



Red Oak Community School District

604 S Broadway

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

Regular Board of Directors Meeting

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

Monday, February 14, 2022 – 5:30 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Bret Blackman
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bret Blackman
- 4.0 Communications
 - 4.1 Good News from Red Oak Schools
 - 4.2 Visitors and Presentations
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from January 24, 2022 *pg 3-4*
 - 5.2 Review and Approval of Monthly Business Reports *pg 5-14*
 - 5.3 Open Enrollment Requests Consideration
 - 5.3.1 Open Enrollment for 2nd grader Haven Hockett for open enrollment from Southwest Valley School District to Red Oak Community School District for the 2021-2022 school year due to a move on 2-1-2022
 - 5.3.2 Open Enrollment for 11th grader Jordan Phillips for open enrollment from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year
 - 5.4 Personnel Considerations
 - 5.4.1 Resignation of Cliff Owen as HS Girls Basketball Coach effective at the end of the 2021-2022 season
 - 5.4.2 Resignation of Steve Thomas as Bus Driver effective 2-8-2022
 - 5.4.3 Hiring of Coleman Mullenix as HS Strength and Conditioning Teacher and HS Head Girls Basketball Coach for the 2022-2023 school year
 - 5.4.4 Hiring of Alec Ruskell as HS Physical Education Teacher for the 2022-2023 school year
 - 5.4.5 Hiring of Julie Green as Classroom Teacher at Inman Elementary for the 2022-2023 school year
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business
 - 6.1.1-None

6.2 New Business

6.2.1 Discussion/Approval of Open Enrollment for 8th grader Geno DeMasi and 6th grader Lucy DeMasi for open enrollment from Red Oak Community School District to CAM (Iowa Connections Academy) Community School District for the 2021-2022 school year.

6.2.2 Discussion/Approval of 1st reading of Board Policies 400-402 pg 15-38

6.2.3 Discussion/Approval of service contract with Cummins Sales and Service pg 39-43

6.2.4 Discussion/Approval of replacement of two overhead shop doors at the bus barn pg 44

6.2.5 Discussion/Approval of School Budget Review Committee (SBRC) funding request related to the FY22 State-wide Voluntary Pre-School Program (SWVPP) in the amount of \$39,748.50 pg 45

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, February 28, 2022 – 5:30 pm
Red Oak Virtual Learning Center
Red Oak Jr./Sr. High

9.0 Adjournment

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Virtual Classroom/ Phone/Internet
Red Oak Junior Senior High School Campus
January 24, 2022

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

Present

Directors: Bret Blackman, Roger Carlson, Bryce Johnson via phone at 5:55 p.m., Kathy Walker via phone

Superintendent Ron Lorenz, Business Manager Deb Drey

Approval of Agenda

Motion by Director Carlson, second by Director Walker to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously (3-0).

Good News from Red Oak Schools

Iowa Girls High School Athletic Union announced that girls' wrestling will be sanctioned in 2022-2023.

Three high school girls participated in the girls' state wrestling tournament.

Dawson Bond won his weight division at the John J Harris Invitational Tournament. Bond and Chase Sandholm have each recorded their 100th win.

The Atlantic Wrestling Cheerleading Sponsor sent a letter to the Junior/Senior High School Activities Department complimenting the Red Oak Wrestling Cheerleaders for their collaboration with the Atlantic squad.

Optimist Presentation

Dan Crouse representing the Red Oak Optimist Club presented information on a digital sign to be placed on the Junior/Senior High School Campus.

Public Hearing on 2022-2023 School Calendar

President Blackman opened the public hearing on the 2022-2023 School Calendar at 5:48 p.m. There were no oral or written comments. The public hearing was closed at 5:51 p.m.

Consent Agenda

Motion by Director Carlson, second by Director Walker to approve the consent agenda as presented including meeting minutes, monthly business reports, open enrollment requests excluding open enrollment item 5.3.3, personnel considerations, and out of state field trip request. Motion carried unanimously (3-0).

2022-2023 School Calendar

Motion by Director Walker, second by Director Carlson to approve the 2022-2023 school calendar as presented. Motion carried unanimously (3-0).

At Risk/Drop Out Modified Supplemental Amount

Motion by Director Carlson, second by Director Walker to approve the School Budget Review Committee Modified Supplemental Amount Application in the amount of \$190,747. Motion carried unanimously (3-0).

Continuation of the January 24, 2022, Meeting Minutes-Page 2

Street Smarts LLC Agreement

Motion by Director Carlson, second by Director Walker to approve the agreement with Street Smarts LLC to provide driver's education. Motion carried unanimously (3-0).

Director Johnson joined the meeting via phone.

Retention Stipend

Motion by Director Carlson, second by Director Walker to approve use of ARP ESSER III funds to provide a one-time \$2,000 retention stipend for all returning regular/permanent employees for the 2022-2023 school year. Motion carried unanimously (4-0).

Hiring Incentive

Motion by Director Walker, second by Director Carlson to approve use of ARP ESSER III funds to provide a one-time \$1,000 hiring incentive to new certified and classified regular/permanent employees for the 2022-2023 school year. Motion carried unanimously (4-0).

Second Reading Board Policy Series 300-304

Motion by Director Johnson, second by Director Carlson to approve the second reading of Board Policy Series 300-304. Motion carried unanimously (4-0).

Adjournment

Motion by Director Walker, second by Director Carlson to adjourn the meeting at 6:16 p.m.
Motion carried unanimously (4-0).

Next Board of Directors Meeting

Monday, February 14, 2022 – 5:30 p.m.
Virtual Classroom/Phone/Internet
Red Oak Junior Senior High School Campus

Bret Blackman, President

Deb Drey, Board Secretary

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AGRIVISION	1000011494	363.00
10 9010 2630 000 0000 618	Repair Parts Gator Lift	363.00
Vendor Name AGRIVISION		363.00
AHLERS & COONEY	817437	392.50
10 9010 2310 000 0000 342	January 2022 Legal Fees	392.50
Vendor Name AHLERS & COONEY		392.50
ANITA ENGRAVING	46266	307.25
10 0109 2410 000 0000 618	Name Plates for Graduation	307.25
Vendor Name ANITA ENGRAVING		307.25
BATTEN SANITATION SERVICE	13122BS	5,345.00
10 9010 2630 000 0000 421	Admin/BBF/BBF Sanitation 1/22	95.00
10 0109 2630 000 0000 421	Jr/Sr HS Sanitation 1/2022	1,750.00
10 0418 2630 000 0000 421	IES Sanitation 1/2022	1,750.00
10 0445 2630 000 0000 421	ROECC Sanitation 1/2022	1,750.00
Vendor Name BATTEN SANITATION SERVICE		5,345.00
CAMBLIN MECHANICAL INC	21-3180	150.00
10 0109 2620 000 0000 432	Jr/Sr HS Water Softner Repair	150.00
CAMBLIN MECHANICAL INC	21-3188	262.50
10 0109 2620 000 0000 432	Jr/Sr HS Compressor Repair	262.50
CAMBLIN MECHANICAL INC	21-7850	137.16
10 0418 2620 000 0000 432	IES Cooling Pump Repair	137.16
CAMBLIN MECHANICAL INC	40098	75.00
10 0445 2620 000 0000 432	Pre-School Heating Repair	75.00
Vendor Name CAMBLIN MECHANICAL INC		624.66
CAPITAL SANITARY SUPPLY CO.	054907	695.47
10 0418 2620 000 4045 618	Hand Sanitizer Cartridge Refills	695.47
CAPITAL SANITARY SUPPLY CO.	054907a	940.93
10 0418 2620 000 4045 618	Hand Sanitizer Cartridge Refills	940.93
CAPITAL SANITARY SUPPLY CO.	054942	2,903.60
10 9010 2620 000 0000 618	Black Trash Bags	391.90
10 9010 2620 000 0000 618	Natural Trash Bags	409.60
10 9010 2620 000 0000 618	Small Natural Trash Bags	296.10
10 9010 2620 000 0000 618	Mini-Jumbo Toilet Paper	192.00
10 9010 2620 000 0000 618	White Paper Towels	748.00
10 9010 2620 000 0000 618	Natural Paper Towels	506.60
10 9010 2620 000 0000 618	Spa Foam Soap for Dispensers	359.40
CAPITAL SANITARY SUPPLY CO.	054942a	128.00
10 9010 2620 000 0000 618	Mini-Jumbo Toilet Paper	128.00
Vendor Name CAPITAL SANITARY SUPPLY CO.		4,668.00
CASEY'S BUSINESS MASTERCARD	20122CBM	199.95
10 9010 2700 000 0000 810	Transportation Fees	199.95
Vendor Name CASEY'S BUSINESS MASTERCARD		199.95
CENTURY LINK	012522	573.93

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2490 000 0000 530	District Long Distance	573.93
CENTURY LINK	20122CL	176.00
10 9010 2490 000 0000 530	Two-Way Transmitter	176.00
Vendor Name CENTURY LINK		749.93
CHAT MOBILITY	11522CM	104.16
10 9010 2510 000 0000 532	Admin Mifi's	104.16
Vendor Name CHAT MOBILITY		104.16
CHEMSEARCH	7670358	434.17
10 9010 2640 000 0000 433	Water Treatment for Boilers	434.17
CHEMSEARCH	7673243	432.13
10 9010 2640 000 0000 433	Water Treatment for Boilers	432.13
Vendor Name CHEMSEARCH		866.30
CITY OF RED OAK	20122CORO	1,247.72
10 9010 2620 000 0000 411	Admin/BBF/BBF Water 1/2022	81.06
10 0109 2620 000 0000 411	Jr/Sr HS Water 1/2022	467.97
10 0418 2620 000 0000 411	IES Water 1/1022	516.00
10 0445 2620 000 0000 411	ROECC Water 1/2022	182.69
Vendor Name CITY OF RED OAK		1,247.72
CLARINDA COMMUNITY SCHOOLS	13122CCSD	3,694.45
10 9010 1000 130 3116 567	TLC Out 1st Sem 21-22	170.45
10 9010 1000 100 0000 567	OE Out 1st Sem 21-22	3,524.00
Vendor Name CLARINDA COMMUNITY SCHOOLS		3,694.45
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	12122CRCS	22,166.67
10 9010 1000 130 3116 567	TLC Out 1st Sem 21-22	1,022.67
10 9010 1000 100 0000 567	OE Out 1st Sem 21-22	21,144.00
Vendor Name CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT		22,166.67
COUNSEL OFFICE & DOCUMENTS	23ar859480	6,032.00
10 9010 2235 000 0000 358	PaperCut Support/Mgmt Renewal	6,032.00
COUNSEL OFFICE & DOCUMENTS	23ar860910	182.00
10 9010 2235 000 0000 618	Papercut Card Reader MC Copier	182.00
COUNSEL OFFICE & DOCUMENTS	23AR865924	1,822.16
10 0445 1000 100 0000 359	ROECC Copier Clicks 1/2022	97.81
10 9010 2520 000 0000 618	Steady Serve 1/2022	12.99
10 9010 2520 000 0000 618	Admin Copier Clicks 1/2022	50.87
10 0418 1000 100 0000 359	IES Copier Clicks 1/2022	1,044.21
10 0109 1000 100 0000 359	Jr/Sr HS Copier Clicks 1/2022	616.28
Vendor Name COUNSEL OFFICE & DOCUMENTS		8,036.16
DICKEL DUIT OUTDOOR POWER, INC.	54820	131.32
10 9010 2640 000 0000 618	Simplicity Snow Blower Repair	131.32
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		131.32
EAST MILLS COMMUNITY SCHOOLS	020922EMCS	37,285.40
10 9010 1000 100 0000 567	OE Out 1st Sem 21-22	35,240.00

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 1000 130 3116 567	TLC Out 1st Sem 21-22	2,045.40
Vendor Name EAST MILLS COMMUNITY SCHOOLS		37,285.40
EAST UNION COMMUNITY SCHOOL	131	7,388.89
10 9010 1000 100 0000 567	OE Out 1st Sem 21-22	7,048.00
10 9010 1000 100 3116 567	TLC Out 1st Sem 21-22	340.89
Vendor Name EAST UNION COMMUNITY SCHOOL		7,388.89
ESSEX COMMUNITY SCHOOL DIST.	12122ECSD	3,694.45
10 9010 1000 100 0000 567	OE Out 1st Sem 21-22	3,524.00
10 9010 1000 130 3116 567	ELC Out 1st Sem 21-22	170.45
Vendor Name ESSEX COMMUNITY SCHOOL DIST.		3,694.45
FBG SERVICE CORPORATION	918439	31,867.25
10 9010 2630 000 0000 340	January 2022 Custodial Svcs	31,867.25
FBG SERVICE CORPORATION	918709	505.25
10 9010 2630 000 0000 340	Additional 1/22 Custodial	505.25
Vendor Name FBG SERVICE CORPORATION		32,372.50
FES	12786	405.00
10 9010 2236 000 0000 536	February 2022 Web Hosting	405.00
Vendor Name FES		405.00
FOLLETT SCHOOL SOLUTIONS INC	1465341	1,844.38
10 0109 2222 000 0000 652	Jr/SR HS Hosted DESTINY Svcs 21-22	922.19
10 0418 2222 000 0000 652	IES Hosted DESTINY Svs 21-22	922.19
Vendor Name FOLLETT SCHOOL SOLUTIONS INC		1,844.38
GLENWOOD COMMUNITY SCHOOLS	20122GCSD	3,018.23
10 9010 1200 217 3303 320	January 2022 Apex x 1	3,018.23
Vendor Name GLENWOOD COMMUNITY SCHOOLS		3,018.23
GREEN HILLS AEA	3446	30,873.20
10 9010 2213 410 4644 320	Title 1A Social Worker	24,783.00
10 9010 1000 100 4669 320	Master Social Worker	6,090.20
GREEN HILLS AEA	822843950	50.00
10 9010 2213 132 3376 320	Suicide Risk Assessment Training	50.00
Vendor Name GREEN HILLS AEA		30,923.20
GREEN TREE COMPANY, THE	8910	3,950.00
10 9010 2630 000 0000 435	Snow Removal 1/14/22	3,950.00
Vendor Name GREEN TREE COMPANY, THE		3,950.00
HALEY'S ELECTRIC	9769	225.00
10 0109 2620 000 0000 432	Jr/Sr HS Fire Panel Svc Call	225.00
Vendor Name HALEY'S ELECTRIC		225.00
HEARTLAND AEA #1	128818	315.37
10 0418 1920 100 1920 618	Student Planners 6th Grade	315.37
Vendor Name HEARTLAND AEA #1		315.37

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
INTECONNEX	12323	6,997.50
10 0109 2235 000 0000 739	Jr/Sr High Camera Project	6,997.50
Vendor Name INTECONNEX		6,997.50
ISFIS, INC.	16857	275.00
10 9010 2310 000 0000 320	ISFIS Budget Workshop	275.00
Vendor Name ISFIS, INC.		275.00
JOHNSON AUTO PARTS	435745	5.79
10 9010 2700 000 0000 618	Brake Fluid #3	5.79
Vendor Name JOHNSON AUTO PARTS		5.79
JOHNSON CONTROLS FIRE PROTECTION LP	22265705	766.65
10 9010 2670 000 0000 490	Final Bancroft Inspection	766.65
Vendor Name JOHNSON CONTROLS FIRE PROTECTION LP		766.65
JOHNSTONE SUPPLY	1418518	502.65
10 0418 2620 000 0000 618	Heat Actuator	488.84
10 0418 2620 000 0000 618	Shipping	13.81
Vendor Name JOHNSTONE SUPPLY		502.65
JOSTENS	27623703	511.49
10 0109 2410 000 0000 618	2022 HIGH SCHOOL DIPLOMAS	491.40
10 0109 2410 000 0000 618	PACKAGING, HANDLING & DELIVERY	20.09
Vendor Name JOSTENS		511.49
MATHESON TRI-GAS	24946512	48.21
10 0109 1300 370 0000 612	Replacement Electrode Holder	48.21
MATHESON TRI-GAS	24981504	22.49
10 0109 1300 370 0000 612	7014 Electrodes	22.49
Vendor Name MATHESON TRI-GAS		70.70
MEDIACOM	11222MC	6.65
10 9010 2236 000 0000 536	Jr/Sr HS PRI Lines	6.65
MEDIACOM	12122MCINT	1,550.00
10 9010 2236 000 0000 536	District Internet 2/2022	1,550.00
MEDIACOM	12122MCPRI	840.93
10 9010 2236 000 0000 536	District PRI Lines 2/2022	840.93
Vendor Name MEDIACOM		2,397.58
MIDAMERICAN ENERGY	011922MAE	17,190.11
10 0109 2620 000 0000 622	Jr/Sr Electricity 12/2021	9,207.66
10 0418 2620 000 0000 622	IES Electricity 12/2021	3,876.26
10 0445 2620 000 0000 622	ROECC Electricity 12/2021	2,552.11
10 9010 2620 000 0000 622	Admin Electricity 12/2021	150.39
10 9010 2620 000 0000 622	FBF/BBF Electricity 12/2021	445.36
10 9010 2620 000 0000 622	Bancroft Electricity 12/2021	680.47
10 9010 2620 000 0000 622	Bus Barn Electricity 12/2021	277.86
MIDAMERICAN ENERGY	521501533	11.66
10 9010 2620 000 0000 622	Webster Electricity 12/2021	11.66
Vendor Name MIDAMERICAN ENERGY		17,201.77

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
ONESOURCE THE BACKGROUND CHECK COMPANY	IASB3330-20220131	30.00
10 9010 2310 000 0000 340	Background Checks 1/2022	30.00
Vendor Name	ONESOURCE THE BACKGROUND CHECK COMPANY	30.00
PERRIEN, NATE	12622NP	43.60
10 0109 2410 000 0000 580	H10 Board of Control	43.60
Vendor Name	PERRIEN, NATE	43.60
QUADIENT	N9264607	492.76
10 9010 2410 000 0000 531	Postage Meter Lease	492.76
Vendor Name	QUADIENT	492.76
QUILL CORP.	22784967	6.46
10 0445 1000 460 3117 612	ROECC - Pipe Cleaners	6.46
Vendor Name	QUILL CORP.	6.46
RISER INC	2921	675.00
10 0109 2620 000 0000 432	Jr/Sr HS Bleacher Repair	675.00
RISER INC	2924	435.00
10 0109 2620 000 0000 432	Jr/Sr HS Bleacher Repair	435.00
Vendor Name	RISER INC	1,110.00
RIVERSIDE TECHNOLOGIES, INC	0338202-IN	520.00
10 9010 2235 000 4045 359	Managed Svcs 1/2022	520.00
Vendor Name	RIVERSIDE TECHNOLOGIES, INC	520.00
SCHOOL BUS SALES	01P19800	262.38
10 9010 2700 000 0000 618	Antenna WiFi/GPS/LTE	262.38
Vendor Name	SCHOOL BUS SALES	262.38
SELLERS PEST CONTROL-ART SELLERS	30148	175.00
10 9010 2620 000 0000 425	District Pest Control 1/22	175.00
Vendor Name	SELLERS PEST CONTROL-ART SELLERS	175.00
SIOUX CITY COMMUNITY SCH DIST	13122SCCS	2,439.16
10 9010 1200 217 3303 320	Sped Lvl III X 1 1st Sem	2,439.16
Vendor Name	SIOUX CITY COMMUNITY SCH DIST	2,439.16
STANTON COMMUNITY SCHOOL DIST.	12822SCS	15,513.60
10 9010 1200 211 3301 567	Sped Lvl I x 3 1st Sem 21-22	15,513.60
Vendor Name	STANTON COMMUNITY SCHOOL DIST.	15,513.60
TITLEWAVE	381862f	101.62
10 0109 2222 000 0000 643	JR/SR HS MEDIA BOOKS	101.62
Vendor Name	TITLEWAVE	101.62
TRUCK CENTER COMPANIES	104036589	404.51
10 9010 2700 000 0000 618	Alternator w/Pulley	404.51
Vendor Name	TRUCK CENTER COMPANIES	404.51
US CELLULAR	0484908088	44.16

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2236 000 0000 536	Phone Internet Failover	44.16
US CELLULAR	0485260780	668.71
10 0418 2410 000 0000 532	IES Sam Phone	51.07
10 0109 2410 000 0000 532	Jr/Sr HS Principal Phones (2)	102.14
10 9010 2510 000 0000 532	SBO Phone	51.07
10 9010 2510 000 0000 532	FBF/BBS Mifi	55.87
10 9010 2490 000 0000 532	Maintenance Phones (3)	153.21
10 9010 2490 000 0000 532	Tech Phones (2)	102.14
10 9010 2490 000 0000 530	Bus Phones (2)	102.14
10 9010 2490 000 0000 530	District Nurse Phone	51.07
Vendor Name US CELLULAR		712.87
Wells Fargo Financial Leasing, Inc.	5018713897	1,215.50
10 0109 1000 100 0000 359	Jr/Sr HS Copier Lease 1/22	552.50
10 0418 1000 100 0000 359	IES Copier Lease 1/22	331.50
10 9010 2520 000 0000 618	Admin Copier Lease 1/22	110.50
10 0445 1000 100 0000 359	ROECC Copier Lease 1/22	221.00
Vendor Name Wells Fargo Financial Leasing, Inc.		1,215.50
WESTLAKE ACE HARDWARE	25662796	290.41
10 0418 2620 000 0000 618	IES Maintenance Supplies 1/2022	42.36
10 0109 2620 000 0000 618	Jr/Sr HS Maintenance Supplies 1/2022	49.06
10 9010 2620 000 0000 618	District Maintenance Supplies - 1/2022	198.99
WESTLAKE ACE HARDWARE	25662796-1	90.50
10 0109 1300 370 0000 612	14/3 wire - 25'	49.99
10 0109 1300 370 0000 612	Lamp holder	9.98
10 0109 1300 370 0000 612	Light with pull chain	8.99
10 0109 1300 370 0000 612	Circuit Breaker 15 Amp	13.98
10 0109 1300 370 0000 612	Single Pole Switch	2.78
10 0109 1300 370 0000 612	3 way Switch	4.78
Vendor Name WESTLAKE ACE HARDWARE		380.91
WILLIAM V. MACGILL & CO.	782838	101.96
10 9010 2134 000 0000 618	ROECC - First Aid Fanny Packs	101.96
Vendor Name WILLIAM V. MACGILL & CO.		101.96
YOUNG AUTO PARTS INC.	239458	159.99
10 9010 2700 000 0000 618	Battery for #15 (Journey)	159.99
YOUNG AUTO PARTS INC.	239866	52.28
10 9010 2700 000 0000 618	Pliers/C-Clamps/Vise Grip	52.28
Vendor Name YOUNG AUTO PARTS INC.		212.27
Fund Number 10		222,771.22
Checking Account ID 1	Fund Number 40	DEBT SERVICES FUND
UMB BANK N.A.	909298	300.00
40 9010 5000 000 0000 349	Agent Admin Fee	300.00
UMB BANK N.A.	912992	1,500.00
40 9010 5000 000 0000 920	Acceptance Fee	1,500.00
Vendor Name UMB BANK N.A.		1,800.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Fund Number 40		1,800.00
Checking Account ID 1		224,571.22
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
OPAA! FOOD MANAGEMENT INC	IA00038320	52,478.02
61 9010 3110 000 0000 570	January 2022 Food Expenses	52,478.02
OPAA! FOOD MANAGEMENT INC	IA00038583	741.42
61 9010 3140 000 4056 570	FFVP January 2022	741.42
Vendor Name OPAA! FOOD MANAGEMENT INC		53,219.44
Fund Number 61		53,219.44
Checking Account ID 2		53,219.44
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ACE FUNDRAISING	12722IFBCA	500.00
21 0109 1400 920 6720 580	2022 IFCA Clinic (football)	500.00
Vendor Name ACE FUNDRAISING		500.00
ATLANTIC COMMUNITY SCHOOLS	020222ACSD	100.00
21 0109 1400 920 6790 810	JV Wrestling Tourney	100.00
Vendor Name ATLANTIC COMMUNITY SCHOOLS		100.00
BAXTER, RANDY	20222RB	200.00
21 0109 1400 920 6710 345	9/JV/V B Basketball Official	200.00
Vendor Name BAXTER, RANDY		200.00
EDIE, DUSTIN	013122DE	150.00
21 0109 1400 920 6790 340	HS Wrestling Quad Official	150.00
Vendor Name EDIE, DUSTIN		150.00
ETHEN, CHRIS	20822CE	140.00
21 0109 1400 920 6710 345	JV/V B Basketball Official	140.00
Vendor Name ETHEN, CHRIS		140.00
Fischer, Kyle	012022KF	140.00
21 0109 1400 920 6710 345	JV/V G Basketball Official	140.00
Vendor Name Fischer, Kyle		140.00
FRENCH, DALE	13122DF	120.00
21 0109 1400 920 6710 345	JV/9 B Basketball Official	120.00
FRENCH, DALE	20222DF	110.00
21 0109 1400 920 6710 345	JH G Basketball Official	110.00
FRENCH, DALE	20822DF	120.00
21 0109 1400 920 6710 345	JV/9 B Basketball Official	120.00
Vendor Name FRENCH, DALE		350.00
GREBERT, RON	020822RG	140.00
21 0109 1400 920 6710 345	V G/B Basketball Official	140.00
GREBERT, RON	13122RG	120.00
21 0109 1400 920 6710 345	V /JV (2 Qtrs) G Basketball Official	120.00
Vendor Name GREBERT, RON		260.00
Hamilton, Josh	013122JH	150.00
21 0109 1400 920 6790 340	HS Wrestling Quad Official	150.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name Hamilton, Josh		150.00
HARLAN COMMUNITY SCHOOL DIST.	13122HCSD	115.00
21 0109 1400 920 6790 810	JV Wrestling Entry Fee	115.00
Vendor Name HARLAN COMMUNITY SCHOOL DIST.		115.00
JOHNSON, BOB	12422BJ	120.00
21 0109 1400 920 6710 345	V/JV (2 Qtrs) G Basketball Official	120.00
Vendor Name JOHNSON, BOB		120.00
JUHL, KELLY	20822KJ	110.00
21 0109 1400 920 6710 345	JH G Basketball Official	110.00
Vendor Name JUHL, KELLY		110.00
LONG, JOHN	12022JL	140.00
21 0109 1400 920 6710 345	JV/V G Basketball Official	140.00
Vendor Name LONG, JOHN		140.00
LUTZ, DAVID	20822DL	140.00
21 0109 1400 920 6710 345	JV/V B Basketball Official	140.00
Vendor Name LUTZ, DAVID		140.00
LUTZ, ZACH	20822ZL	140.00
21 0109 1400 920 6710 345	JV/V B Basketball Official	140.00
Vendor Name LUTZ, ZACH		140.00
MANZ, KYLE	13122KM	140.00
21 0109 1400 920 6710 345	V G/B Basketball Official	140.00
Vendor Name MANZ, KYLE		140.00
MCCREADY, BRIEN	13122BM	200.00
21 0109 1400 920 6710 345	JV/V G/B Basketball Official	200.00
Vendor Name MCCREADY, BRIEN		200.00
MCDERMOTT, MIKE	13122MM	120.00
21 0109 1400 920 6710 345	JV/9 B Basketball Official	120.00
MCDERMOTT, MIKE	20822MM	110.00
21 0109 1400 920 6710 345	JH G Basketball Official	110.00
MCDERMOTT, MIKE	20822MM-1	120.00
21 0109 1400 920 6710 345	JV/9 B Basketball Official	120.00
Vendor Name MCDERMOTT, MIKE		350.00
MILLER, JUSTIN	13122JM	200.00
21 0109 1400 920 6710 345	JV/V G/B Basketball Official	200.00
Vendor Name MILLER, JUSTIN		200.00
MOORE, TOM	IFCA2122	55.00
21 0109 1400 920 6720 810	IFCA Membership	55.00
Vendor Name MOORE, TOM		55.00
MULLER, ANDREA	20222AM	110.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0109 1400 920 6710 345	JH G Basketball Official	110.00
Vendor Name MULLER, ANDREA		<u>110.00</u>
OSBORN, CURTIS	20822CO	65.00
21 0109 1400 920 6710 345	JV G Basketball Official	65.00
Vendor Name OSBORN, CURTIS		<u>65.00</u>
PACE, RICK	20822RP	65.00
21 0109 1400 920 6710 345	JV G Basketball Official	65.00
Vendor Name PACE, RICK		<u>65.00</u>
PAULSEN, MARK	20822MP	140.00
21 0109 1400 920 6710 345	V B/G Basketball Official	140.00
Vendor Name PAULSEN, MARK		<u>140.00</u>
PEPPER & SON, INC.	363956706	269.75
21 0109 1400 910 6121 618	JH Concert Music	269.75
PEPPER & SON, INC.	363956758	55.24
21 0109 1400 910 6121 618	JH Concert Music	55.24
Vendor Name PEPPER & SON, INC.		<u>324.99</u>
PERRIEN, NATE	12622NP	55.59
21 0109 1400 920 6600 618	Wrestling Driver	55.59
Vendor Name PERRIEN, NATE		<u>55.59</u>
RED OAK HARDWARE HANK	13122ROHH	11.67
21 0109 1400 920 6600 618	Audio Equipment	11.67
RED OAK HARDWARE HANK	13122ROHH-1	704.00
21 9010 1400 920 6650 618	Tennis Balls	704.00
Vendor Name RED OAK HARDWARE HANK		<u>715.67</u>
RUDIS Trihex	8460	516.60
21 0109 1400 920 6790 618	Girls Wrestling Singlets	516.60
Vendor Name RUDIS Trihex		<u>516.60</u>
SMITH, ANDRE	20222AS	200.00
21 0109 1400 920 6710 345	9/JV/V B Basketball Official	200.00
Vendor Name SMITH, ANDRE		<u>200.00</u>
SPOMER, KURT	20222KS	200.00
21 0109 1400 920 6710 345	9/JV/V B Basketball Official	200.00
Vendor Name SPOMER, KURT		<u>200.00</u>
SWEENEY, BOB	013122BS	120.00
21 0109 1400 920 6710 345	V/JV (2 Qtrs) G Basketball Official	120.00
Vendor Name SWEENEY, BOB		<u>120.00</u>
WENSTRAND, NICOLE	012022NW	140.00
21 0109 1400 920 6710 345	JV/V G Basketball Official	140.00
Vendor Name WENSTRAND, NICOLE		<u>140.00</u>

Red Oak Community School District
02/10/2022 02:48 PM

RED OAK BOARD REPORT

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
WIEGEL, SHANE	20822SW	140.00
21 0109 1400 920 6710 345	V G/B Basketball Official	140.00
Vendor Name WIEGEL, SHANE		<hr/> 140.00
Fund Number 21		<hr/> 6,492.85
Checking Account ID 3		<hr/> 6,492.85

14

Board Policies 400-402 (Employees Internal Relations)

400.1 - Role of and Guiding Principles for Employees

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. All employees have an impact on the school environment, including students, parents, and community members, by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy or a more specific policy is in the 300 series. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ February 14, 2022

Revised: ~~July 25, 2018~~

400.2 - Equal Employment Opportunity

The Red Oak Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. Employees will support and comply with the district's

established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to the applicants' age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any position, the school district will perform any background check required by law. The district may determine on a case-by-case basis that, based on the duties, ~~some~~ **other** positions within the district will require more thorough background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended and may withdraw a previously extended offer.

Advertisements and notices for vacancies within the district will contain the following statement: "The Red Oak Community School District is an equal employment opportunity/affirmative action employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa 50301-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html> or to the Director of the ~~Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri~~ **Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/milwaukee/index.cfm>**. Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 15, 2022**

Revised: ~~July 25, 2018~~

401.1 - Employee Defined

Employees are those individuals who are employed by the school district on an ongoing basis who are not independent contractors. The district may give employees individual contracts or letters of assignment or may not issue any form of written document to employees, as required by law and in the discretion of the district. Any contracts for employment must be signed by the board president.

Licensed employees, including administrators, are those employees required to hold an appropriate license from the Iowa Department of Education for their position as required by the Board of Educational Examiners or others with professional licenses. Licenses required for a position will be considered met if the employee meets the requirements established by the Iowa Department of Education. Licensed employees must present evidence of current license to the board secretary prior to payment of salary each year.

Support staff **or classified** employees are employees who are not administrators or employees in positions which require **a license issued by the Iowa Board of Educational Examiners as a Iowa Department of Education teaching license** and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support staff employees required to hold a license for their position must present evidence of their current license to the board secretary prior to payment of wages each year.

It is the responsibility of the superintendent to establish job specifications and job descriptions for employees' positions, other than the position of the superintendent. Job descriptions may be approved by the board.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: July 25, 2018

401.2 - Employee Qualifications, Recruitment, and Selection

Recruitment and selection of the employees of the district shall be the responsibility of the superintendent. In the discharge of this responsibility, the superintendent may utilize other administrators and/or staff members as is practical and effective.

Selection of employees shall be based on the following qualifications, as well as any other qualifications the superintendent or administrator deems appropriate:

1. Training, education, **experience, and skill** ~~certification, and licensing~~;
2. Possession of, or ability to obtain, state license if required for the position;
3. Demonstrated professional competency;
4. Personality; and

5. General suitability for the position;
6. The needs of the district.

All professional employees shall be properly licensed as required by statutory enactment and the Iowa Department of Education.

The superintendent shall make a recommendation to the board and the board shall approve any recommendation prior to any individual being employed by the board, except the superintendent may hire teachers without approval of the board. However, the superintendent will have the authority to employ an employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ February 14, 2022

Revised: July 25, 2018

Policy 401.3 LIMITATIONS TO EMPLOYMENT REFERENCES

[Mandatory Policy per ESSA]

The Red Oak Community School District believes in taking appropriate measures to promote the health and welfare of all students. Any school employee, contractor, or agent shall not assist another school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- the matter has been officially closed by the law enforcement agency;
- the individual is acquitted or otherwise exonerated of the alleged misconduct; or
- more than four years has passed since the case was opened, and no charges or indictment have been filed.

Approved:

Reviewed: February 14, 2022

Revised:

401.3-4 - Employee Leaves and Absences

Employees shall be provided leave as required under federal, state or local law; as specified in board policy; as specified in a collective bargaining unit covering the employee; or as specified in the individual employee's contract with the district.

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. Employees may make requests for unpaid leaves of absence. Such requests shall be submitted in writing to the superintendent or designee at least five (5) work days in advance except in cases of emergency, in which case authorization must be requested as soon as possible and in no event more than five (5) work days after the absence. Such requests will be considered individually on their own merits and in accordance with the applicable collective bargaining agreement, if any, and state and federal law.

The superintendent or designee will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence, and other factors the superintendent believes are relevant in making this determination.

If unpaid leave is granted, the duration of the leave period is coordinated with the scheduling of the education program whenever possible, to minimize the disruption of the education program and school district operations.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 24, 2022**

Revised: ~~July 25, 2018~~

401.4-5- Employee Resignation

Licensed Employees

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board.

The board may require an individual who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the school district.

Support Staff Employees

Support staff employees who wish to resign during the school year must notify the superintendent in writing of their intent to resign and final date of employment no less than thirty (30) days prior to their last working day.

Approved: July 25, 2018
Reviewed: ~~July 25, 2018~~ **February 14, 2022**
Revised: ~~July 25, 2018~~

401.5 6- Employee Contract Release-Licensed Employees

Licensed employees who wish to be released from an executed contract must give at least twenty-one days notice to the superintendent. Licensed employees may be released at the discretion of the board. Only in unusual and extreme circumstances will the board release a licensed employee from a contract. The board will have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract will be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost of advertising incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

The superintendent is required to file a complaint with the Iowa Board of Educational Examiners against a licensed employee who leaves without proper release from the board.

In the event a certified employee (i.e., teacher or administrator) submits a written resignation by November 30, to be effective at the end of the current school year, that employee shall be eligible to receive a \$1,250 severance bonus. A certified employee who submits a written resignation by January 15, to be effective at the end of the current school year, shall be eligible to receive a \$750 severance bonus. By acceptance of the severance bonus, the employee waives any rights to seek unemployment or other employment claims against the district. The payment of the severance bonus shall occur within thirty (30) days following board approval of the resignation. Once the resignation is approved by the Board, all the employee's rights will be terminated on the employee's last contract day of the current school year. Once approved, the employee's resignation may not be rescinded. This provision may not be applied in conjunction with any other employment separation agreement.

Approved: August 23, 2021
Reviewed: ~~August 23, 2021~~ **February 14, 2022**
Revised: August 23, 2021

401.6 7 - Employment Retirement

Employees who will complete their current contract with the board may apply for retirement. No employee will be required to retire at a specific age.

Application for retirement will be considered made when the employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board, if applicable, the intent of the employee to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent. Applications made after the date set by the board for the return of the employee's contract to the board, if applicable, may be considered by the board if special circumstances exist. It is within the discretion of the board to determine whether special circumstances exist.

Board action to approve a licensed employee's application for retirement is final, and such action constitutes nonrenewal and/or termination of the employee's contract effective the day of the employee's retirement.

Licensed employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System.

Employees and their spouse and dependents who have group insurance coverage through the school district may be allowed to continue coverage of the school district's group health insurance program, at their own expense, by meeting the requirements of the insurer.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: July 25, 2018

401.7 8- Employee Suspension

Employees will perform their assigned job, respect and follow board policy, and obey the law. The superintendent is authorized to suspend an employee pending board action on a discharge, for investigation of charges against the employee, for reasons related to staff and student safety, and for disciplinary purposes. In the event of a suspension, appropriate due process will be followed. It is within the discretion of the superintendent to suspend an employee with or without pay.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: ~~July 25, 2018~~

401.8 9 - Employee Dismissal

The superintendent or designee has authority to suspend the services of any employee, as permitted under law. The superintendent or designee shall make a recommendation to the board regarding the employee's employment with the district. The board shall take action

whether or not to terminate the employee's employment with the district, as required and/or permitted under law.

The superintendent, the superintendent's designee and the board shall follow all applicable procedures and provide appropriate due process as required under the law and/or as required in a negotiated labor contract, if any.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ February 14, 2022

Revised: ~~July 25, 2018~~

Policy 401.10 EMPLOYEE EXPRESSION [Mandatory Policy per Iowa Code ch. 279.73]

The board believes the district has an interest in maintaining an orderly and effective work environment while balancing employees First Amendment rights to freedom of expression and diverse viewpoints and beliefs. When employees speak within their official capacity, their expression represents the district and may be regulated. The First Amendment protects a public employee's speech when the employee is speaking as an individual citizen on a matter of public concern. Even so, employee expression that has an adverse impact on district operations and/or negatively impacts an employee's ability to perform their job for the district may still result in disciplinary action up to and including termination.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens, from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district from functioning efficiently and effectively may be subject to discipline up to and including termination.

A district employee who acts to protect a student for engaging in free expression or who refuses to infringe on students engaging in free expression; and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action based on their behavior provided that expression is otherwise permitted by law and board policy.

If the board or court finds an employee that is subject to licensure, certification or authorization by the Board of Educational Examiners discriminated against a student or other co-employee, the board will refer the employee to the Board of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

Approved:

Reviewed:

Revised:

402.1 - Employee Conflict of Interest

Employees' use of their position with the school district for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease such solicitations as a condition of continued employment.

Employees will not act as an agent or dealer for the sale of textbooks or other school supplies. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It will also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist will include, but not be 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's badge, uniform, business card or other evidences of office to give the employee or the employee'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 an employee who is employed by the school district.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee 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 employee during the performance of the employee's duties.

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

When procurement is supported by Federal Child Nutrition funds, employees will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the employee, employee's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It is the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: July 25, 2018

402.2 – Nepotism

Nepotism is patronage bestowed or favoritism shown on the basis of family relationship. More than one family member may be an employee of the district. The decision to employ more than one individual in a family shall be made on the basis of each individual's qualifications and credentials.

No district employee shall be involved in hiring a family member. No district employee shall serve in a supervisory capacity over one of their family members who is a contracted employee of the district. No district employee shall attempt to influence the evaluation or conditions of employment of the employee's family member with anyone who serves in a supervisory capacity over that family member.

Family members for purposes of this policy include husbands, wives, mothers, fathers, mothers-in-law, fathers-in-law, sisters, brothers, sisters-in-law, brothers-in-law, daughters, sons, daughters-in-law, and sons-in-law.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ February 14, 2022

Revised: July 25, 2018

402.3 - Employee Harassment

~~I. The Red Oak Community School District is committed to maintaining a learning environment that is free from harassment because of an individual's age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information.~~ The district prohibits any and all forms of harassment ~~because of~~ **including that which is based on** an individual's age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information.

It shall be a violation of this policy for any teacher, administrator, or other school personnel of the district to harass a teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding an individual's age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information, as defined by this policy. For purposes of this policy, school personnel include Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

It shall also be a violation of this policy for any teacher, administrator or other school personnel of this district to tolerate sexual harassment or harassment because of an individual's age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information by a teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaging in activities under the direction of the district. Any teacher, administrator, or other school personnel who has knowledge or belief that an individual has or may have been the victim of prohibited harassment is required to immediately report the alleged acts to an appropriate district official designated by this policy. Failure to report the harassing conduct could result in discipline, up to and including termination, for the teacher, administrator, or other school personnel who failed to report.

The district will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment and to promptly take appropriate action to protect individuals from further harassment. If the district determines that unlawful harassment has occurred, it shall promptly and appropriately discipline any teacher, administrator or other school personnel who is found to have violated this policy, up to and possibly including termination, and/or take other appropriate action reasonably calculated to end the harassment.

II. Definitions

- A. Sexual Harassment: Sexual harassment consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct,

or other verbal, physical, or written conduct or communication of a sexual nature when:

1. submission to that conduct or communication by an individual is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment;
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting the individual's employment; or
3. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment environment.

Examples of conduct that may constitute sexual harassment may include, but are not limited to:

1. unwelcome verbal harassment or abuse, or unwelcome written harassment or abuse, including through the Internet or e-mail;
2. unwelcome sexual advances or pressure for sexual activity;
3. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment status or implied or overt promises of preferential treatment with regard to an individual's employment status;
5. unwelcome behavior or words directed at an individual because of gender;
6. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
7. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
8. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another;
9. graffiti of a sexually offensive nature;
10. sexual gestures or jokes; or
11. spreading rumors about or rating other individuals as to sexual activity or performance.

B. Harassment: Other forms of harassment consist of physical, verbal, or written conduct relating to an individual's age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive employment environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's employment performance; or
3. otherwise adversely affects an individual's employment opportunities.

Examples of conduct that may constitute harassment based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information include, but are not limited to:

1. threatening or intimidating conduct directed at others because of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information, including through the Internet or e-mail;
2. slurs, negative stereotypes and hostile acts based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information;
3. graffiti containing offensive language that is derogatory to others because of their age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information;
4. written or graphic material containing comments or stereotypes which is posted or circulated (including through e-mail or the Internet) and which is aimed at degrading individuals because of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information; or
5. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information.

III. Reporting Procedures

Any individual who believes he or she has been the victim of harassment by a teacher, administrator or other school personnel of the district, or by any other person who is participating in, observing, or otherwise engaging in activities under the direction of the district, is encouraged to report the alleged act immediately to the individual's building principal or the district's Equity Coordinator.

Any teacher, administrator, or other school personnel who has knowledge or belief that an individual has or may have been the victim of prohibited harassment is required to immediately report the alleged acts to the individual's building principal or the district's Equity Coordinator. Failure to report the harassing conduct could result in discipline, up to and including termination, for the teacher, administrator, or other school personnel who failed to report.

Any other person with knowledge or belief that an individual has or may have been the victim of prohibited harassment is encouraged to immediately report the alleged acts to the appropriate building principal or the district's Equity Coordinator.

The district encourages the reporting party or complainant to use the report form available from the principal of each building and available from the district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the district's Equity Coordinator.

The Board hereby designates the Equity Coordinator as the individual responsible for identifying, investigating, preventing, and remedying harassment within the district. The district shall conspicuously post the name of the Equity Coordinator, including mailing addresses and telephone numbers.

IV. Investigation Procedures

By authority of the Board, the Equity Coordinator, upon receipt of a report or complaint alleging prohibited harassment, shall immediately undertake or authorize an investigation. The investigation may be conducted by district officials or by a third party designated by the district.

The district may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of an investigation of alleged harassment.

The investigation will be completed as soon as practicable. The investigator shall make a written report to the Equity Coordinator or designee upon completion of the investigation, which shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

V. District Action

The district will take appropriate action following a finding that a violation of this policy has occurred. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, reprimand, termination or discharge, counseling, training, or mentoring. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, state and federal law, and district policy.

VI. Prohibition on Retaliation

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. Any teacher, administrator, or other school personnel shall not engage in reprisal, retaliation, harassment, or false accusation against a victim, witness, or an

individual who has reliable information, about such an act of harassment. The superintendent/designee has the right to discipline individuals who knowingly file false harassment complaints or otherwise act in bad faith during a complaint/investigative process. An individual who is found to have retaliated against another in violation of this regulation will be subject to disciplinary action, up to and possibly including termination.

VII. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Iowa Civil Rights Commission, 211 E. Maple, Des Moines, Iowa, 50309, (515) 281-4121, or the U.S. Department of Education, Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, (312) 730-1560. Any inquiry or complaint to a state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: July 25, 2018

402.4 - Employee Records

The school district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of confidential letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made. However, employees will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

It is the responsibility of the superintendent to keep employees' personnel files current. The board secretary is the custodian of employee records.

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

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: July 25, 2018

402.4R1 - Employee Records Regulation

Employee Personnel Records Contents

1. Employee personnel records may contain the following information:
 - Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date and spouse;
 - Application, resume and references, except those that shall be kept confidential according to state and federal law;
 - Educational transcripts;
 - Copy of the employee's license or certificate, if needed for the position;
 - Individual employment contract;
 - Job description and/or assignment;
 - Salary information;
 - Tax documents, including, but not limited to IRS Form W-4;
 - Written attendance records;
 - Evaluation documents;
 - Complaints;
 - Performance improvement plans;
 - Documents concerning any raise, promotion, pay decrease or demotion;
 - Records of disciplinary matters;
 - Receipts and/or acknowledgements of any employee-related material, including policies and handbooks;
 - Letters of termination and/or resignation;
 - Documentation relating to an employee's unemployment benefits; and
 - Documentation relating to an employee's employment ceasing.
2. Employee health and medical records are kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:
 - Medical professional signed physical form;
 - Sick or long-term disability leave days;
 - Worker's compensation claims;
 - Reasonable accommodation made by the school district to accommodate the employee's disability;

- Employee's medical history, including, but not limited to, medical records and/or notes;
 - Employee emergency names and numbers; and
 - Family and medical leave request forms.
3. Employee immigration forms, specifically Form I-9, are kept separate from employee personnel records, and may be kept in a file that houses all employees' immigration forms for the U.S. Citizenship and Immigration Services.

Applicant File Records Content

Records on applicants for positions with the school district are maintained in the central administration office. The records will include, but not be limited to:

- Application for employment;
- Resume;
- References, except those that shall be kept confidential according to state and federal law;
- Evidence of appropriate license or certificate, if necessary for the position for which the individual applied; and
- Affirmative action form, if submitted.

Record Access

The Board shall allow current and former employees access to their files pursuant to state and federal law.

Only authorized school officials will have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principal, or board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for the conducting of board business.

The general public may have access to an employee's personnel records and/or personnel information as permitted by law. Specifically, the general public may have access to the following information:

- An employee's name and compensation, including any written agreement establishing compensation or any other terms of employment excluding any information otherwise protected under the law.
- Compensation means payment of, or agreement to pay, any money, thing of value, or financial benefit conferred in return for labor or services rendered by an official, officer or employee plus the value of benefits conferred including but not limited to casualty, disability, life, or health insurance, other health or wellness benefits, vacation leave,

holiday leave, sick leave, severance payments, retirement benefits, and deferred compensation.

- The dates the employee was employed by the district.
- The positions the employee holds or has held with the district.
- The educational instructions attended by the employee, including any diplomas and degrees earned, and the names of the employee's previous employers, positions previously held, and dates of previous employment.
- The fact that the individual resigned in lieu of termination, was discharged, or was demoted as the result of a disciplinary action, and the documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion.

Employee Record Retention

All employee records, except payroll and salary records, are maintained for a minimum of seven years after termination of employment with the district. Applicant records are maintained for minimum of seven years after the position was filled. Payroll and salary records are maintained for a minimum of three years after payment.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: July 25, 2018

402.5 - Transporting of Student by Employees

Employees who transport students for school purposes must have the permission of the superintendent. Generally, transportation of students is in a motor vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Prior to transporting students in private vehicles, the district may require the following:

- **The vehicle used to transport the student(s) is in good condition and meets all applicable safety requirements;**
- **The driver transporting the student(s) possesses a valid drivers' license; and**
- **Proof of insurance has been supplied to the superintendent and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa.**

~~Employees must have insurance and license on file at the Red Oak Administrative office.~~

The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: July 25, 2018

402.6 - Employee Travel Compensation

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel Outside the School District

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, is approved by the superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than 10 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration.

Pre-approved expenses for transportation within three-hundred miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed at the mileage rate determined by the board. Pre-approved expenses for transportation outside of three-hundred miles of the school district administrative office may be by public carrier. Reimbursement for air travel will be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement will be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car is limited to the cost of a Class "C" rental car at a medium-priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle.

Travel Within the School District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at the mileage rate determined by the board. It is the responsibility of the superintendent to approve travel within the school district by employees. It is the responsibility of the board to review the travel within the school district by the superintendent through the board's audit and approval process.

Employees who are allowed an in-school district travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

Use of District-Owned Vehicles

Certain district employment positions may require regular and extensive travel. Due to the required duties of these positions, the district may provide certain positions with use of district-owned vehicles. Employees who utilize district-owned vehicles during the course of their job duties are fulfilling the public purpose of meeting the needs of the educational community in an efficient, and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the district in carrying out its educational mission. Therefore, district-owned vehicles will be clearly marked at all times to identify the district.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment and proper use of school district vehicles. The administrative regulations will include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: July 25, 2018

402.7 - Employee Credit Cards

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

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

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

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

If an employee or officer uses a school district credit card for personal purchases/transactions in violation of this policy, the cost of such purchases/transactions will be the financial responsibility of that employee or officer and the employee or officer will be expected to reimburse the district for the full amount of the unauthorized purchase/transaction. In addition to financial responsibility for any purchases/transactions an employee makes with a company credit card in violation of this policy, such actions may result in revocation of card privileges and/or disciplinary or other legal action, depending upon the severity and nature of the offense.

Approved: July 25, 2018
Reviewed: ~~July 25, 2018~~ **February 14, 2022**
Revised: July 25, 2018

402.8 - Recognition for Service of Employees

The board recognizes and appreciates the service of its employees. Employees who retire or resign may be honored by the board, administration and staff in an appropriate manner.

If the form of honor thought appropriate by the administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board.

Approved: July 25, 2018
Reviewed: ~~July 25, 2018~~ **February 14, 2022**
Revised: July 25, 2018

402.9 - Employee Professional Development

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district is made to the superintendent. Approval of the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent. Requests that involve unusual expenses or overnight travel must also be approved by the board.

Approved: July 25, 2018
Reviewed: ~~July 25, 2018~~ **February 14, 2022**
Revised: July 25, 2018

402.10 - Employee Tutoring

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent.

Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent. Licensed employees may only tutor students to the extent permitted by any state or federal laws or state or federal regulatory agencies, including the Iowa Board of Educational Examiners.

Tutoring for a fee may not take place within school facilities or during regular school hours.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: July 25, 2018

402.11 - Employee Publication or Creation of Materials

Materials and/or products created by employees and the financial gain therefrom are the sole and exclusive property of the school district if any school funding, school materials, or school time were used in their creation and/or if such materials were created in the scope of the employee's employment. The employee must seek prior written approval of the superintendent concerning such activities.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: July 25, 2018

402.12 - Employee Political Activity

Employees will not engage in political activity upon property under the jurisdiction of the board **including the use of school email accounts**. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, use of district e-mail to originate messages of support for a particular candidate or issue, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited.

Violation of this policy may be grounds for disciplinary action, up to and including termination.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: July 25, 2018

402.13 - Employee Complaints

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~ **February 14, 2022**

Revised: July 25, 2018

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**Sales and
Service**

12/27/2021

RED OAK SCHOOL DISTRICT
1901 N BROADWAY ST
STE A
RED OAK, IA 51566
RE: Planned Maintenance Proposal

Dear ADAM WENBERG,

Cummins Sales and Service is a premier engine and power generation systems provider committed to delivering fast and proven solutions to our customers. We are pleased to offer you a Planned Maintenance Proposal for your review and approval. Due to the critical nature of your standby power system, this Agreement was developed based on your specific needs and equipment to ensure maximum performance and reliability.

Benefits of Planned Maintenance

- Improves system reliability.
- Maintenance performed by certified technicians specifically trained in power generation.
- PM customers receive preferred service for unscheduled emergency repairs.
- Creation of a service record for customer equipment.
- Additional maintenance recommendations documented at that time.
- Scheduling managed by Cummins Sales and Service to ensure timely maintenance intervals.
- Eliminates administrative burden, covers equipment from multiple vendors.

Please sign, date and return the enclosed Agreement to our office along with any purchase documentation necessary so we can tend to your servicing needs. Planned Maintenance Agreements are "auto-renewed" annually prior to the end of your agreement. Should you have any questions or require additional information on this or any other subject relating to your equipment, please feel free to contact me. We look forward to the opportunity to earn your trust and business.

Sincerely,

Walt Hays

Walt Hays
PM Sales
Office: (402) 951-2788
Cell: (402) 450-5118
Email: walt.hays@cummins.com

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Cummins Inc.
10088 South 136th Street
Omaha, NE 68138
Phone: (402) 551-7678
Fax: 1-888-230-6699

PLANNED EQUIPMENT MAINTENANCE AGREEMENT

Customer Address	Customer Contact	Quote Information
RED OAK SCHOOL DISTRICT 1901 N BROADWAY ST STE A RED OAK, IA 51566 Customer #: 607924 Payment Type: Pay As You Go	Name: ADAM WENBERG Phone: (712) 6213368 Cell: Fax: (712) 6236603 E-mail: wenberga@roschools.org	Quote Date: 12/27/2021 Quote Expires: 2/25/2022 Quote ID: QT-5045 Quoted By: Walt Hays Quote Term: 5 Year

Site Name: HIGH SCHOOL

(2011 N 8TH ST RED OAK IA 51566)

Unit Name:	HIGH SCHOOL	Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
Make:	Onan						
Model:	C80 N6	1	March	Inspection	1	\$618.67	\$618.67
S/N:	J180438929	1	September	Full Service	1	\$891.89	\$891.89
Size:	80kW	1	September	Battery	1	\$355.06	\$355.06
ATS Qty:	1	Year 1 Total:\$1,865.62					
Notes:		2	March	Inspection	1	\$618.67	\$618.67
		2	September	Full Service	1	\$891.89	\$891.89
		Year 2 Total:\$1,510.56					
		3	March	Inspection	1	\$618.67	\$618.67
		3	September	Full Service	1	\$891.89	\$891.89
		3	September	Coolant System Maintenance	1	\$1,384.68	\$1,384.68
		Year 3 Total:\$2,895.24					
		4	March	Inspection	1	\$618.67	\$618.67
		4	September	Full Service	1	\$891.89	\$891.89
		4	September	Battery	1	\$355.06	\$355.06
		Year 4 Total:\$1,865.62					
		5	March	Inspection	1	\$618.67	\$618.67
		5	September	Full Service	1	\$891.89	\$891.89
		Year 5 Total:\$1,510.56					

Site Name: INMAN PRIMARY SCHOOL

(900 INMAN DR RED OAK IA 51566)

Unit Name:	INMAN PRIMARY	Year	Month of	Service Type	Qty	Sell Price	Extended Price
Make:	Caterpillar		1st Service				
Model:	G12UI	1	March	Inspection	1	\$464.44	\$464.44
S/N:	F5943B/001	1	September	Full Service	1	\$574.78	\$574.78
Size:	12kW	1	March	Battery	1	\$167.33	\$167.33
ATS Qty:	0	1	March	Coolant System Maintenance	1	\$1,474.78	\$1,474.78
Notes:		Year 1 Total:\$2,681.33					
		2	March	Inspection	1	\$464.44	\$464.44
		2	September	Full Service	1	\$574.78	\$574.78
		Year 2 Total:\$1,039.22					
		3	March	Inspection	1	\$464.44	\$464.44
		3	September	Full Service	1	\$574.78	\$574.78

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Year 3 Total:\$1,039.22				
4	March	Inspection	1	\$464.44 \$464.44
4	September	Full Service	1	\$574.78 \$574.78
4	March	Battery	1	\$167.33 \$167.33
Year 4 Total:\$1,206.55				
5	March	Inspection	1	\$464.44 \$464.44
5	September	Full Service	1	\$574.78 \$574.78
Year 5 Total:\$1,039.22				

Year 1 Total:*	\$4,546.95
Year 2 Total:*	\$2,549.78
Year 3 Total:*	\$3,934.46
Year 4 Total:*	\$3,072.17
Year 5 Total:*	\$2,549.78

Total Agreement Amount:* **\$16,653.14**

****Quote does not include applicable taxes***



**Sales and
Service**

Cummins Inc.
10088 South 136th Street
Omaha, NE 68138
Phone: (402) 551-7678

PLANNED EQUIPMENT MAINTENANCE AGREEMENT

Customer Address	Customer Contact	Quote Information
RED OAK SCHOOL DISTRICT 1901 N BROADWAY ST STE A RED OAK, IA 51566 Customer #: 607924 Payment Type: Pay As You Go	Name: ADAM WENBERG Phone: (712) 6213368 Cell: Fax: (712) 6236603 E-mail: wenberga@roschools.org	Quote Date: 12/27/2021 Quote Expires: 2/25/2022 Quote ID: QT-5045 Quoted By: Walt Hays Quote Term: 5 Year

Total Agreement Amount:*

\$16,653.14

***Quote does not include applicable taxes**

Comment: THIS AGREEMENT CAN BE CANCELED AT ANYTIME WITH A WRITTEN NOTICE AND NO PENALTIES. EACH SERVICE WILL BE BILLED UPON COMPLETION OF SERVICES WITH AN OPEN CHARGE ACCOUNT.

Total Agreement Amount Does Not Include Applicable Taxes. Please call (402) 551-7678 for invoice total prior to sending payment.

Planned Equipment Maintenance Agreements are designed with an automatic renewal provision. Details of this provision are listed in the "Planned Equipment Maintenance Agreement Terms and Conditions". If you do not wish to participate in the auto renew option, please check the box below to opt out.

☐ Opt out of Automatic Renewal.

Please return signed agreement to:

Cummins Inc.
10088 South 136th Street
Omaha, NE
68138
p: (402) 551-7678
fax: (888) 230-6699

Seller hereby agrees to sell to Buyer, and Buyer hereby agrees to buy from Seller, the foregoing products/services upon the terms and conditions set forth in the "Planned Equipment Maintenance Agreement Terms and Conditions" attached hereto, which are hereby incorporated herein by reference.

Customer Approval (Quote ID QT-5045)

Cummins Inc. Approval

Signature: _____ Signature: _____

Date: _____ Date: _____

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Generator Planned Equipment Maintenance INSPECTION



INTERVALS AVAILABLE: WEEKLY, MONTHLY, QUARTERLY, SEMI-ANNUALLY OR ANNUALLY

BATTERIES AND BATTERY CHARGER

- Visually inspect battery terminal connections
- Verify electrolyte level, vent caps of all cells in the starting battery system
- Visually inspect wiring, connections and insulation
- Record battery charging functions
- Record battery information
- Record battery condition test

FUEL SYSTEM

- Visually inspect Ignition system (Natural Gas and Propane Only)
- Record primary tank fuel level
- Inspect engine fuel system for leaks
- Visually inspect all engine fuel hoses, clamps, pipes, components and fittings
- Visually inspect rupture/ containment basin
- Inspect day tank and controls (if applicable)
- Optional - fuel sample for laboratory analysis*

COOLING SYSTEM

- Record coolant level
- Visually inspect for coolant leaks
- Visually inspect drive belts condition
- Verify for proper coolant heater operation
- Record jacket water temperature
- Visually inspect fan, water pump, drives and pulleys
- Visually inspect all coolant hoses, clamps and connections
- Visually inspect radiator condition
- Visually inspect louver for damage
- Visually inspect fan hub and drive pulley for mechanical damage
- Record freeze point of antifreeze protection
- Record DCA level prior to changing coolant filter
- Optional - Coolant sample for laboratory analysis*

LUBRICATION SYSTEM

- Visually inspect engine oil leaks
- Visually inspect engine oil lines and connections
- Record oil level
- Optional - Oil sample for laboratory analysis*

GENSET CONTROLS AND ACCESSORIES

- Visually inspect all engine mounted wiring, senders and devices
- Visually inspect all control mounted components and wiring
- Verify all connecting plugs are tightened and in a good condition
- Visually inspect all accessory components and wiring
- Visually inspect and test lighting indicators

INTAKE AND EXHAUST SYSTEMS

- Visually inspect air filter and housing
- Visually inspect all engine piping and connections
- Record air cleaner restriction
- Visually inspect engine exhaust system for leaks
- Visually inspect rain cap
- Optional - Air filter replacement*
- Optional - Clean crankcase breather or replace filters*

GENERAL CONDITIONS

- Visually inspect governor linkage and oil level
- Visually inspect guards
- Visually inspect enclosure
- Visually inspect engine and generator mounts
- Verify emergency stop operation

TRANSFER SWITCH

- Visually inspect controls and time delay settings
- Verify function of exercise clock and record settings from controller
- Verify remote start control operation
- Record utility / source one voltage

AFTERTREATMENT (Upon request)

- Verify DEF level
- Record DPF restriction
- Visually inspect aftertreatment and controls

SWITCHGEAR (Upon Request)

- Inspection and Full Service quote available upon request.

FULL SERVICE

INCLUDES INSPECTION

OPERATIONAL & FUNCTIONAL REVIEW OF GENERATOR CRITICAL COMPONENTS

- Inspect engine cooling fan & fan drives for excessive wear or shaft wobble
- Check all pulleys, belt tensioners, slack adjusters & idler pulleys for travel, wear & overall condition
- Inspect / lubricate drive bearings, gear or belt drives, and other shaft connecting hardware

LUBRICATION OIL & FILTRATION SERVICE

- Change engine oil
- Change oil, fuel and water filters
- Post lube services operations of genset (unloaded) at rated temperature

* Additional Charge

Any additional repairs, parts, or service which are required will be brought to the attention of the owner. Repairs will only be made after proper authorization from the owner is given to Cummins. Any additional repairs, maintenance or service performed by Cummins or a Planned Equipment Maintenance Agreement holder will be at current Cummins labor rates.

Arc flash boundary and available incident energy shall be identified and marked on equipment being serviced or maintained.

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February 2, 2022

Red Oak Community School District
Bus Barn

Replacement of 2 garage doors

All doors are:

ThermaSeal 200

Steel front/steel back

Foamed-in insulation R factor 18.0

Angle mount to shaft

3 insulated glass windows with breather tube

4 struts

Operator mutt

Perimeter seals

Tear out and haul away

North and south doors:

12'2" x 14'

Normal headroom

Material, labor, tax and freight: **\$11,608.00 for both (\$5,804.00 for one)**

Manaras commercial trolley operator:

½ hp

Solenoid brake

Up/down/stop

Built-in radio equipment (Transmitters \$45.00 each)

Material, labor, tax and freight: **\$1,800.00 each**

Prices good for 2 weeks.

Current lead time for the ThermaSeal is 40 days.

Thank you

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Red Oak Community School District

604 S Broadway St

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

February 14, 2022

Dear Ms. Kline,

The Red Oak Community School District Board of Directors authorized the district to submit a request to the School Budget Review Committee for funding in the amount of \$39,748.50 for FY 2022 increased enrollment at the February 14, 2022 regular Board meeting.

The district experienced an increase in preschool enrollment in the 2021-2022 due to the COVID-19 pandemic. These funds will be used to offset additional staffing, curriculum, and training costs related to this enrollment increase.

The minutes from the February 9th, 2022 regular Board meeting are attached.

Respectfully,

Ron Lorenz