



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 Inman Elementary Campus For:
Board Members, Superintendent, Business Manager
VIA Internet and phone for others-visit website for information

Monday, April 26, 2021 – 5:30 pm

- Agenda – Public Hearing on Conveyance of Real Property at 5:30 p.m.

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bryce Johnson
- 4.0 Communications
 - 4.1 Good News from Red Oak Schools
 - 4.2 Visitors and Presentations
 - 4.2.1 Iowa FFA Leadership Conference and Upcoming FFA Events: Tess Mittag
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from April 12, 2021 and April 14, 2021 *pg 1-4*
 - 5.2 Review and Approval of Monthly Business Reports *pg 5-11*
 - 5.3 Open Enrollment Requests Consideration
 - 5.3.1 Open Enrollment for 10th grader Joslyn Shum from Clarinda Community School District to Red Oak Community School due to a move on 3-30-2021.
 - 5.4 Personnel Considerations
 - 5.4.1 Hiring of Keatis Kunze as IT Support Specialist for the 2021-2022 school year
 - 5.4.2 Hiring of Paige Copple as PK Special Education Teacher for the 2021-2022 school year
 - 5.4.3 Hiring Justin Williams as a Substitute Bus Driver of Trips, contingent on passing State required pre-employment screenings
 - 5.4.4 Hiring of Jamie Nordeen as Special Education Para at Inman Elementary for the 2021-2022 school year
 - 5.4.5 Resignation of Margaret Sondag as 6th grade Teacher at Inman Elementary effective at the end of the 2020-2021 school year

- 5.4.6 Resignation of Dan Pollock as Jr High Football Coach effective at the end of the 2020-2021 school year
- 5.4.7 Resignation of Josh Kippley as Jr High Student Council Advisor effective at the end of the 2020-2021 school year
- 5.4.8 Resignation of Justin Williams as HS Student Council Advisor effective at the end of the 2020-2021 school year
- 5.4.9 Resignation of Spencer Plank as Jr High Track Coach effective at the end of the 2020-2021 school year
- 5.4.10 Resignation of Miranda Vannausdle as Pre-K Paraprofessional at Red Oak Early Childhood Center effective at the end of the 2020-2021 school year
- 5.4.11 Resignation of Dave Carlson as Title 1 Paraprofessional at Inman Elementary effective at the end of the 2020-2021 school year
- 5.4.12 Acceptance of Tristan Johnson as Volunteer Assistant Baseball Coach for the 2020-2021 school year
- 5.5 Special Education Contract
 - 5.5.1 Contract with Sioux City Community School District and Red Oak Community School District for the 2020-2021 school year
- 5.6 Operational Sharing Agreement
 - 5.6.1 Renewal of Guidance Counselor sharing agreement with East Mills Community Schools for the 2021-2022 school year Pg 12
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business
 - 6.1.1 Discussion/Approval of Process for Disposition of the Webster and Bancroft Building
 - 6.2 New Business
 - 6.2.1 Discussion/Approval of Resolution for the Exchange of Real Property between the School District and the City of Red Oak Pg 13-15
 - 6.2.2 Discussion/Approval of 2021-2022 Contracts for Non-Bargained Personnel
 - 6.2.3 Discussion/Approval of Restricting Concurrent Enrollment Offerings to Specific Classes
 - 6.2.4 Discussion/Approval of first Reading of Board Policies 201-205 Pg 26-42
 - 6.2.5 Discussion/Approval of ESSER II Funds for Summer School
 - 6.2.6 Discussion/Approval of Specialty Underwriters Insurance renewal for 2021-2022 Pg 43-44
- 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:
 - Monday, May 10, 2021 – 5:30 pm
 - Red Oak Inman Elementary
 - Red Oak CSD Inman Elementary Campus
- 9.0 Adjournment

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Red Oak Inman Elementary/ Phone/Internet
Red Oak Inman Elementary Campus
April 12, 2021

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 5:30 p.m. at the Red Oak Inman Elementary School Media Center.

Present

Directors: Bret Blackman (via internet due to child's event), Roger Carlson, Jackie DeVries (via internet due to child's event), Bryce Johnson, Kathy Walker
Superintendent Ron Lorenz, Business Manager Deb Drey

Approval of Agenda

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

Good News from Red Oak Schools

The High School National Honor Society inducted 19 new members on March 29, 2021.
The FFA held its annual banquet on March 23, 2021. Several members were honored.
Five members of the FFA competed and received placed in the Iowa FFA Agri-science Fair on March 30, 2021.

The first track meet using the Fully Automated Timing system was a success.

Visitors and Presentations

Jane Chaillie, Leanne Fluckey, Nate Perrien, and Justin Williams reported on the School Improvement Advisory Committee meeting on March 24, 2021.

Consent Agenda

Motion by Director Carlson, second by Director Walker to approve the consent agenda, removing item 5.5.2, including meeting minutes, monthly business reports, personnel considerations, and operational sharing agreements. Motion carried unanimously.

Discussion on the Disposition of Webster and Bancroft

There was discussion on possible requirements and the process for proposals regarding the disposition of the Webster and Bancroft Buildings; determining a meeting date to hear proposals; and determining a public hearing date.

Hazard Mitigation Plan Resolution

Motion by Director Carlson, second by Director Walker to approve the resolution adopting the Montgomery County Multi-Jurisdiction Hazard Mitigation plan for the Red Oak Community School District as presented. Motion carried unanimously.

Montgomery County Ag Society Partnership

Motion by Director Walker, second by Director DeVries to approve the partnership agreement between the Montgomery County Agricultural Society and the Red Oak Community School District as presented. Motion carried unanimously.

Continuation of April 12, 2021 Meeting Minutes-Page 2

West Central Pre School Agreement

Motion by Director Carlson, second by Director Walker to approve the agreement with West Central Community Action Pre School for 2021-2022 school year. Motion carried unanimously.

Public Hearing Resolution

Motion by Director Carlson, second by Director Walker to approve the resolution to hold a public hearing on the property exchange with the City of Red Oak on April 26, 2021, at 5:30 p.m. Motion carried unanimously.

2021-2022 Supplemental Contracts

Motion by Director Walker, second by Director DeVries to issue supplemental contracts for coaches and sponsors for the 2021-2022 school year. Motion carried unanimously.

ROSSA 2021-2023 Master Contract

Motion by Director Walker, second by Director Carlson to approve the Red Oak Support Staff Association 2021-2023 Master Contract and issuance of letters of employment. Motion carried unanimously.

Virtual Classrooms/Conference Rooms

Motion by Director Carlson, second by Director Walker to use Elementary and Secondary School Emergency Relief Funds (ESSER) II funds to create virtual classrooms/conference rooms. Motion carried unanimously.

IES Security Cameras

Motion by Director Walker, second by Director DeVries to use ESSER II funds to install security cameras at Inman Elementary School. Motion carried unanimously.

IES Playground Equipment

Motion by Director Walker, second by Director Carlson to use ESSER II funds to purchase playground equipment at Inman Elementary School. Motion carried unanimously.

Passenger Van

Motion by Director DeVries, second by Director Walker to use ESSER II funds to purchase a passenger van. Motion carried unanimously.

Administrative Center HVAC Unit

Motion by Director Carlson, second by Director Walker to use ESSER II funds to replace the heating, ventilation, and air conditioning unit at the district administrative center. Motion carried unanimously.

Marzano Coaching for Observers

Motion by Director Walker, second by Director Carlson to use ESSER II funds to purchase Side-by-Side Marzano Coaching for Observers. Motion carried unanimously.

Summer School Expansion

Motion by Director Carlson, second by Director Blackman to use ESSER II/ESSER III funds to expand summer school offerings, provide teachers an additional \$1,500 incentive serve, and pay para-professionals and other support staff. Motion carried unanimously.

Continuation of April 12, 2021 Meeting Minutes-Page 3

Adjournment

Motion by Director Carlson, second by Director Walker to adjourn the meeting at 6:30 p.m.

Motion carried unanimously.

Next Board of Directors Meeting

Monday, April 26, 2021 – 5:30 p.m.

Red Oak Inman Elementary/Phone/Internet

Red Oak CSD Inman Elementary Campus

Bryce Johnson, President

Deb Drey, Board Secretary

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Phone/Internet
Red Oak Inman Elementary Campus
April 14, 2021

The special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 5:05 p.m. via phone/internet.

Present

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

Approval of Agenda

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

State Auditor Engagement Letter

Motion by Director Carlson, second by Director Blackman to approve the engagement letter authorizing the Office of the State Auditor of the State of Iowa to review the finances and operations of the FFA program. Motion carried unanimously.

Adjournment

Motion by Director Walker, second by Director Blackman to adjourn the meeting at 5:08 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, April 26, 2021 – 5:30 p.m.
Red Oak Inman Elementary/Phone/Internet
Red Oak CSD Inman Elementary Campus

Bryce Johnson, President

Deb Drey, Board Secretary

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User ID: HARRISH

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AGRIVISION	3307213	25.59
10 9010 2640 000 0000 618	Idler/Bushing for Snow Blower	25.59
Vendor Name AGRIVISION		<u>25.59</u>
CAMBLIN MECHANICAL INC	20-7006	1,574.50
10 9010 2640 000 0000 433	Semi-Annual Heating A/C Inspection	1,574.50
Vendor Name CAMBLIN MECHANICAL INC		<u>1,574.50</u>
CAPITAL SANITARY SUPPLY CO.	48113a	57.75
10 9010 2630 000 0000 618	Urinal Screens	57.75
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>57.75</u>
CHEMSEARCH	7290283	430.04
10 9010 2640 000 0000 433	Water Treatment Boilers	430.04
Vendor Name CHEMSEARCH		<u>430.04</u>
CREXENDO BUSINESS SOLUTIONS, INC	2034870640	348.25
10 9010 1000 100 4055 739	CX275 Phone Wall Mount Kits (35)	348.25
CREXENDO BUSINESS SOLUTIONS, INC	2034966490	1,234.45
10 9010 2510 000 0000 532	Monthly Phone Service - 5/2021	1,234.45
Vendor Name CREXENDO BUSINESS SOLUTIONS, INC		<u>1,582.70</u>
CUMMINS CENTRAL POWER LLC	J3-10821	488.44
10 0418 2640 000 0000 433	IES Generator Service/Repair	488.44
Vendor Name CUMMINS CENTRAL POWER LLC		<u>488.44</u>
DICKEL DUIT OUTDOOR POWER, INC.	49331	14.30
10 9010 2640 000 0000 618	Air Filter for Mower	14.30
DICKEL DUIT OUTDOOR POWER, INC.	49430	77.37
10 9010 2640 000 0000 618	Blades and Bolts for Mowers	77.37
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		<u>91.67</u>
EDGENUITY, INC	807060	525.00
10 9010 1000 100 4055 618	Digital Libraries 6-12 Comprehensive All	525.00
EDGENUITY, INC	807087	3,000.00
10 0109 1000 100 4052 618	Digital Libraries 6-12 Comprehensive All	0.00
10 0109 1000 100 4052 618	Digital Libraries Summer All Courses Con	3,000.00
Vendor Name EDGENUITY, INC		<u>3,525.00</u>
ELECTRONIC CONTRACTING CO.	12304	1,174.05
10 9010 2235 000 0000 359	Paging System with Labor/Travel	1,174.05
Vendor Name ELECTRONIC CONTRACTING CO.		<u>1,174.05</u>
FAREWAY FOOD STORES	304318	33.72
10 0445 2660 000 0000 618	Classroom Counting Manipulatives	33.72

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	FAREWAY FOOD STORES	33.72
FIRST BANKCARD - DEB DREY	40921FBCDD	192.00
10 9010 2235 000 4052 652	Log Me In Subscription Renewal	192.00
Vendor Name	FIRST BANKCARD - DEB DREY	192.00
FIRST BANKCARD - HEIDI HARRIS	40921FBCHH	25.53
10 0109 1300 310 0000 612	Laminators for Classroom	25.53
FIRST BANKCARD - HEIDI HARRIS	40921FBCHH-1	369.05
10 0109 1300 340 0000 612	Baking/Sewing Supplies	369.05
FIRST BANKCARD - HEIDI HARRIS	40921FBCHH-2	6.29
10 9010 2310 000 0000 611	Tape for Admin Office	6.29
FIRST BANKCARD - HEIDI HARRIS	40921FBCHH-4	6.99
10 0418 1000 100 0000 612	Replacement Book for Classroom	6.99
FIRST BANKCARD - HEIDI HARRIS	40921FBCHH-5	150.00
10 0418 2310 000 0000 320	Superintendent Training	150.00
FIRST BANKCARD - HEIDI HARRIS	40921FBCHH-7	86.84
10 0418 1000 100 0000 618	FFA Funds/Binders	86.84
Vendor Name	FIRST BANKCARD - HEIDI HARRIS	644.70
FIRST BANKCARD - OFFICE CARD 1	40921FBC1	23.35
10 0109 2620 000 0000 618	Hydrant Repair Kit	23.35
Vendor Name	FIRST BANKCARD - OFFICE CARD 1	23.35
FIRST BANKCARD - OFFICE CARD 2	40921FBC2	363.60
10 9010 2700 000 0000 618	Headlight Assembly for Buses 1A/3A	363.60
Vendor Name	FIRST BANKCARD - OFFICE CARD 2	363.60
FIRST BANKCARD - OFFICE CARD 3	40921FBC3	137.50
10 0109 1000 421 3227 618	Bowling/Snacks for SBS	137.50
FIRST BANKCARD - OFFICE CARD 3	40921FBC3-1	87.90
10 0109 1000 421 3227 618	Dinner for SBS Kids - Pizza Ranch Pizza	87.90
FIRST BANKCARD - OFFICE CARD 3	40921FBC3-2	79.92
10 0109 1000 421 3227 618	Dinner SBS on 3/26 Before Movie	79.92
FIRST BANKCARD - OFFICE CARD 3	40921FBC3-3	52.50
10 0109 1000 421 3227 618	Subway Before MS Play SBS	52.50
Vendor Name	FIRST BANKCARD - OFFICE CARD 3	357.82
FIRST BANKCARD - OFFICE CARD 4	41921FBC4	31.94
10 9010 2310 000 0000 611	Tempered Screen Covers	31.94
FIRST BANKCARD - OFFICE CARD 4	41921FBC4-2	49.98
10 9010 2640 000 0000 618	13-6.50-6 Tire for Mower	49.98
FIRST BANKCARD - OFFICE CARD 4	41921FBC4-4	140.81
10 0418 1000 100 0000 618	Ag Funds/Terracotta	131.96
10 0418 1000 100 0000 618	Ag Funds/seeds	8.85
Vendor Name	FIRST BANKCARD - OFFICE CARD 4	222.73
GILLESPIE, ARRYN	041421AG	137.45
10 0445 1000 100 8002 618	PTO Reimbursement	27.98
10 0445 1000 100 8002 618	PTO Reimbursement	14.99

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0445 1000 100 8002 618	PTO Reimbursement	12.00
10 0445 1000 100 8002 618	PTO Reimbursement	7.70
10 0445 1000 100 8002 618	PTO Reimbursement	18.50
10 0445 1000 100 8002 618	PTO Reimbursement	9.38
10 0445 1000 100 8002 618	PTO Reimbursement	16.30
10 0445 1000 100 8002 618	PTO Reimbursement	7.98
10 0445 1000 100 8002 618	PTO Reimbursement	9.99
10 0445 1000 100 8002 618	PTO Reimbursement	12.63
Vendor Name GILLESPIE, ARRYN		<u>137.45</u>
GLENWOOD COMMUNITY SCHOOLS	041621GCSD	3,318.72
10 9010 1200 217 3303 320	March 2021 Apex Lvl III x 1	3,318.72
Vendor Name GLENWOOD COMMUNITY SCHOOLS		<u>3,318.72</u>
GREEN HILLS AEA	2770	130.00
10 0418 1000 100 0000 320	Right Track Mentoring Program	130.00
Vendor Name GREEN HILLS AEA		<u>130.00</u>
HEALTHY TURF LANDSCAPING, INC	4896	375.00
10 9010 2630 000 0000 435	Early Spring Fertilization FBF	375.00
Vendor Name HEALTHY TURF LANDSCAPING, INC		<u>375.00</u>
HY VEE FOOD STORES	41221HV	339.63
10 9010 2620 000 0000 618	Water Softener Salt	339.63
HY VEE FOOD STORES	41221HV-1	9.00
10 0109 1000 421 3227 618	Cookies for SBS	9.00
HY VEE FOOD STORES	41221HV-3	7.48
10 0109 1300 340 0000 612	Groceries for FACS	7.48
HY VEE FOOD STORES	41221HV-4	47.23
10 0109 1300 340 0000 612	Groceries for FACS	47.23
HY VEE FOOD STORES	41221HV-5	76.11
10 0109 1300 340 0000 612	Groceries for FACS	76.11
HY VEE FOOD STORES	41221HV-6	40.09
10 0109 1300 340 0000 612	Groceries for FACS	40.09
HY VEE FOOD STORES	41221HV-7	443.86
10 0109 1300 340 0000 612	Groceries for FACS	443.86
HY VEE FOOD STORES	41221HV-8	15.35
10 0109 1300 340 0000 612	Groceries for FACS	15.35
Vendor Name HY VEE FOOD STORES		<u>978.75</u>
IOWA WESTERN COMMUNITY COLLEGE	701	30.00
10 9010 2700 000 0000 340	School Bus Annual Training - MJ	30.00
Vendor Name IOWA WESTERN COMMUNITY COLLEGE		<u>30.00</u>
JBI DISTRIBUTORS LLC	1367	585.00
10 0445 2620 000 4052 618	Pure Disentfectant	195.00
10 0418 2620 000 4052 618	Pure Disentfectant	390.00
Vendor Name JBI DISTRIBUTORS LLC		<u>585.00</u>
JONES, KELLY	41421KJ	156.36
10 0418 1000 100 8001 612	PTO/Snacks 3-6 Testing	73.86

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0418 1000 100 8001 612	PTO/Headphones	82.50
Vendor Name JONES, KELLY		156.36
MEDIACOM	040821MC	54.79
10 9010 2236 000 0000 536	Admin PRI Lines	54.79
MEDIACOM	042121MCInt	2,630.00
10 9010 2236 000 0000 536	Districtwide Internet 5/2021	2,630.00
MEDIACOM	042121MCPRI	831.62
10 9010 2236 000 0000 536	Districtwide PRI Lines 5/2021	831.62
MEDIACOM	41221MC	121.06
10 9010 2236 000 0000 536	Jr/Sr HS PRI Lines	121.06
Vendor Name MEDIACOM		3,637.47
MIDAMERICAN ENERGY	511393930	793.80
10 0109 2620 000 0000 622	Jr/Sr HS Fieldhouse Elec - 3/2021	793.80
MIDAMERICAN ENERGY	511466378	23.10
10 9010 2620 000 0000 622	Webster Electricity - 3/2021	23.10
MIDAMERICAN ENERGY	511479469	484.44
10 9010 2620 000 0000 622	Sports Complex Electricity - 3/2021	484.44
Vendor Name MIDAMERICAN ENERGY		1,301.34
MONTGOMERY CO. MEMORIAL HOSP.	700000340	115.00
10 9010 2700 000 0000 346	Mandatory DOT Physical	115.00
Vendor Name MONTGOMERY CO. MEMORIAL HOSP.		115.00
NEBRASKA AIR FILTER, INC.	0389114-IN	779.45
10 9010 2620 000 0000 618	Air Filters	779.45
Vendor Name NEBRASKA AIR FILTER, INC.		779.45
NICHOLAS, MONICA	40121MN	50.00
10 9010 2134 000 0000 271	Required Work Physical Reimbursement	50.00
Vendor Name NICHOLAS, MONICA		50.00
PLUMB SUPPLY/RIBACK SUPPLY	7285302	12.41
10 9010 2620 000 0000 618	Football Field Restroom Parts	12.41
Vendor Name PLUMB SUPPLY/RIBACK SUPPLY		12.41
PRINCIPAL FINANCIAL GROUP	41621PFG	407.82
10 9010 1000 100 8018 270	Retiree Dental Premium - 5/2021	407.82
Vendor Name PRINCIPAL FINANCIAL GROUP		407.82
QUILL CORP.	16002626	73.16
10 9010 2310 000 0000 611	Cash Receipt Books	33.55
10 9010 2310 000 0000 611	Office Supplies for Admin Office	39.61
QUILL CORP.	16140105	37.65
10 0109 2410 000 0000 618	Jr/Sr HS Office Supplies	37.65
Vendor Name QUILL CORP.		110.81

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
RED OAK EXPRESS	033121-1	2.56
10 9010 2572 000 0000 540	February 2020 Board Meeting Claims	2.56
RED OAK EXPRESS	202103	381.09
10 9010 2572 000 0000 540	March 2020 Board Claims	381.09
Vendor Name RED OAK EXPRESS		<u>383.65</u>
RED OAK GRAND THEATER	1034	69.50
10 0109 1000 421 3227 618	Movie and Snacks for the Flinstones	69.50
RED OAK GRAND THEATER	1035	74.00
10 0109 1000 421 3227 618	Movie - Pinocchio and Snacks for SBS	74.00
RED OAK GRAND THEATER	1039	70.00
10 0109 1000 421 3227 618	Movie "All My Life" for SBS kids	70.00
Vendor Name RED OAK GRAND THEATER		<u>213.50</u>
REX'S PLUMBING AND HEATING LLC	8747	650.00
10 0109 2620 000 0000 432	Plumbing work at Jr/Sr HS	650.00
Vendor Name REX'S PLUMBING AND HEATING LLC		<u>650.00</u>
SIMMONS RESTORATION	1640	44,091.72
10 9010 2620 000 0000 432	Districtwide Hail Damage Repair	44,091.72
Vendor Name SIMMONS RESTORATION		<u>44,091.72</u>
THYSSENKRUPP ELEVATOR CORP	100343832	166.00
10 0109 2640 000 0000 433	Jr/Sr HS Elevator Maintenance	166.00
Vendor Name THYSSENKRUPP ELEVATOR CORP		<u>166.00</u>
US CELLULAR	4336777749	77.03
10 9010 2490 000 0000 532	Maintenance Mobile Phone (3)	19.26
10 9010 2490 000 0000 532	Technology Mobile Phone (2)	12.83
10 9010 2490 000 0000 530	Transportation Mobile Phone (2)	12.84
10 9010 2490 000 0000 530	Nurse Mobile Phone (1)	6.42
10 9010 2510 000 0000 532	SBO Mobile Phone (1)	6.42
10 0418 2410 000 0000 532	IES SAM Mobile Phone (1)	6.42
10 0109 2410 000 0000 532	Jr/Sr HS Asst Principal Mobile Phone (1)	6.42
10 0109 2410 000 0000 532	Jr/Sr HS Principal Mobile Phone (1)	6.42
Vendor Name US CELLULAR		<u>77.03</u>
WESTERN IOWA TECH COMMUNITY COLLEGE	3456	536.00
10 0109 1000 100 0000 565	College Tuition - 2nd Sem	536.00
Vendor Name WESTERN IOWA TECH COMMUNITY COLLEGE		<u>536.00</u>
WESTLAKE ACE HARDWARE	2487346	228.54
10 0418 2620 000 0000 618	IES Maintenance Supplies 3/21	58.94
10 0445 2620 000 0000 618	ROECC Maintenance Supplies 3/21	25.02
10 0109 2620 000 0000 618	Jr/Sr HS Maintenance Supplies 3/21	112.61

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2620 000 0000 618	Districtwide Maintenance Supplies 3/21	31.97
WESTLAKE ACE HARDWARE	2487346-1	8.59
10 0109 2640 000 0000 618	Roach Bait	8.59
Vendor Name WESTLAKE ACE HARDWARE		237.13
Wilson Language Training Corporation 1851135		36,444.39
10 9010 1000 100 4055 618	Language Materials: Foundations Classrm	36,444.39
Vendor Name Wilson Language Training Corporation		36,444.39
WOODRIVER ENERGY LLC	244949	3,590.36
10 0109 2620 000 0000 621	Jr/Sr HS Natural Gas - 3/2021	1,884.56
10 0418 2620 000 0000 621	IES Natural Gas - 3/2021	1,459.16
10 0445 2620 000 0000 621	ROECC Natural Gas - 3/2021	246.64
Vendor Name WOODRIVER ENERGY LLC		3,590.36
Fund Number 10		109,303.02
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
COMPUTER INFORMATION CONCEPTS, INC	psi32214	23,233.00
36 9010 2235 000 0000 358	Infinite Campus Base Application	6,336.00
36 9010 2235 000 0000 358	Hosting-Cloud Choice	2,000.00
36 9010 2235 000 0000 358	Messenger Voice Software	950.00
36 9010 2235 000 0000 358	Food Service Software	2,112.00
36 9010 2235 000 0000 358	Online Registration, Prime	7,500.00
36 9010 2235 000 0000 358	Campus Learning Site License-Jr-Sr High	481.00
36 9010 2235 000 0000 358	Software Support-12 Months	3,854.00
Vendor Name COMPUTER INFORMATION CONCEPTS, INC		23,233.00
Fund Number 36		23,233.00
Checking Account ID 1		132,536.02
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
BRUNING, JESSIE	42121JB	32.93
21 0109 1400 950 7413 618	Reimbursement for Prom Supplies	32.93
BRUNING, JESSIE	42121JB1	35.24
21 0109 1400 950 7413 618	Reimbursement for Prom Supplies	35.24
Vendor Name BRUNING, JESSIE		68.17
CLARINDA COMMUNITY SCHOOLS	040921CCSD	100.00
21 0109 1400 910 6600 810	Track Meet Entry Fee	100.00
CLARINDA COMMUNITY SCHOOLS	31857	100.00
21 0109 1400 910 6600 810	Track Meet Entry Fee	100.00
Vendor Name CLARINDA COMMUNITY SCHOOLS		200.00
County Line Design	9479	125.19
21 0109 1400 920 6840 618	Track Trophies	125.19
Vendor Name County Line Design		125.19
FIRST BANKCARD - HEIDI HARRIS	40921FBCHH-3	229.62
21 0109 1400 950 7413 618	Prom Supplies	229.62

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	FIRST BANKCARD - HEIDI HARRIS	229.62
FIRST BANKCARD - OFFICE CARD 4	41921FBC4-3	273.40
21 0109 1400 910 6210 580	Hotel - AD Conference	240.62
21 0109 1400 910 6210 580	Parking - AD Conference	16.00
21 0109 1400 910 6210 580	Food - AD Conference	16.78
Vendor Name	FIRST BANKCARD - OFFICE CARD 4	273.40
GLENWOOD COMMUNITY SCHOOLS	040921GCSD	100.00
21 0109 1400 910 6600 810	Track Meet Entry Fee	100.00
GLENWOOD COMMUNITY SCHOOLS	040921GCSD-1	170.00
21 0109 1400 910 6600 810	9-10 Track Meet Entry Fee	170.00
Vendor Name	GLENWOOD COMMUNITY SCHOOLS	270.00
GOLDSMITH GALLERY	388858	20.00
21 0109 1400 920 6600 618	Plaque Engraving Activities	20.00
Vendor Name	GOLDSMITH GALLERY	20.00
HARTIGAN, TOM	41421TH	140.00
21 0109 1400 920 6840 340	Track Starter	140.00
Vendor Name	HARTIGAN, TOM	140.00
JOSTENS	25794789	1,278.84
21 0109 1400 950 7421 618	Graduation Caps/Tassels	1,278.84
JOSTENS	2919703	110.95
21 0109 1400 920 6600 618	Service Bars	110.95
Vendor Name	JOSTENS	1,389.79
Montgomery County Memorial Hospital	41421MCMH	143.00
21 0109 1400 950 7413 618	Prom Fruit and Bars	143.00
Vendor Name	Montgomery County Memorial Hospital	143.00
QUILL CORP.	16002626	67.10
21 9010 1400 920 6600 618	Activity Cash Receipts Book	67.10
Vendor Name	QUILL CORP.	67.10
SHENANDOAH COMMUNITY SCHOOLS	040921SCSD	100.00
21 0109 1400 910 6600 810	Track Meet Entry Fee	100.00
Vendor Name	SHENANDOAH COMMUNITY SCHOOLS	100.00
WESTLAKE ACE HARDWARE	2487346-2	18.36
21 0109 1400 920 6600 618	Laundry Detergent	18.36
Vendor Name	WESTLAKE ACE HARDWARE	18.36
WILLIAMS, CINDY	041421CW	110.00
21 0109 1400 920 6840 340	JH Track Official	110.00
Vendor Name	WILLIAMS, CINDY	110.00
Fund Number	21	3,154.63
Checking Account ID	3	3,154.63

CONTRACT AGREEMENT
East Mills School District and Red Oak School District
Shared Guidance Counselor
2021-2022 School Year

This contract is entered into between the Board of Education of the East Mills Community School District, State of Iowa, and the Board of Education of Red Oak Community School District, State of Iowa, for the duration of the 2021-2022 school year.

The East Mills Community School District will reimburse the Red Oak Community School District a combined total of the FTE 20% of the total cost of the shared teacher or position which includes salary, benefits, and substitute teacher costs. Travel costs and any other costs related to performance of duties related to the sharing agreement will be shared on a 20%-80% basis.

The Red Oak CSD will provide the following teacher services to the East Mills Community School District:

Guidance Counselor .2 FTE

The Red Oak Community School District will administer the employment contract in accordance with the current agreement with the Red Oak Education Association and Red Oak School Board Policies.

The East Mills Community School District will reimburse the Red Oak Community School District a combined total of the FTE 20% of the total cost of the shared teacher or position which includes salary, benefits, substitute teacher costs. Travel costs and any other costs related to performance of duties related to the shared agreement will be shared on a 20% - 80% basis.

The Red Oak Community School District will bill the East Mills Community School District after the completion of the first and second semesters for the teacher costs during the 2021-2022 school year.

Date

President or Designee
East Mills Community School District

Date

President or Designee
Red Oak Community School District

Date: April 26, 2021

The Board of Directors of the Red Oak Community School District ("District") met in open session, in the Red Oak Inman Elementary School Media Center located at 900 Inman Drive, Red Oak, IA 51566, on the above date. There were present President Bryce Johnson, in the chair, and the following Board Directors:

Absent:

* * * * *

The President announced that this was the time and place for the public hearing and meeting on the matter of the proposed exchange of real property, and that notice of the proposed action had been published pursuant to the provisions of Section 297.22(1) of the Code of Iowa.

Inquiry was made whether any written objections had been filed by any resident or property owner of the District regarding the exchange of such real property by the District. The Secretary stated that _____ written objections had been filed. Oral objections to the exchange of real property were then called for and received and _____ were made. Whereupon, the President declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

Date: April 26, 2021

The proposed action and the extent of objections thereto were then considered.

Director _____ introduced the following Resolution and moved that it be adopted. Director _____ seconded the motion to adopt. The roll was called, and the vote was:

AYES: _____

NAYS: _____

Whereupon, the President declared the resolution duly adopted as follows:

RESOLUTION FOR THE EXCHANGE OF REAL PROPERTY

WHEREAS, pursuant to notice published as required by law, the Board of Directors of the Red Oak Community School District on the 26th day of April, 2021 held a hearing on the proposal to exchange real property and the extent of objections received from residents or property owners as to said proposed transaction has been fully considered; and, accordingly the following action is now considered to be in the best interests of the District and residents thereof:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RED OAK COMMUNITY SCHOOL DISTRICT:

Section 1. That the real property described herein shall be conveyed by the District to City of Red Oak in exchange for other property currently owned by the City. Conveyance by the District shall be by Deed without Warranty.

Section 2. The Board President and Secretary are authorized to sign all conveyance documents for the real property described herein.

Section 3. The Board President, Secretary, Superintendent, and administrative officers of the District are authorized to take all actions necessary to complete the above-described transaction, including execution of ancillary documents.

Section 4. The real property is locally known as 1101 North 3rd Street, and is more particularly described as follows:

Montgomery Tax Parcel #600628154012000

O P-LOTS 7,8,9, & 10 BLK 12

14

PASSED AND APPROVED, this 26th day of April, 2021.

RED OAK COMMUNITY
SCHOOL DISTRICT

By: _____
Bryce Johnson, President

ATTEST:

Deb Drey, Secretary

01858284-1\17460-017

15

200.1 - Organization of the Board of Directors

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

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

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

Legal Reference:

Iowa Code §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8, .33.

281 I.A.C. 12.3(2).

Approved March 26, 2018
Reviewed ~~March 26, 2018~~
Revised ~~March 26, 2018~~

PLEASE NOTE: NOT IN RED OAK BOARD POLICY

Regulation 200.1R1 ORGANIZATIONAL MEETING PROCEDURES

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

The purpose of the meeting is to transfer material and responsibility from the outgoing board to the new board. At the meeting, the board will elect a president and a vice president who will hold office for one year. Once elected, the

president and vice president will be entitled to vote on all matters before the board.

Meeting Procedure

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

1. Final Meeting of the Retiring Board

- (1) Call to order.
- (2) Roll call.
- (3) Approval of minutes of previous meeting(s).
- (4) Visitors.
- (5) Unfinished business.
 - (a) Current claims and accounts (for the retiring board to authorize).
- (6) Examine and settle the books for the previous year.
- (7) Review of election results. The board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.
- (8) Adjournment of the retiring board.

2. Organizational Meeting of the New Board

- (1) *[Insert position, title, (e.g. superintendent, board secretary, etc.)]* as president pro-tem, will preside over the meeting until a new board president is elected.
- (2) Call to order.
- (3) Roll call.
- (4) Oath of office. The board secretary will administer the oath to new members.
- (5) Election of a president of the board. The president pro-tem calls for nominations; nominations need not be seconded. The board will then

vote on the nominations. The secretary will announce the result of the vote, and the *[Insert position, title, (e.g. superintendent, board secretary, etc.)]* will administer the oath of office to the newly elected president and the newly elected president will assume the chair.

(6) Election of the vice-president. The president of the board will call for nominations; the nominations need not be seconded. The board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice-president.

Other items of business at the organizational meeting may include:

(7) Board resolution of appreciation recognizing the public service rendered by retiring board members.

(8) Determination of dates, times, and places for regular meetings of the board.

(9) Board resolution to define the operating rules and practices that will be followed by the new board.

(10) Board resolution to authorize the interim payment of bills pursuant to policy 705.3.

(11) Visitors.

(12) Superintendent's report.

(13) Adjournment.

NOTE: Board members elected at a regular school election must take the oath of office at or before the organization meeting. Failure to do so results in a vacancy.

NOTE: The board president and vice president are each elected to a one year term at the organizational meeting in odd-numbered years and at the annual meeting in even-numbered years.

200.2 - Powers of the Board of Directors

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

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

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

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

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

Legal Reference:

***Board of Directors of Ind. School Dist. of Waterloo v. Green*, 259 Iowa 1260, 147 N.W.2d 854 (1967).**

Iowa Code §§ 28E; 274.1 -.2; 279.8.

281 I.A.C. 12.1(2).

Approved March 26, 2018
Reviewed March 26, 2018
Revised March 26, 2018

200.3 - Responsibilities of the Board of Directors

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

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

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

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

Approved March 26, 2018
Reviewed ~~March 26, 2018~~
Revised ~~March 26, 2018~~

Legal Reference:

Iowa Code §§ 274.1; 279.1, .8, .20; 280.12.

281 I.A.C. 12.3(2).

201 - Board of Directors' Elections

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

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Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee **in accordance with the timelines established by law.** ~~consistent with the deadlines provided in Iowa law.~~

If a vacancy occurs on the board **it shall be filled in accordance with law and board policy** ~~it may be filled by appointment or by a special election consistent with Iowa law.~~
All elections will be held as provided in Iowa law.

It is the responsibility of the county commissioner of elections to conduct school elections.

Legal Reference:

Iowa Code §§ 39; 45; 63, 69; 274.7; 277; 278.1, 279.7.

Cross Reference:

202 **Board of Directors Members**

202.3 **Term of Office**

202.4 **Vacancies**

203 **Board of Directors' Conflict of Interest**

Approved: March 26, 2018
Reviewed: ~~March 26, 2018~~
Revised: ~~March 26, 2018~~

202.1 - Qualifications

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

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a

decision. The board believes an individual considering a position on the school board should possess these characteristics.

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

PLEASE NOTE: NOT IN RED OAK BOARD POLICY

NOTE: The last paragraph states the legal requirements to run for the school board. An individual must be an eligible elector in order to run for the school board. An eligible elector need not be registered to vote. An eligible elector needs only to be eligible to be registered to vote. Also, a spouse of an employee may run for the board. Details on conflict of interest are in Policy 203, Board of Directors' Conflict of Interest.

Legal Reference:

Iowa Code §§ 63; 68B; 277.4, .27; 279.7A.

Cross Reference:

201 Board of Directors' Elections

202.4 Vacancies

203 Board of Directors' Conflict of Interest

Approved March 26, 2018

Reviewed ~~March 26, 2018~~

Revised ~~March 26, 2018~~

202.2 - Oath of Office

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

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

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

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

~~The oath of office is the following;~~

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

PLEASE NOTE: NOT IN RED OAK BOARD POLICY

NOTE: Board members elected at the regular election do not need to take the oath of office within 10 days. Those elected at a special election or appointed to fill a vacancy, however, must take the oath of office within 10 days.

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #6 - October 21, 2008.

Legal Reference:

Iowa Code §§ 277.28; 279.1, .6.

Cross Reference:

200.1 Organization of the Board of Directors

201 Board of Directors' Elections

202 Board of Directors Members

204 Code of Ethics

23

206 Board of Directors' Officers

Approved March 26, 2018

Reviewed ~~March 26, 2018~~

Revised ~~March 26, 2018~~

Policy 202.3 TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in September of odd-numbered years serve for four years. Board members appointed to fill a vacant position will serve until ~~the next scheduled school election~~ **a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election.** A board member elected to fill a vacancy will serve out the unexpired term.

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

Legal Reference:

Iowa Code §§ 69.12; 274.7; 279.6; 279.7

Cross Reference:

201 Board of Directors' Elections

202 Board of Directors Members

202.4 Vacancies

Approved: March 26, 2018

Reviewed: ~~March 26, 2018~~

Revised: ~~March 26, 2018~~

Policy 202.4 VACANCIES

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

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within 30 days of the vacancy. **The board shall publish notice stating that the board intends to fill the vacancy by appointment, but the electors of the school district have the right to file a petition within 14 days of the publication of the notice requiring the vacancy be filled by a special election and consistent with the requirements of Iowa law.** ~~The newly appointed board member will hold the position until the next scheduled school election. At that time the appointed board member may run for a four year term, if one is available, or run for the remainder of the unexpired term.~~

A person appointed to fill a vacancy shall hold office until a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election.

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

PLEASE NOTE: NOT IN RED OAK BOARD POLICY

NOTE: Special elections called because the board is unable to fill a vacancy by appointment within 30 days or called because a valid petition has been submitted are to be held 60-70 days after the vacancy occurs. These special elections are different than the special school elections (commonly called public measure elections), which are held on four specific dates each year as outlined in Iowa Code. The special elections called to fill a vacancy can be held at any time of the year.

Legal Reference:

Iowa Code §§ 69; 277.29; 279.

25

***Good v. Crouch*, 397 N.W.2d 757 (Iowa 1986).**

***Board of Directors of Grimes Independent School Dist. v. County Board of Public Instruction of Polk Co.*, 257 Iowa 106, 131 N.W.2d 802 (1965).**

***Board of Directors of Menlo Consol. School Dist. v. Blakesburg*, 240 Iowa 910, 36 N.W.2d 751 (1949).**

Cross Reference:

201 Board of Directors' Elections

202 Board of Directors Members

202.3 Term of Office

Approved March 26, 2018

Reviewed June ~~March 26, 2018~~

Revised ~~March 26, 2018~~

PLEASE NOTE: NOT IN RED OAK BOARD POLICY

Policy 202.5 STUDENT SCHOOL BOARD REPRESENTATIVES

The [insert school district name] Board of Education believes it is important to seek out and consider student ideas, viewpoints, and opinions regarding the district's educational program. To provide student input, the Board shall include at least [insert number] non-voting representative(s) from the student body.

Student school board representative eligibility and duties:

- The student school board representative shall be a full-time high school student in the district [include year in school if applicable (e.g., student shall be in his/her senior year)];
- The student school board representative shall participate in an orientation of board responsibilities and procedures as determined by the Superintendent;
- The student school board representative shall be eligible to participate in discussion, but not vote, at all regular board meetings held in open session;
- The student school board representative shall be responsible for communicating board decisions and information to the student body; and

- The student school board representative will be provided with and shall abide by all applicable sections of the Board Members' Code of Ethics.

The term of office shall be from [select one of following or include additional length of term]:

- *The organizational meeting in odd-numbered years or the annual meeting in even-numbered years to the last regular board meeting in May;*
- *The first regular board meeting in September to the last regular board meeting in May; or*
- *July 1 of the first year to June 30 of the following year.*

If the student school board representative is unable to attend a board meeting, the student school board representative must notify the Superintendent of the absence. A student school board representative who neglects his/her duties may be removed from the position at the discretion of the Board.

NOTE: This is an optional policy.

NOTE: The Board should determine a process for how students may apply or be selected to be the student school board representative(s). While the specific process does not need to be detailed in policy, the Board should know and have decided upon a process. Options may include:

- ***An application process;***
- ***Vote of the student body; or***
- ***Student school board representative is a responsibility of the president or other officer of the student council.***

Legal Reference:

Iowa Code §§ 21; 279.8.

Cross Reference:

204 Code of Ethics

211 Open Sessions

Approved: _____ Reviewed: _____ Revised: _____

203 - Board of Directors' Conflict of Interest

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in **law or this policy**, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for a school textbooks or school supply company during the board member's term of office **supplies including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office.** It will not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services ~~if the benefit to the board member does not exceed \$2,500 which benefits a board member, or to compensation for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed \$6,000~~ in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

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

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

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

"similarly situated" merely by being related to a board member.

2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
3. The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

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

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

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

NOTE: This policy reflects the Iowa law on board member conflict of interest. There is no longer a prohibition on the employment of a spouse of a board member. Because of this removal, boards have little discretion regarding the employment of board members' spouses.

Legal Reference:

22 C.F.R. § 518.42.

Iowa Code §§ 68B; 71.1; 277.27; 279.7A; 301.28.

Cross Reference:

201 Board of Directors' Elections

202.1 Qualifications

204 Code of Ethics

216.3 Board of Directors' Member Compensation and Expenses

217 Gifts to Board of Directors

401.3 Nepotism

Approved March 26, 2018

Reviewed ~~March 26, 2018~~

Revised ~~March 26, 2018~~

Policy 204 CODE OF ETHICS - Option I

The [*insert school district name*] Board of Education is committed to ensuring the public, staff and students that school board members will be consistent, reliable, principled, and fair in the governance of the district. In accordance with this belief and by adoption of this policy, each board member commits to following the Code of Ethics.

Board Members:

- Will listen and respect the opinion of others.
- Will be motivated only by an earnest desire to serve the school district as a whole and our community's students in the best possible way.
- Will recognize that authority rests with the board in legal session and not with individual members of the board, except where authorized by law.
- Will abide by majority decisions of the board.
- Will expect, in board meetings, to focus time on providing the best possible learning for district students.
- Will remain open-minded and objectively listen to facts presented at the board table prior to voting.
- Will recognize our responsibility is governance and not management.
- Will abide by all policies adopted by the board, including the chain of command and meeting procedures.

- Will recognize the superintendent as executive officer of the board and empower him or her to administer the educational program and student learning.
- Will provide oversight for the financial stability of the district balanced with the need for an effective educational program.
- Will respect confidentiality, when required by law
- Will be trustees of public education and do our best to protect it, conserve it, and advance it.
- Will abide by the oath of office, federal law, and state law.

[Additional statements the Board could include]:

- *[Board members will recognize the integrity of our predecessors and recognize the merit of their work].*
- *[Board members will commit to our own learning and endeavor to keep informed on local, state, and national educational developments of significance].*
- *[Board members will express honest and thoughtful opinions in board meetings in an effort to have decisions made for the best interests of the children and education program].*
- *[Board members will make no disparaging remarks in or out of the board meeting about other members of the board or their opinions].*
- *[Insert other district identified statements].*

Legal Reference:

Iowa Code §§ 21; 68; 69, 71.1; 277.28; 279.7A; 279.8; 301.28.

Cross Reference:

202 Board of Directors Members

203 Board of Directors' Conflict of Interest

Approved: _____ Reviewed: _____ Revised: _____

Policy 204 CODE OF ETHICS - Option II

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

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

AS A SCHOOL BOARD MEMBER:

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

15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.

16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

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

2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.

3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.

4. I will attempt to procure adequate financial support for the school district.

5. I will represent the entire school district rather than individual electors, patrons or groups.

6. I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, policy-forming body, not as an administrative officer.

2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.

3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.

4. I will recognize the superintendent as executive officer of the board.

5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the board adequately informed through oral and written reports.
7. I will vote to employ employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and the board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

TO COOPERATE WITH OTHER SCHOOL BOARDS

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

Legal Reference:

Iowa Code §§ 21.6(3)(d); 68B; 69; 277.28; 279.7A, 279.8, 301.28.

Cross Reference:

202 Board of Directors Members

203 Board of Directors' Conflict of Interest

Approved March 26, 2018

Reviewed ~~March 26, 2018~~

Revised ~~March 26, 2018~~

205 - Board Member Liability

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

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

Legal Reference:

Wood v. Strickland, 420 U.S. 308 (1975).

42 U.S.C. §§ 1983, 1985.

Iowa Code ch. 670.

Cross Reference:

709 Insurance Program

Approved March 26, 2018

Reviewed ~~March 26, 2018~~

Revised ~~March 26, 2018~~

206 BOARD OF DIRECTORS' OFFICERS

206.1 President

206.2 Vice President

206.3 Secretary-Treasurer

Policy 206.1 PRESIDENT

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

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

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

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

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

NOTE: If another method for electing the board president is used, that method should be outlined in this policy as well as Policy 200.1. This policy reflects the

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legal responsibilities of the board president including the signing of employment contracts.

Legal Reference:

Iowa Code §§ 279.1-.2; 291.1.

Cross Reference:

200.1 Organization of the Board of Directors

202.2 Oath of Office

206.2 Vice-President

Approved: March 26, 2018

Reviewed: ~~March 26, 2018~~

Revised: ~~March 26, 2018~~

Policy 206.2 VICE-PRESIDENT

This paragraph was 2nd but moved it to 1st so it's the same as IASB

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

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

By this election, if the board president is unable or unwilling to carry out the duties required, it is the responsibility of the Vice-President of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice-president will serve as president for the balance of the president's term of office, and a new vice-president will be elected.

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

Legal Reference:

Iowa Code § 279.5

Cross Reference:

200.1 Organization of the Board of Directors

202.2 Oath of Office

206.1 President

Approved March 26, 2018

Reviewed ~~March 26, 2018~~

Revised ~~March 26, 2018~~

Policy 206.3 SECRETARY - Option I

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

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

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, _____ will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is

appointed. The board secretary will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference:

Iowa Code §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-.8, .10-.11; 299.10.

281 I.A.C. 12.3(1).

Cross Reference:

202.2 Oath of Office

206.4 Treasurer

210.1 Annual Meeting

215 Board of Directors' Records

501.10 Truancy - Unexcused Absences

707.1 Secretary's Reports

708 Care, Maintenance and Disposal of School District Records

Approved:

Reviewed:

Revised: _____

206.3 - Secretary-Treasurer

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

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

also be responsible for filing the required reports with the Iowa Department of Education.

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

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

Legal Reference:

Iowa Code §§ 12B.10; 12C; 64; 279.3, .5, .7, .31-.33, .35; 291.2-.4, .6-.12; .14, 299.10.

281 I.A.C. 12.3(1).

Cross Reference:

202.2 Oath of Office

210.1 Annual Meeting

215 Board of Directors' Records

501.10 Truancy - Unexcused Absences

704.3 Investments

707 Fiscal Reports

708 Care, Maintenance and Disposal of School District Records

Approved: March 26, 2018

Reviewed: ~~March 26, 2018~~

Revised: March 26, 2018

Policy 206.4 TREASURER (Red Oak combines secretary and treasurer)

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

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

If the treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the _____ to carry out the duties of the treasurer.

The treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

NOTE: The bracketed sentence in the second paragraph is dependent upon the role of the treasurer in the school district's investment policy. The sentence can either be eliminated or the brackets and italics removed. The policy should reflect the school district's investment policy in Policy 704.3. See also the comments to Policy 206.3, Option I.

Legal Reference:

Iowa Code §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11, .12, .14.

281 I.A.C. 12.3(1).

Cross Reference:

202.2 Oath of Office

206.3 Secretary

210.1 Annual Meeting

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215 Board of Directors' Records

704.3 Investments

707 Fiscal Reports

Approved: _____ Reviewed: _____ Revised: _____



SU Insurance Company



Quote: TW29024-12

2021 RENEWAL PROPOSAL

April 9, 2021

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

Description	SU Annual Total Cost
CURRENT ANNUAL PREMIUM	\$81,977
RENEWAL ADJUSTMENT	\$2,459
ADDS: ADDED (86) LAPTOPS (FROM 1,135 TO 1,221) ADDED (8) TABLETS (FROM 14 TO 22)	
DELETES: DELETED BANCROFT SITE (1101 NORTH 3RD STREET)	
EQUIPMENT CHANGES	\$2,406
2021-2022 RENEWAL PREMIUM	\$86,842

Multi Year Policy Term Options*:

Year 1: July 1, 2021 to July 1, 2022 \$86,842
Year 2: July 1, 2022 to July 1, 2023 \$86,842
Year 3: July 1, 2023 to July 1, 2024 \$86,842

* SU Insurance Company agrees to maintain the annual rate for the next two annual policy renewals which occur in July 2022 and July 2023 contingent upon the risk covered under this policy not substantially or materially changing.

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SU Insurance Company

Equipment Maintenance Insurance

RED OAK CSD

TW29024-12

ENROLLMENT 1,088

EC COVERAGE Y

RIDING MOWERS N

HANDICAP LIFTS N

Classroom Equipment

QTY

A10	<input checked="" type="checkbox"/>	Driving Simulators
A20	<input checked="" type="checkbox"/>	Electrical & Electronic Auto Shop Equipment
A30	<input checked="" type="checkbox"/>	Electrical & Electronic Fitness Equipment
A40	<input checked="" type="checkbox"/>	Electrical & Electronic Laboratory Equipment
A50	<input checked="" type="checkbox"/>	Electrical & Electronic Sewing Equipment
A60	<input checked="" type="checkbox"/>	Electrical & Electronic Shop Equipment
A70	<input checked="" type="checkbox"/>	Electrical & Electronic Wood Shop Equipment
A80	<input checked="" type="checkbox"/>	Electronic Audio Visual Equipment (i.e., DVRs, projection devices, VR Technology)
A802	<input checked="" type="checkbox"/>	Electronic Whiteboards
A90	<input checked="" type="checkbox"/>	Electronic Band Equipment
A100	<input checked="" type="checkbox"/>	Electronic Photo Shop Equipment
A120	<input checked="" type="checkbox"/>	ICN Equipment
A790	<input checked="" type="checkbox"/>	Student Response Systems

Communications Equipment

A180	<input checked="" type="checkbox"/>	Audio / Visual Systems
A390	<input checked="" type="checkbox"/>	Overhead Paging / Intercom Systems / Clock Systems
A400	<input checked="" type="checkbox"/>	Radios
A650	<input checked="" type="checkbox"/>	Telephone System PBX
A660	<input checked="" type="checkbox"/>	Telephones, VMS PBX
A661	<input checked="" type="checkbox"/>	Telephone System VOIP

Computer Equipment

A130	<input checked="" type="checkbox"/>	Controllers
A168	<input checked="" type="checkbox"/>	Computer Communications (i.e., modems, switches, routers, wireless access points)
A160	<input checked="" type="checkbox"/>	Desktop Computers
A140	<input checked="" type="checkbox"/>	File Servers
LPTP	<input checked="" type="checkbox"/>	Laptops # of 1221
TBLT	<input checked="" type="checkbox"/>	Tablets # of 22
A170	<input checked="" type="checkbox"/>	Printers
A150	<input checked="" type="checkbox"/>	Scanners

Security Equipment

A230	<input checked="" type="checkbox"/>	Card Access Systems
A240	<input checked="" type="checkbox"/>	CCTV Systems
A200	<input checked="" type="checkbox"/>	Electronics on Interior Gates / Interior/Exterior Doors
A210	<input checked="" type="checkbox"/>	Electronic Library Security System
A220	<input checked="" type="checkbox"/>	Fire Alarms
A280	<input checked="" type="checkbox"/>	Metal Detectors
A260	<input checked="" type="checkbox"/>	Police Alarms
A840	<input checked="" type="checkbox"/>	Safes, Chests, Vault Doors

Mail Equipment

A780	<input checked="" type="checkbox"/>	Inserters, Labelers, Openers, Stackers
A770	<input checked="" type="checkbox"/>	Mail Machines / Scales (not system)

Facilities Equipment

QTY

A850	<input checked="" type="checkbox"/>	Auditorium (i.e., stage motors, lighting/audio boards, microphones, speakers)
A730	<input checked="" type="checkbox"/>	Auto Light Sensors
A880	<input checked="" type="checkbox"/>	Buildings/Grounds (i.e. lawn mowers, leaf blowers, weed wackers, pole saw, power tools)
A310	<input checked="" type="checkbox"/>	Clothes Washers and Dryers
A810	<input checked="" type="checkbox"/>	Concession Stand Equipment & Vending Machines
A320	<input checked="" type="checkbox"/>	Electrical & Electronic Food Preparation Equipment
A330	<input checked="" type="checkbox"/>	Electrical & Electronic Housekeeping Equipment
A340	<input checked="" type="checkbox"/>	Electrical & Electronic Pool Equipment / Whirlpool
A360	<input checked="" type="checkbox"/>	Indoor Electronic Sign / Scoreboard
A680	<input checked="" type="checkbox"/>	Kilns
A860	<input checked="" type="checkbox"/>	Manlifts # of (not itemized) 0
A380	<input checked="" type="checkbox"/>	Motors for Bleachers, Basketball Hoops
A350	<input checked="" type="checkbox"/>	Outdoor Electronic Sign / Scoreboard
A760	<input checked="" type="checkbox"/>	Pitching Machines
A750	<input checked="" type="checkbox"/>	Sports Time / Measure / Record System
A890	<input checked="" type="checkbox"/>	Walk-In Coolers/Freezers (See Itemized)
A740	<input checked="" type="checkbox"/>	Water Drinking Fountains**

**(refrigerant & connected plumbing excluded)

Office Equipment

A410	<input checked="" type="checkbox"/>	Binders
A420	<input checked="" type="checkbox"/>	Bursters
A430	<input checked="" type="checkbox"/>	CAD / CAM Systems
A450	<input checked="" type="checkbox"/>	Card Readers
A460	<input checked="" type="checkbox"/>	Cash Registers
A470	<input checked="" type="checkbox"/>	Check Signers
A490	<input checked="" type="checkbox"/>	Coin Sorters / Packagers
A500	<input checked="" type="checkbox"/>	Copiers (See Itemized)
A510	<input checked="" type="checkbox"/>	Currency Counters
A620	<input checked="" type="checkbox"/>	Dictation Equipment
A830	<input checked="" type="checkbox"/>	Electrical & Electronic Office Equipment (i.e. calculators, typewriters, staplers, hole punchers)
A530	<input checked="" type="checkbox"/>	Electrical & Electronic Print / Press Equipment (non-production)
A540	<input checked="" type="checkbox"/>	Electric Rotary Files
A560	<input checked="" type="checkbox"/>	Embossers
A570	<input checked="" type="checkbox"/>	Facsimile Machines
A580	<input checked="" type="checkbox"/>	Folders
A590	<input checked="" type="checkbox"/>	ID Card Systems
A600	<input checked="" type="checkbox"/>	Laminators
A610	<input checked="" type="checkbox"/>	Microfilmers, Microfilm Reader / Printers
A630	<input checked="" type="checkbox"/>	Retail Scanners
A640	<input checked="" type="checkbox"/>	Shredders
A820	<input checked="" type="checkbox"/>	Time & Attendance Systems
A670	<input checked="" type="checkbox"/>	Uninterrupted Power Supply / Transient Voltage Protection Systems (up to 40 KVA)

75 TOTAL CATEGORIES

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