (janitorial services, snow and ice removal, and lawn care) estimated at \$9,196.20, and utilities and services (gas, electricity, water, sewer, garbage disposal, and pest control) estimated at \$11,348.00. Costs shall exclude any costs of the Apex Program which are not exclusively related to offering the special education instructional program to the consortium. Because the consortium is located on district property, there shall be NO use charge, lease or rental charged to school districts. Operation and maintenance costs, if allowable, are General Fund costs and may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year.

Food service will be provided by the host district in the same way that food service is provided to other students attending public school within the district boundaries.

The cost of teachers and aides that are not included in actual costs of special education (salaries, FICA, IPERS, health insurances (but not such things as early retirement incentives, TSAs, worker compensation payments or premiums, unemployment)), may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year. This must be agreed to by the majority of the Administrators. These costs would be general fund, general purpose expenditures.

Professional development and teacher travel that is specific and unique to the students served in the Consortium Program, may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year. This must be agreed to by the majority of the Administrators. If the professional development/travel is special education professional development directly related to provision of IEP services, it may be charged to special education funding by the member districts; if not special education professional development directly related to provision of IEP services or is generic professional development even if to special education staff, it is a general fund, general purpose expenditure.

The cost of supplies and equipment that are not included in actual costs of special education, may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year. This must be agreed to by the majority of the Administrators. These costs would be general fund, general purpose expenditures.

The cost of purchased instructional services (whether from the AEA or from a private provider) that are not individualized costs or not appropriate to be included in actual costs of special education, may be billed to each member district in the proportion that each member's student FTE enrolled in the Consortium program bears to the total of all members' student FTE enrolled during that school year. This must be agreed to by the majority of the Administrators. These costs would be general fund, general purpose expenditures.

CONTRACTED SERVICES

Billings from any purchased service provider must be "itemized" in sufficient detail that each member district can meet its legal fiscal responsibilities, including but not limited to, the ability to:

- Determine performance of the IEP requirements for each of its students.
- Report expenditures from the correct funding source in accordance with the permissive uses guidance document issued in December 2013 and any subsequent rules or Department guidance.
- Ensure that costs are itemized for the purpose of submitting Medicaid claims or special education claims or determining that such claims have been filed and billed costs reduced by that amount, etc.
- Ensure that the costs are limited to actual costs of special education as defined by Iowa Code, rules, or Department guidance.
- Ensure that each item is an item on the student's individual IEP so that re-billings are accurate.
- Ensure that items such as services of a nurse are identified and are linked only to students with services of a nurse included on the individual student's IEP.
- Ensure that each item is paid from the correct fund.
- Ensure that each item is paid from the correct funding stream (special education weighted funding, IDEA Part B or Part C, LEP, Title 1, general purpose funding, etc.).
- Ensure that any administrative costs are allowable and itemized for the purpose of requesting permission from the SBRC to pay those costs from special education weighted funding rather than general purpose funding.
- Ensure that costs that are not included within the definition of actual costs of special education instructional programs are separately identified so that they are not paid from any special education funding streams. For this purpose, at a minimum, this would require costs itemized to the function and object level that districts are required to enter on the CAR-COA. There cannot be a single special education cost when that cost includes non-instructional items or includes mixed programs, funds, functions or objects. Therefore, there would be separate purchased services (even if in the same Agreement) for such things as instruction, support services, administration.
- Ensure that no costs were paid from grants or other funding resources the private purchased service provider received or was entitled to receive for any cost to be paid by the district which was properly paid from, or should have been paid from, a different source. The IDEA provides that education agencies are payors of last resort.

- Ensure that any profit built in by a private for-profit service provider is reasonable. The district has a stewardship responsibility to look at those costs to evaluate the cost effectiveness of purchasing services versus providing the services directly as well as to have procedures in place to meet the coming requirements of the omni-circular related to procurement.
- Ensure that no costs are “per pupil rates.”
- Ensure that no costs are related to purchasing spaces or other phantom student models.
- Ensure time records are maintained when personnel are paid from multiple funding streams and costs are proportionate to time.
- Ensure that if GPP is part of the billing, that the GPP has been used to reduce the costs which are not defined by Code as special education instructional costs.

AMENDMENTS

The provisions of this Agreement may be added to, amended or modified by a unanimous vote of the administrators of all member districts and approved by their respective school boards. Votes must be cast at a duly called meeting by all administrators physically present. All other Consortium business not pertaining to amending this Agreement shall be decided by a simple majority of the administrators of all member districts.

DURATION

Subject to the rights of amendment, modification or termination, this Agreement shall be in full force and in effect from the date of execution until June 30, 2020 and shall automatically renew every July 1 for one-year periods unless participation is terminated by a member by providing written notice to all other members on or before January 1 or terminated by mutual agreement of all of the member districts. This Agreement will be reviewed annually by the Administrators, beginning in January 2020.

TERMINATION

On termination of the Agreement, all assets owned by member districts shall be returned to the member district, and all Consortium assets remaining after payment of all liabilities shall be distributed to each member district, at fair value, on the basis of its total FTE of student enrollment on October 1 in the year of termination in proportion to the total student enrollment of all member districts on October 1. If assets are insufficient to pay all liabilities, members shall be assessed in such proportion. Also, upon termination of this Consortium Agreement, any remaining equipment, supplies, textbooks, and furniture purchased jointly on a prorated basis shall be divided by the same proration, subject to depreciation. Such items will be physically divided, if possible. If not possible, one district shall compensate the other districts for their prorated share of the depreciated value.

CROSS INDEMNIFICATION

If any claim for damage, injury or other loss (hereinafter “loss”) is made by or on behalf of a student, the district transporting or supervising the student at the time of the loss shall be

responsible for any payment of claims, damages or judgments arising out of the loss, and that transporting or supervising district shall indemnify, defend, and hold harmless the non-transporting or non-supervising district if a claim is made against the non-transporting or non-supervising district for a loss which occurred while the student was under the supervision and control of the transporting or supervising district. Both member districts and the host district agree to carry liability insurance or otherwise contract for coverage of claims consistent with this Agreement.

Otherwise, to the extent permitted by law, each of the member districts shall protect, defend, hold harmless, and indemnify the other member districts from and against any and all claims, losses, costs, damages, and expenses including attorneys' fees and expenses, which the other districts may incur by reason of the indemnifying party's negligence, breach of this Agreement or violation of law or right of a third party or that of the indemnifying party's officers, employees or agents.

APPLICATION OF LAWS, RULES, AND REGULATIONS

This Agreement and all policies, rules, and regulations adopted by the Administrators to govern the operation of the program shall comply with the laws of the state of Iowa, with rules and regulations of the Iowa Department of Education, and with federal laws and regulations. Any provisions of this Agreement in conflict therewith shall be null and void and the remainder of the Agreement shall be binding upon all members.

All member districts shall refrain from any action which would violate any law, rule, policy or regulation of any governmental body or agency having jurisdiction over this Agreement.

All member districts agree to cooperate as needed to assure that all required services and responsibilities are provided by the members and that the educational programs and activities are operated in compliance with all applicable laws.

BINDING EFFECT

This Agreement shall be binding upon, and inure to the benefit of, the member districts hereto and their successors and assigns.

EXECUTION IN COUNTERPARTS

This Agreement may be simultaneously executed in one or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument.

SEVERABILITY

If any clause, provision or section of this Agreement shall, for any reason, be held illegal or invalid by a court or state or federal agency, the illegality or invalidity of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections hereof, and this

Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not been contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such agreement or obligation shall be deemed to be void. Failure of a member to enter into this Agreement in accordance with Iowa law or inability of a member to be a party to this Agreement shall not affect the validity or enforceability of this Agreement as to all other members.

In commemoration of this Consortium Agreement, the presidents and secretaries of the respective boards of education sign this Agreement on the dates set below, the Agreement having been passed by a majority roll call vote of each board.

Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not been contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such agreement or obligation shall be deemed to be void. Failure of a member to enter into this Agreement in accordance with Iowa law or inability of a member to be a party to this Agreement shall not affect the validity or enforceability of this Agreement as to all other members.

In commemoration of this Consortium Agreement, the presidents, and secretaries of the respective boards of education sign this Agreement on the dates set below, the Agreement having passed by a majority roll call vote of each board.

For the Host and Fiscal Agent Member School District – Glenwood CSD:

Board President _____ Dated _____

Board Secretary _____ Dated _____

For the Member School District - _____

Board President _____ Dated _____

Board Secretary _____ Dated _____

706 – Payroll Procedures

706.1 - Payroll Periods (no changes)

The payroll period for the school district is monthly. Employees shall be paid on the 10th day of each month. If this day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess or weekend.

It shall be the responsibility of the board secretary to issue payroll to employees in compliance with this policy.

Approved November 11, 2013

Reviewed ~~November 26, 2018~~ August 2, 2023

Revised November 26, 2018

706.2 - Payroll Deductions (no changes)

Ease of administration is the primary consideration for payroll deductions, other than those required by law. Payroll deductions are made for federal income tax withholdings, Iowa income tax withholdings, social security, and the Iowa Public Employees' Retirement System (IPERS).

Employees may elect to have payments withheld for district-related and mutually agreed upon group insurance coverage and/or tax-sheltered annuity programs. Requests for these deductions will be made in writing to the superintendent. Requests for purchase or change of tax-sheltered annuities may be made at any time while the individual is employed in the Red Oak Community School District.

It is the responsibility of the superintendent to determine which additional payroll deductions will be allowed.

Approved November 11, 2013

Reviewed ~~October 29, 2013~~ August 2, 2023

Revised November 26, 2018

706.3 - Pay Deductions (no changes)

The district provides leaves of absences to allow employees to be absent from work to attend to important matters outside of the workplace. As public employers, school districts are expected to record and monitor the work that employees perform and to conform to principles of public accountability in their compensation practices.

Consistent with principles of public accountability, it is the policy of the district that, when an employee is absent from work for less than one work day and the employee does not use accrued leave for such absence, the employee's pay will be reduced or the employee will be placed on leave without pay if:

- the employee has not sought permission to use paid leave for this partial-day absence,
- the employee has sought permission to use paid leave for this partial-day absence and permission has been denied,
- the employee's accrued paid leave has been exhausted, or
- the employee chooses to use leave without pay.

In each case in which an employee is absent from work for part of a work day, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time which is equal to the employee's absence from the employee's regularly scheduled hours of work on that day.

The district complies with all applicable laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The district will not make pay deductions that violate either the federal or state laws.

Any employee who believes that the district has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint with the Board Secretary. Within 15 business days of receiving the complaint, the Board Secretary will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made. This complaint procedure is available in addition to any other complaint process that also may be available to employees.

Approved November 11, 2013

Reviewed ~~October 29, 2013~~ August 2, 2023

Revised November 26, 2018

707 - Fiscal Reports

707.1 - Secretary's Reports (no changes)

The board secretary will report to the board each month about the receipts, disbursements and balances of the various funds. This report will be in written form and sent to the board with the agenda for the board meeting.

Approved November 11, 2013
Reviewed ~~November 26, 2018~~ August 2, 2023
Revised November 26, 2018

707.2 - Treasurer's Annual Report (no changes)

At the annual meeting, the treasurer will give the annual report stating the amount held over, received, paid out, and on hand in the general and Physical Plant and Equipment funds. This report is in written form and sent to the board with the agenda for the board meeting. The treasurer will also furnish the board with a sworn statement from each depository showing the balance then on deposit.

It is the responsibility of the treasurer to submit this report to the board annually.

Approved November 11, 2013
Reviewed ~~October 29, 2013~~ August 2, 2023
Revised November 26, 2018

707.3 - Publication of Financial Reports (no changes)

Each month the schedule of bills allowed by the board is published in a newspaper designated as a newspaper for official publication. Annually, the total salaries paid to employees regularly employed by the school district will also be published in a newspaper designated as a newspaper for official publication.

It is the responsibility of the board secretary to publish these reports in a timely manner.

Approved November 11, 2013
Reviewed ~~November 26, 2018~~ August 2, 2023
Revised November 26, 2018

707.4 – Audit (no changes)

To review the funds and accounts of the school district, the board will employ an auditor to perform an annual audit of the financial affairs of the school district. The superintendent will use a request for proposal procedure in selecting an auditor. The administration will cooperate with the auditors. Such annual audit reports shall remain on permanent file in the central office of the school district.

Approved November 11, 2013

Reviewed ~~November 26, 2018~~ August 2, 2023

Revised November 26, 2018

707.5 - Internal Controls (no changes)

The Board expects all board members, employees, volunteers, consultants, vendors, contractors, students and other parties maintaining any relationship with the school district to act with integrity, due diligence, and in accordance with all laws in their duties involving the school district's resources. The board is entrusted with public dollars and no one connected with the school district should do anything to erode that trust.

Internal control is the responsibility of all employees of the school district. The superintendent, business manager and board secretary shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school district subject to review and approval by the board. Administrators shall be alert for any indication of fraud, financial impropriety, or irregularity within the administrator's area of responsibility.

Any employee who suspects fraud, impropriety, or irregularity shall report his/her suspicions immediately to his/her immediate supervisor and/or the superintendent, and/or an audit committee member. The superintendent and/or an audit committee member shall have primary responsibility for any necessary investigations and shall coordinate investigative efforts with the board's legal counsel, auditing firm, and other internal or external departments and agencies, including law enforcement officials, as the superintendent and/or an audit committee member may deem appropriate.

Employees bringing forth a legitimate concern about a potential impropriety will not be retaliated against and those who do retaliate against such an employee will be subject to disciplinary action up to, and including, discharge.

In the event the concern or complaint involves the superintendent, the concern shall be brought to the attention of the board president and/or an audit committee member who shall be empowered to contact the board's legal counsel, insurance agent, auditing firm, and any other agency to investigate the concern or complaint.

Upon approval of the board, the superintendent and/or an audit committee member may contact the State Auditor or elect to employ the school district's auditing firm or State Auditor to conduct a complete or partial forensic/internal control audit annually or otherwise as often as deemed necessary. The superintendent is authorized to order a complete forensic audit if, in the superintendent's judgment, such an audit would be useful and beneficial to the school

district. The superintendent and/or an audit committee member shall ensure the State Auditor is notified of any suspected embezzlement or theft pursuant to Iowa law. In the event there is an investigation, records will be maintained for use in the investigation. Individuals found to have altered or destroyed records will be subject to disciplinary action, up to, and including termination.

Approved November 11, 2013

Reviewed ~~November 26, 2018~~ August 2, 2023

Revised November 26, 2018

707.5R1 - Internal Controls Regulation (minor additions)

Fraud, financial improprieties, or irregularities include, but are not limited to:

- Forgery or unauthorized alteration of any document or account belonging to the district.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling of money or reporting of financial transactions.
- Profiteering because of “insider” information of district information or activities.
- Disclosing confidential and/or proprietary information to outside parties.
- Accepting or seeking anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.
- Destroying, removing, or inappropriately using district records, furniture, fixtures, or equipment.
- Failing to provide financial records to authorized state or local entities.
- Failure to cooperate fully with any financial auditors, investigators or law enforcement.
- Any other dishonest or fraudulent act involving district monies or resources.
- Acting for purposes of personal financial gain, rather than in the best interest of the district.
- Providing false, inaccurate or misleading financial information to district administrators or the board of directors.

The superintendent and/or an audit committee member shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the superintendent, and/or an audit committee member, or board vice-president if the investigation centers on the superintendent, shall issue a report to the board and appropriate personnel. The final

disposition of the matter and any decision to file or not file a criminal complaint or to refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with district legal counsel. The results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know until the results are made public.

708 - District Records

708.1 - District Records (some additions)

School district records are housed in the central administration office of the school district. It is the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

- Secretary’s financial records..... Permanently
- Treasurer’s financial records..... Permanently
- Minutes of the Board of Directors..... Permanently
- Annual audit reports..... Permanently
- Annual budget..... Permanently
- Permanent record of individual pupil..... Permanently
- **School election results..... Permanently**
- **Real property records (e.g., deeds, abstracts)..... Permanently**
- Records of payment of judgments against the school district..... 20 years
- Bonds and bond coupons..... ~~10 years~~ **11 years after maturity, cancellation, transfer, redemption, and/or replacement**
- Written contracts..... ~~10 years~~ **11 years**
- Cancelled warrants, check stubs, bank statements, bills, invoices, and related records..... 5 years
- Recordings of closed meetings..... 1 year
- Program grants..... As determined by the grant
- Nonpayroll personnel records..... 7 years
- Payroll records..... 3 years
- **Employment applications..... 2 years**
- **School meal program accounts/records..... 3 years after submission of the final claim for reimbursement**

In the event that any federal or state agency requires a record be retained for a period of time longer than that listed above for audit purposes or otherwise, the record shall be retained beyond the listed period as long as is required for the resolution of the issue by the federal or state agency.

Employees' records are housed in the central administration office of the school district. The employees' records are maintained by the superintendent, the building administrator, the employee's immediate supervisor, and the board secretary.

An inventory of the furniture, equipment, and other non-consumable items other than real property of the school district is conducted annually under the supervision of the superintendent. This report is filed with the board secretary.

The permanent and cumulative records of students currently enrolled in the school district are housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. The building administrator is responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district are housed in the high school principal's office. These records will be maintained by the superintendent.

The superintendent may electronically store and/or back-up or use any other reliably mass storage method to preserve school district records and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction of a microfilmed record meets the same legal requirements as the original record.

The board secretary shall act as custodian of public records of the district and shall be responsible for implementing the requirements of the Iowa public records law. Such records shall be open for public examination, except that records required or authorized to be kept confidential by law shall not be made available for public examination. The board secretary may seek opinion of counsel as to whether a record is a public or confidential record prior to releasing the document. Public records may be examined during hours in which the central office is open, generally 8:00 a.m. to 4:00 p.m. Such examination shall be done under the supervision of the board secretary or the board secretary's designee. No person shall destroy, alter, disorganize, or damage any record or remove any record from the central office. If the examination will take longer than 15 minutes, the board secretary is authorized to charge his/her or the designee's hourly wage for duties in supervising the examination. Copies may be made of public records upon payment of a designated fee per page.

Approved November 11, 2013

Reviewed ~~October 29, 2013~~ August 2, 2023

Revised November 26, 2018

709 - Insurance Program

709.1 - Insurance Program (no changes)

The board will maintain a comprehensive insurance program to provide adequate coverage against major types of risk, loss, or damage, as well as legal liability. The comprehensive insurance program is reviewed once every three years.

The board will purchase insurance at replacement values, when possible, after reviewing the costs and availability of such insurance. Insurance will only be purchased through legally licensed Iowa insurance agents.

The school district will assume the risk of property damage, legal liability, and dishonesty in cases in which the exposure is so small or dispersed that a loss does not significantly affect the operation of the education program or financial condition of the school district. Insurance of buildings, structures, or property in the open will not generally be purchased to cover loss exposures below \$1,000 unless such insurance is required by statute or contract.

Administration of the insurance program, making recommendations for additional insurance coverage, placing the insurance coverage and loss prevention activities is the responsibility of the superintendent. The board secretary is responsible for maintaining the fixed assets management system, processing claims and maintaining loss records. The board may retain a private organization for fixed assets management services.

Approved November 11, 2013

Reviewed ~~October 29, 2013~~ August 2, 2023

Revised November 26, 2018

710 - School Food Services

710.1 - School Food Program (no changes)

The purpose of the school food program shall be to provide nutritional, balanced meals to the students of the school district on a non-profit basis and to utilize the program as an instrument to teach nutrition education.

The school district will operate a school lunch and breakfast program in each attendance center. The school food program services will include hot lunches through participation in the National School Lunch Program and supplementary foods for students during the school day. Students may bring their lunches from home and purchase milk or juice and other incidental items.

School food service facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the food service director for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with board policy.

The school food program is operated on a nonprofit basis. The revenues of the school food program will be used only for paying the regular operating costs of the school food program. Supplies of the school food program will only be used for the school food program.

The board will set, and periodically review, the prices for school lunches, breakfast and special milk programs. It is the responsibility of the superintendent to make a recommendation regarding the prices of school lunch, breakfast and milk. Employees, students and others will be required to purchase tickets for meals consumed.

It is the responsibility of the food service director to administer the program and to cooperate with the superintendent and head cook for the proper functioning of the school food program.

Approved December 16, 2013

Reviewed ~~November 11, 2013~~ August 2, 2023

Revised November 26, 2018

710.2 - Free or Reduced Cost Meals Eligibility (revisions)

Students enrolled and attending school in the school district who **meet USDA eligibility guidelines will be provided the school nutrition program services at no cost or at a reduced price.** ~~are unable to afford the special milk program, the cost or a portion of the cost of the school lunch, breakfast and supplemental foods will be provided the school food program services at no cost or at a reduced cost.~~

The district shall at least twice annually notify all families of the availability, eligibility criteria, and application procedures for free or reduced price meals in accordance with state and federal law.

It is the responsibility of the building principal to determine ~~if a student qualifies for free or reduced cost school food services~~ **the eligibility of students for free or reduced price school nutrition programs, in accordance with criteria established by state and federal law.** ~~Students whom the principal believes are improperly nourished will not be denied the school food program services simply because the paperwork has not been completed.~~ **If school personnel have knowledge of a student who is in need of free or reduced-price meals, school personnel shall contact the building principal.**

Students who participate in free or reduced price meal programs will not be distinguished in any way from students who pay the regular price; great care shall be taken to protect the anonymity of these students. Their names will not be made known to any person except such staff member or members as needed to make the special arrangements for them.

Employees will be required to pay for meals consumed.

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

Approved December 16, 2013

Reviewed ~~November 11, 2013~~ August 2, 2023

Revised November 26, 2018

710.3 Meal Charges and Negative Balances (no changes)

MEAL CHARGES

In accordance with state and federal law, The Red Oak Community School District adopts the following policy to ensure school district employees, families and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

- I. Grades K-6th
 - Students will be allowed to charge reimbursable meals.
 - Ala carte items are not part of the USDA program and are not allowed to be charged if a student has a negative balance.
- II. Grades 7th-12th
 - Students will be allowed to charge reimbursable meals up to \$10.00
 - Ala carte items are not part of the USDA program and are not allowed to be charged if a student has a negative balance.
- III. District Employees
 - District employees shall not be allowed to charge meals or carry a negative balance.
 - All meal purchases must be prepaid before meal service begins

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Families will be notified by an automated calling system and e-mail notification. Negative balances of more than \$50 not paid prior to the end of the month will be turned over to the Superintendent or Superintendent's designee for collection. Negative balances of more than \$15 not paid prior to the end of the school year will be turned over to the Superintendent or Superintendent's designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

Free/Reduced Priced Meals

Free and reduced priced meals are available to those families who qualify. Information regarding free or reduced priced meals will be provided at least twice annually to the parents or guardians of all enrolled students. Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

If a student owes money for five or more meals, school personnel may contact the student's parent or guardian to provide information regarding the application for free or reduced priced meals or to provide information on other options or assistance available.

Unpaid Student Meals Account

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The Superintendent may develop an administrative process to implement this policy.

Approved: October 10, 2022

Reviewed: August 2, 2023

Revised

711 – Transportation

711.1 - Student Eligibility for School Transportation Services (minor change)

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

~~The board shall annually approve bus routes upon the recommendation of the superintendent and the transportation director.~~ Transportation R routes will be determined after considering the number of students to be transported in each area of the district, the seating capacity of the buses, the distance to be traveled, safety factors, efficiency and economy of the routes, and such other factors as deemed pertinent. The superintendent or the superintendent's designee may temporarily adjust routes as deemed necessary.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of a student to and from a special education support service is a function of that service, and is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.

- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions.

Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

Approved November 11, 2013

Reviewed ~~October 29, 2013~~ August 2, 2023

Revised November 26, 2018

711.2 - Student Conduct on School Transportation (no changes)

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the transportation director and building administrator.

The board supports the use of video cameras, including video and audio recordings, on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras may be used to monitor student and/or employee behavior and may be used as evidence in a student or employee disciplinary proceeding. The

video recordings may be student records or employment records subject to school district confidentiality, board policy, and administrative regulations.

After one violation of the bus conduct rules, or for a serious violation of bus conduct rules, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

Approved December 16, 2013

Reviewed ~~November 11, 2013~~ August 2, 2023

Revised November 26, 2018

711.2R1 - Student Conduct on School Transportation Regulation (no changes)

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement (that is, vandalism is not allowed).
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation (students are to talk lowly and softly).
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully. Verbal abuse will not be tolerated.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.

16. Objects of any kind are not to be thrown about the vehicle nor out through the windows.
 17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
 18. Students will keep feet off the seats.
 19. Roughhousing in the vehicle is prohibited.
 20. Students will refrain from crowding or pushing.
 21. Students are to “keep their hands to themselves.”
 22. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
 23. The Good Conduct Rule is in effect.
-

711.2R2 - Use of Video Cameras on School Transportation Regulation (no changes)

The board supports the use of video cameras on school transportation as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses or other school vehicles used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the video recordings may be used as evidence in a student or employee disciplinary proceeding.

Student and Employment Records

The content of the video recordings may be a student or employment record subject to board policy and administrative regulations regarding confidential student and employment records. If the video recording is considered a student record, only those persons with a legitimate educational purpose may view the video recordings. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A video recording recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the video recording becomes the subject of a student or employee disciplinary proceeding, it will be treated like other evidence in the proceeding.

Notice

The school district will annually provide the following notice to students and parents:

The Red Oak Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video recordings may be used in a student disciplinary proceeding. The content of the video recordings are confidential student records and will be retained with other student records. Video recordings will only be retained if necessary for use in a student disciplinary

proceeding or other matter as determined necessary by the administration. Parents may request to view video recordings of their child if the video recordings are used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school transportation equipped with a video camera:

This vehicle is equipped with a video/audio monitoring system.

Review of Video Recordings

The school district may review video recordings randomly. The video recordings may be recirculated for erasure after 10 school days.

Viewing of video recordings is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and the date the video recording was viewed.

Video Monitoring System

Video cameras will be rotated randomly on school district transportation.

Determination of how video cameras will be used and which school buses or vehicles will be equipped with video equipment will be made by the superintendent in consultation with the building principals and transportation director.

Student Conduct

Students are prohibited from tampering with the video cameras on the school buses or vehicles. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

711.2R3 - School Transportation Discipline Procedures (no changes)

The operation of safe, efficient, and economical transportation requires that all passengers observe the associated set of regulations. In order to avoid any misunderstanding that might develop at a future date, the procedures described below will be followed in the event of a violation of the rules.

First Violation;

1. The driver will discuss the problem with the child.
2. The driver will file a bus conduct report with the transportation manager and principal.
3. The driver will contact the parent. It is the driver's responsibility to make the initial parent contact and try to solve the problem. If that does not work, then the transportation supervisor will take over.

Second Violation:

1. The driver will file a bus conduct report with the transportation manager and the principal.
2. The transportation manager shall call the parent, or make a personal contact, to inform the parent of a second violation.
3. The principal will arrange a meeting with the principal (or designee), transportation manager, driver, and student.
4. Bus riding privileges may be suspended for one day to two weeks. This decision will be made by the principal, with input from the transportation manager and the driver.

Third Violation: On the third violation, the student may lose bus riding privileges for three days to one semester; this decision will be made by the principal, with input from the transportation manager and the driver.

Any Further Violations: Automatic loss of bus-riding privileges for a minimum of one semester. A student returning after this level of the procedures will again face the loss of bus riding-privileges for a semester for another violation.

When, in the judgment of the bus driver, behavior by a rider is such that it becomes an immediate threat to the safety of other riders, driver and/or the bus itself, the driver will take action to remove the student from the bus without going through the above steps. In severe cases, when a student must be removed before reaching his/her destination, the driver will stop the bus in a safe place and call for assistance. The student will remain on the bus until assistance arrives. Then the student will be removed and transported by the person(s) providing assistance.

In summary, when a threat to bus safety occurs, the students(s) responsible may lose bus riding privileges without going through the “First Violation, Second Violation, Third Violation” process as listed above.

To ride a school bus is a privilege paid for by property taxes, a privilege that should never be lost. However, if bus safety is jeopardized due to student behavior, the student will lose bus riding privileges. We trust that we will receive parent/guardian support in our effort to achieve bus safety.

711.3 - Student Transportation for Extracurricular Activities (no changes)

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating in extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent. Students attending extracurricular events, other than those held at the school district facilities may be transported to the extracurricular event by school district transportation vehicles.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal or the athletic director prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

It is the responsibility of the superintendent to make a recommendation to the board annually as to whether the school district will provide the transportation authorized in this policy. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

Approved December 16, 2013

Reviewed ~~November 11, 2013~~ August 2, 2023

Revised November 26, 2018

711.4 - Student Transportation for Summer School Program (no changes)

Transportation to and from the student's attendance center for summer school instructional programs is within the discretion of the board. It is the responsibility of the superintendent to make a recommendation regarding transportation of students in summer school instructional programs at the expense of the school district. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students involved in summer school programs, and other factors deemed relevant by the board or the superintendent.

The school district may use school vehicles for transportation to and from summer extracurricular activities. The superintendent will make a recommendation to the board annually regarding their use.

Approved December 16, 2013

Reviewed ~~November 26, 2018~~ August 2, 2023

Revised November 26, 2018

711.5 - Transportation of Non-Resident and Nonpublic School Students (no changes)

The board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. Nonresident students paying tuition may be, and resident students attending a nonpublic school accredited by the State Department of Education, will be transported on an established public school vehicle route as long as such transportation does not interfere with resident public students' transportation. Nonresident and nonpublic school students will obtain the permission of the superintendent prior to being transported by the school district.

Parents of resident students who provide transportation for their children attending a nonpublic school accredited by the Iowa Department of Education will be reimbursed at the established state rate. This reimbursement is paid only if the school district receives the funds from the state. If less than the amount of funds necessary to fully reimburse parents of the nonpublic students is received by the school district, the funds will be prorated.

The charge to the nonresident students is determined based on the students' pro rata share of the actual costs for transportation. The parents of these students are billed for the student's share of the actual costs of transportation. The billing is according to the schedule developed by the superintendent. It is the responsibility of the superintendent to determine the amount to be charged and report it to the board secretary for billing.

Continued transportation of nonresident and nonpublic school students on a public-school vehicle route will be subject to resident public school students' transportation needs. The superintendent will make a recommendation annually to the board regarding the method to be used. In making a recommendation to the board, the superintendent will consider the number of students to be transported, the capacity of the school vehicles, the financial condition of the school district and other factors deemed relevant by the board or the superintendent.

Nonresident and nonpublic school students are subject to the same conduct regulations as resident public students as prescribed by board policy, and to other policies, rules, or regulations developed by the school district regarding transportation of students by the school district.

Approved December 16, 2013

Reviewed ~~November 26, 2018~~ August 2, 2023

Revised November 26, 2018

711.6 - Transportation of Non-School Groups (no changes)

Only in unusual circumstances will the board make school district transportation vehicles available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from nonschool-sponsored activities in the state. The local nonprofit entity must pay the cost of using the school district vehicle as per the current fee schedule.

In the event school district transportation vehicles are made available to local nonprofit entities, it is the responsibility of the superintendent to develop requirements for application for, use of, and payment for using the school district transportation vehicles.

Approved December 16, 2013

Reviewed ~~November 11, 2013~~ August 2, 2023

Revised November 26, 2018

711.7 - School Vehicle Safety Instruction (no changes)

The school district will conduct school bus and other vehicle safe riding practices instruction and emergency safety drills at least twice during the school year for students who utilize school district transportation.

Each school vehicle will have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This will include, but not be limited to, students with disabilities.

School district vehicle drivers are required to attend each safety drill. Employees are responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices.

Approved December 16, 2013

Reviewed ~~November 11, 2013~~ August 2, 2023

Revised November 26, 2018

711.8 - Transportation in Inclement Weather (no changes)

School district vehicles will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent. The superintendent will be assisted by the actual “on location” decisions and reports through the director of transportation.

Bus drivers will report weather and road conditions by bus radio when requested to do so. If radio contact is not possible, the driver will proceed to the next stop which does not present a hazard and make telephone contact personally, with the assistance of a student rider, monitor, or other person.

When school is cancelled because of weather anywhere in the school district, all schools will be closed. Employees and students will be notified by commercial radio, television, web site and/or automated phone service when school is cancelled or temporarily delayed.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced as outlined above. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents.

Approved December 16, 2013

Reviewed ~~November 11, 2013~~ August 2, 2023

Revised November 26, 2018

711.9 - School Vehicle Idling (no changes)

The board recognizes that it has a role in reducing environmental pollutants and in assisting students and others be free from pollutants that may impact their respiratory health. Unnecessary vehicle idling emits pollutants and wastes fuel. The board directs the superintendent and the director of transportation to collaborate and provide appropriate training and directives to bus drivers in an effort to reduce school vehicle idling time.

Approved December 16, 2013

Reviewed ~~November 26, 2018~~ August 2, 2023

Revised November 26, 2018

711.10 - School Bus Seat Belts (no changes)

It is the goal of the Red Oak Community School District Transportation Department to provide the safest student transportation possible. Beginning in 2020-21, the District is purchasing school buses equipped with lap/shoulder seat belts. The District requires that all students riding a school district bus equipped with seat belts wear seat belts while the bus is in motion.

All students will receive instruction on the proper use of seat belts during the twice annual bus safety drills. Drivers are not responsible (i.e. liable) for students wearing seat belts while riding. Drivers are responsible for instructing students to put on seat belts prior to the bus moving.

Students who may require assistance in using seat belts should ask the bus driver for help, so that all students are safely belted in their seat before the bus is in motion. Drivers will announce prior to the bus leaving that each student needs to be in their seat with the seat belt fastened.

Students refusing to use seat belts create a safety concern for themselves and others, and are subject to school district disciplinary actions. Repeated refusal to wear seat belts can result in suspension from bus riding privileges.

All adults accompanying students as bus riders are expected to utilize the lap/shoulder seat belts, too.

Approved August 24, 2020

Reviewed **August 2, 2023**

Revised

603.6 - Physical Education

Students in grades one through twelve are required to participate in physical education courses unless they are excused by the principal of their attendance center.

Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs. Parents/guardians of students requesting such exemption should file a written request that shall include the basis for the request (e.g., verified health concerns and/or a religious conflict) and a proposed alternative activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

Students in grades 9-12 may also be excused from physical education courses if:

- the student is enrolled in a work-based learning program or other educational program authorized by the school which requires the student to leave the school premises for specified periods of time during the school day, or
- the student is enrolled in academic courses not otherwise available, or
- the student is enrolled in a school sponsored activity which requires at least as much physical activity per week as one-eighth unit of physical education, or
- ~~the student has obtained a physical education waiver for a semester because the student is actively involved in an athletic program.~~
- the student is participating in the Legislative Page Program at the state capitol for a regular session of the general assembly; or
- the student is enrolled in a junior reserve officer training corps.

~~Twelfth grade students may also be excused from physical education courses if the student is enrolled in a cooperative, work study or other educational program authorized by the school which requires the student's absence from school.~~

Students who will not participate in physical education must have a written request or statement from their parents/guardians. **In accordance with the Healthy Kids Act, this statement must be accompanied by a physical activity contract outlining how the child will engage in at least 120 minutes per week of physical activity during the school year.**

Approved June 24, 2013

Reviewed ~~December 19, 2022~~ August 16, 2023

Revised January 25, 2023

TO: Board of Education
Red Oak Comm. School District
604 South Broadway
Red Oak, Iowa 51566

PROJECT: ROCSD Inman Elem Reroof
900 Inman Drive
Red Oak, Iowa 51566

Application No.: 1
Application Date: 7/28/2023
Period to: 7/28/2023

Distribution to:

<input type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

FROM: Elevate Roofing
2509 4th Avenue South
Denison, Iowa 51442

ARCHITECT: Alley Poyner Macchietto Arch
1516 Cuming Street
Omaha, Nebraska 68102

Architect/General
Job/Project #: 23028

CONTRACT FOR: Roofing Work

Contract Date: 5/23/2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

1. ORIGINAL CONTRACT SUM	\$219,228.00
2. Net change by Change Orders	(2,000.00)
3. CONTRACT SUM TO DATE	<u>\$217,228.00</u>
4. TOTAL COMPLETED & STORED TO DATE	\$ 217,228.00
5. RETAINAGE:	
a. 10 % of Completed Work	21,723.00
b. 5 % of Stored Material	<u>0.00</u>
TOTAL RETAINAGE	<u>21,723.00</u>
6. TOTAL EARNED LESS RETAINAGE	195,505.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	0.00
8. CURRENT PAYMENT DUE	\$ <u>195,505.00</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$ 21,723.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

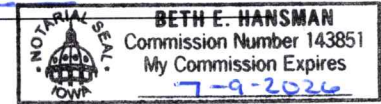
CONTRACTOR: Elevate Roofing

By: Brad Reischl Date: July 28, 2023
Brad Reischl (Jul 28, 2023 10:43 CDT)

State of: Iowa County of: Crawford

Subscribed and sworn to before me this 28th day of July, 2023.

Notary Public: Beth E. Hansman
My Commission expires: 9-Jul-26



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and/or Architect certifies to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 195,505.00
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:
By: _____ Date: _____
ARCHITECT: (NOTE: If multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)
By: Dan Ford Date: August 4th, 2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	(2,000.00)
Total approved this Month	0.00	0.00
TOTALS	0.00	(2,000.00)
NET CHANGES by Change Order		(\$2,000.00)

CONTINUATION SHEET

Contractors signed Certification is attached
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column 1 on Contractor's where viable retainage for line items may apply.

From: Elevate Roofing
 2509 4th Avenue South
 Denison, Iowa 51442

Project: ROCSD Inman Elem Reroof
 900 Inman Drive
 Red Oak, Iowa 51566

Application No.: 1
 Application Date: 7/28/2023
 Period to: 7/28/2023
 Architect/General Project No: 23028

ITEM	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE 10%
			FROM PREVIOUS APPLICATION	THIS PERIOD					
	Mobilization	2,374.00		2,374.00		2,374.00	100%	0.00	\$ 237.00
	Roof Preparation								
	Material	6,921.00		6,921.00		6,921.00	100%	0.00	\$ 692.00
	Labor	11,721.00		11,721.00		11,721.00	100%	0.00	\$ 1,172.00
	Insulation								
	Material	107,149.00		107,149.00		107,149.00	100%	0.00	\$10,715.00
	Labor	11,719.00		11,719.00		11,719.00	100%	0.00	\$ 1,172.00
	Membrane Roofing								
	Material	51,239.00		51,239.00		51,239.00	100%	0.00	\$ 5,124.00
	Labor	21,602.00		21,602.00		21,602.00	100%	0.00	\$ 2,160.00
	Sheet Metal Roofing								
	Material	2,617.00		2,617.00		2,617.00	100%	0.00	\$ 262.00
	Labor	3,886.00		3,886.00		3,886.00	100%	0.00	\$ 389.00
	Change Order #1	(2,000.00)		(2,000.00)		(2,000.00)	100%	0.00	\$ (200.00)
	PROJECT TOTAL	217,228.00	0.00	217,228.00	0.00	217,228.00	100%	0.00	\$21,723.00

Previously approved by board on July 19, 2023:

1) Homecoming:

- a. The homecoming dance will end no later than 11:30 p.m
- b. ONLY 9-12th students enrolled in Red Oak Jr-Sr. High School, or dual enrolled students for extra/co-curricular programs may attend the homecoming dance provided they pay admission and comply with any conditions established.

2) Junior /Senior Prom:

- a. The following people are eligible to attend the junior / senior prom:
 - * Red Oak High School juniors and seniors.
 - * Dates/Guests of the Red Oak juniors and seniors who are under the age of 21 and NOT freshman or younger.
- b. Students must wear formal attire or they may be asked to leave the Prom.

Amend to:

1) Homecoming:

- a. The homecoming dance will end no later than 11:30 p.m.
- b. Homecoming is NOT a formal dance and students are encouraged to dress up in attire related to the homecoming theme selected by the student council.
- c. 9-12th students & guests may attend the homecoming dance provided they pay admission and comply with any conditions established.
- d. Dates/Guests of Red Oak students who are not enrolled at Red Oak High School must be 9th-12th grade and get approval from school administration to be able to attend the homecoming dance.

2) Junior /Senior Prom:

- a. The following people are eligible to attend the junior / senior prom:
 - * Red Oak High School juniors and seniors.
 - * Dates/Guests of the Red Oak juniors and seniors who are under the age of 21 and NOT freshman or younger must get approval from school administration to be able to attend prom.
- b. Students must wear formal attire or they may be asked to leave the prom.

Amendments to 2023-2024 High School Course Book
August 2023

Prep & Production I:

In this course, students will further develop skills learned in previous culinary courses related to commercial food preparation and production. Strong emphasis will be placed on developing nutritional menus and producing a variety of culinary options that support balanced diets. Specific topics include large scale preparation and production, presentation, service skills and catering.

Prerequisites: Successful complete of any 2 foods or baking courses

Prep & Production II:

This course is a continuation of Prep & Production I. Students will continue to develop skills related to menu planning to support balanced diets. Specific topics include large scale preparation and production, presentation, service skills and catering.

Prerequisites: Successful complete of any 2 foods or baking courses