



Red Oak Community School District
604 S Broadway
Red Oak, Iowa 51566
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www.redoakschooldistrict.com

Special Board of Directors Meeting

Meeting Location: Red Oak Jr./Sr. Virtual Learning Center OR
VIA Internet and phone -visit website for information

Wednesday August 18, 2021 – 5:30 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bryce Johnson
- 4.0 Communications – none
- 5.0 Consent Agenda – none
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business - none
 - 6.2 New Business
 - 6.2.1 Discussion/Approval of ESSER III Plan as presented *pg 1-2*
 - 6.2.2 Discussion/Approval of 2021-2022 COVID 19 Plan *pg 3-4*
 - 6.2.3 Discussion/Approval of FFA Audit Report as presented *pg 5*
 - 6.2.4 Discussion/Approval of first reading of board policy 505.5-Student Fund Raising *pg 6-7*
 - 6.2.5 Discussion/Approval of first reading of board policy 704.1- Local, State, Federal, and Miscellaneous Revenue *pg 8-9*
 - 6.2.6 Discussion/Approval of first reading of board policy 704.6-Online Fundraising Campaigns-Crowd Funding *pg 10*
- 7.0 Reports – None
- 8.0 Next Regular Board of Directors Meeting: Monday, August 23, 2021– 5:30 pm
Red Oak Virtual Learning Center
Red Oak Jr./Sr. High
- 9.0 Adjournment

ARP ESSER III Plan
Red Oak Community Schools

The American Rescue Plan Elementary and Secondary Emergency Relief (ARP ESSER III) Fund provides school districts resources to reopen, sustain safe operations, and address the impact of the coronavirus pandemic on students. To be an acceptable use of ESSER funds an expenditure must be *necessary* to “prevent, prepare for, or respond to coronavirus” and *reasonable* in terms of cost.

The Red Oak CSD proposes the following uses for ESSER III funds.

Address Unfinished Learning:

- Planning and implementing activities related to summer learning (e.g., summer school);
- Planning and implementing activities relating to supplemental after-school programs (e.g., after school enrichment programs, study table at secondary campus);
- Contracting with community-based partners to provide after school enrichment programs; and
- Addressing learning loss or unfinished learning through targeted interventions as part of a multi-tiered system of supports (e.g., social skills groups, self-regulation supports, supplemental academic instruction)

Professional Development:

- Providing staff training on trauma sensitive care and restorative practices (e.g., inclusiveness, relationship building, problem solving);
- Providing staff training on standards-based planning, effective instructional practices, conditions of learning, and other professional responsibilities;
- Providing staff training on effective assessment and academic interventions;
- Purchasing flexible virtual training modules tailored to the needs of students and staff; and
- Contracting with guest speakers, consultants, and trainers to present to staff on topics such as curriculum, instruction, and assessment, targeted interventions, wellness, social-emotional learning, and other topics

Intervention Based Curriculum

- Purchasing research-based curricula that are aligned to state and local standards, use diagnostic assessments to determine student’s level of mastery of key concepts and skills, and include alternate or supplemental materials to differentiate instruction

Maintaining Consistent Operations and Continuity of Services:

- Subsidizing paraprofessional salaries; and
- Hiring additional general education and special education paraprofessionals

Providing Social, Emotional, Mental Health Services and Supports:

- Contracting for additional counseling services through Green Hills AEA;
- Enhancing Jr/Sr High *School Beyond School* program by including additional social, emotional, behavioral, and mental health instruction;

- Development and implementation of an after-school enrichment program at Inman Elementary School;
- Development and implementation of social and emotional learning and social skills instruction at the 7th and 8th grades;
- Implementation of evidence-based trauma informed instruction and supports (e.g., Conscious Discipline) to enhance behavior management and coping strategies at Inman Elementary; and
- Contracting with guest speakers and panelists to present to students and staff on topics such as self-care, goal setting, positivity, practicing gratitude, persistence, self-advocacy, social connectedness, healthy coping strategies, substance abuse, relaxation, nutrition, physical activity, etc.

Purchasing Educational Technology (e.g., hardware, software, connectivity, assistive and adaptive technology)

- Upgrading switches and internet access points to enhance connectivity;
- Upgrading servers to enhance connectivity;
- Enhancing network (i.e., cabling and fiber) infrastructure;
- Installing wireless routers on school busses to provide internet access to students traveling on daily bus routes or to and from district activities;
- Purchasing additional student and teacher devices and other instructional technology;
- Implementing a single sign-on authentication service at Inman Elementary allowing students to use one login credential;
- Implementing a System Center Configuration Manager (SCCM) server to manage and safeguard devices;
- Purchasing charging stations for student and staff devices;
- Purchasing additional Chromebook device storage; and
- Creating a virtual learning space at the Red Oak Early Childhood Center

Purchasing Supplies to Sanitize and Clean Facilities

- Purchasing Personal Protective Equipment (PPE) to minimize exposure to the coronavirus;
- Purchasing alcohol-based hand sanitizer to mitigate the spread of the coronavirus; and
- Purchasing supplies to clean and disinfect district facilities

Facilities and Equipment

- Installation of ADA compliant playground equipment at Inman;
- Upgrading HVAC system at Inman Elementary to enhance air quality;
- Purchasing Picnic Tables at Inman Elementary; and
- Purchasing adaptive equipment to enhance interactions between students, peers, and classroom teachers

2021-2022 COVID-19
Red Oak Community School District
August 1, 2021

Face Masks

Effective May 20, 2021, Iowa Code prohibits school districts from adopting or enforcing a policy that requires employees, students, or the public to wear a mask while on school property. Therefore, the use of face coverings will be optional for students, staff, and visitors.

Physical Distancing

Students and teachers must respect the physical space of others. Individuals are encouraged to maintain six feet of separation between themselves and others as much as possible. Group sizes will be limited as much as possible. Water fountains will be turned off or covered to prevent use; bottle fillers and sink faucets will be available for students to fill personal water bottles. All students will have access to lockers, but secondary aged students are encouraged to carry materials with them from class to class.

Illness Reporting

The Iowa Department of Public Health is no longer conducting contact tracing or investigations for all positive reports of COVID-19. The IDPH is not issuing isolation or quarantine orders. In the absence of such support, the school district is extremely limited in its capacity to conduct contact tracing. In many instances, the district may not be informed of confirmed cases of COVID-19.

Parents will be updated on a weekly basis if confirmed cases of COVID-19 are reported to their child's building. The district will also report to the Iowa Department of Public Health (IDPH) when more than 10% of students are absent from school. The local public health office will provide the school with recommendations and support tailored to the type(s) of illness(es) reported.

Anyone who is feeling ill should stay at home at least 24 hours after their symptoms resolve. Individuals who test positive for COVID-19 should stay at home for at least 10 days after their symptoms first appeared and go 24 hours with no fever (without the use of fever-reducing medications).

Individuals who experience symptoms relating to COVID-19 or have a confirmed case are encouraged to report this to the school. The school nurse is available to answer specific questions.

Student Pre-Screening

Parents are asked to screen their children at home for fever (over 100.4 F) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. students exhibiting any of these symptoms should not report to school; parents are encouraged to consult a medical professional. The school nurse is available to answer specific questions.

Prevention Strategies

Students and staff are expected to wash or sanitize their hands upon entering the building (i.e., first classroom a student enters), when entering and exiting individual classrooms, before and after eating, and when exiting building. Hand sanitizer will be available throughout the buildings.

Students and staff are expected to cover their mouths with their upper arm or tissue when coughing or sneezing. They are encouraged to avoid touching their eyes, nose, and mouth. They are encouraged to avoid close contact with people who are sick.

While not required, vaccination for those eligible is the most effective way to prevent and stop the spread of COVID-19. Information regarding COVID-19 vaccinations is available at <https://vaccinate.iowa.gov/>.

School districts cannot require students, staff, or visitors to provide proof of COVID-19 vaccination. HF 899 prohibits the mandatory disclosure of vaccination as a condition of entry to a district facility.

Mitigation Strategies

Enhanced cleaning protocols will be implemented throughout the day. High touch areas will be sanitized daily; buildings will be deep cleaned twice a week.

Instructional Delivery

A growing body of research shows that most students prefer and achieve at higher levels when provided face-to-face instruction. Last year, Governor Reynolds stated that full-time, in-person instruction is the presumed teaching method and that "School districts...shall take all efforts to continue to safely provide in-person education throughout the school year." Although we have the flexibility to shift to virtual or remote instruction should the need arise, we are not in the position to provide both virtual and physical instruction simultaneously. Staffing and scheduling constraints also make hybrid instruction problematic. Therefore, we will implement robust, full-time, in-person instruction while taking steps to ensure the safety of all students and staff.

NEWS RELEASE

FOR RELEASE: August 16, 2021

Contact: Eric Gilbertson

KING, REINSCH, PROSSER & CO., L.L.P. today released a report on a special investigation of the Future Farmers of America (FFA) program within the Red Oak Community School District (the District) for the period July 1, 2019 through April 30, 2021. The special investigation was conducted as a result of concerns regarding financial transactions related to FFA events that were not properly collected and deposited or expended in accordance with District policies by the District's former FFA Sponsor.

KING, REINSCH, PROSSER & CO., L.L.P. reported the special investigation identified a total of \$6,264 of undeposited collections during the period examined, comprised of: \$2,439 of undeposited collections related to the FFA Annual Toy Sale fundraisers; \$2,700 of undeposited collections related to District FFA proceeds that were deposited in non-District accounts; and \$1,125 of cash provided to the former FFA Sponsor from non-District FFA organizations that was not deposited with the District. KING, REINSCH, PROSSER & CO., L.L.P. also reported that analysis of other fundraising activity suggests an additional amount of undeposited collections exists, but it was not possible to accurately quantify that amount due to insufficient records related to those events.

In addition, KING, REINSCH, PROSSER & CO., L.L.P. reported the special investigation identified \$146 of improper disbursements related to FFA events during the period examined. KING, REINSCH, PROSSER & CO., L.L.P. also reported that analysis of other FFA event activity suggests an additional amount of improper disbursements exists, but it was not possible to accurately quantify that amount due to insufficient records related to those events.

The report includes recommendations to strengthen the District's internal controls, compliance with District policies regarding cash receipts and fundraising, and improve overall operations, such as ensuring sufficient supporting documentation is maintained for all fundraising activities.

Copies of this report have been filed with the Iowa Auditor of State and the Montgomery County Attorney's Office. A copy of the report is available for review in the Office of Auditor of State and on the Auditor of State's web site at <https://www.auditor.iowa.gov/reports/audit-reports/>.

505.5 - Student Fund Raising

Students may raise funds for school-sponsored events with the permission of the principal and superintendent. Fund raising by students for events other than school-sponsored activities is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property or district-sponsored events.

District-sponsored student organizations may have no more than three fund raising projects per year. Only one fund raising project may be a direct person-to-person sales campaign.

There is to be no duplication of direct person-to-person sales projects within the school year. Two organizations may not sell the same project at different times during the same year.

Other fund-raising projects, such as dances, dinners, or car washes may be duplicated, but may not involve the solicitation of funds in any person-to-person manner. For example, the FFA club could have a dance as could the student council, but neither group could solicit people individually to purchase tickets.

A request for authorization to engage in a fund-raising project must be submitted well in advance on an appropriate form from the building principal's office. Such authorization must be obtained before any fund raising may take place. The authorization of the building principal must be forwarded to the ~~district central office~~ **superintendent** for final ~~consideration~~ **approval**. In general, no more than one fund raising project is to occur within the district at any given time, other than dances, dinners, car washes, or similar service types of projects. Exceptions may be approved due to seasonal constraints or for other unusual circumstances.

All monies are to be turned in to the principal on ~~or before the last date of the project~~ **a daily basis** and forwarded to the district central office. The checks will be issued from the central office for the expenses incurred. Monies collected in buildings on a daily basis are to be kept in a **building vault** ~~or other secure, locked place~~. If ~~such a place does not~~ **no vault** exists in a building, the monies are to be forwarded to the district central office daily. **Monies must never be kept overnight in desk drawers, file cabinets, or other classroom/office furnishings.**

Any person or entity acting on behalf of the district and wishing to conduct any fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the Superintendent. Any fundraising efforts conducted using the district's name, symbols, or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district.

A record of each organization's projects will be maintained by the building principal, along with a calendar of all approved fund-raising dates/activities. The building principals shall coordinate their calendars to ~~insure~~ **ensure** compliance with this policy. **The superintendent will appraise the Board of all scheduled fund-raising activities at least once per semester.**

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

Legal Reference:

Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).

Iowa Code § 279.8.

Approved ~~August 27, 2018~~
Reviewed ~~August 27, 2018~~
Revised ~~August 27, 2018~~

704.1 - Local, State, Federal, and Miscellaneous Revenue

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

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

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

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

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

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

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

- Goods and services directly and reasonably related to the educational mission;
- Goods and services offered only to students, employees or guests, which cannot be provided by private enterprise at the same or lower cost;
- Use of vehicles for charter trips offered to the public, full- or part-time, or temporary students;

- Goods and services, which are not otherwise available in the quantity or quality required by the school district;
- Telecommunications other than radio or television stations;
- Sponsoring or providing facilities for fitness and recreation;
- Food service and sales; and,
- Sale of books, records, tapes, software, educational equipment, and supplies.

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

Legal Reference:

Iowa Code §§ 12C; 23A; 24.9; 257.2; 279.8; 41; 282.2, .6, .24; 291.12, 297.9-.12, .22; 301.1.

Approved November 11, 2013

Reviewed ~~November 26, 2018~~

Revised ~~November 26, 2018~~

Policy 704.6 ONLINE FUNDRAISING CAMPAIGNS – CROWDFUNDING

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

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

- Compatibility with the district’s educational program, mission, vision, core values, and beliefs;
- Congruence with the district and school goals that positively impact student performance;
- The district’s instructional priorities;
- The manner in which donations are collected and distributed by the crowdfunding platform;
- Equity in funding; and
- Other factors deemed relevant or appropriate by the district.

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

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

Legal Reference:

Iowa Code §§ 279.8; 279.42; 565.6.

Approved:

Reviewed:

Revised: