



Red Oak Community School District

604 S Broadway

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

Regular Board of Directors Meeting

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

Monday, February 22, 2021 – 5:30 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bryce Johnson
- 4.0 Communications
 - 4.1 Good News from Red Oak Schools
 - 4.2 Visitors and Presentations
 - 4.2.1 FY20 Audit Presentation by Paul Beetner from Nolte, Cornman & Johnson PC
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from February 8, 2021 *pg 1-2*
 - 5.2 Review and Approval of Monthly Business Reports *pg 3-14*
 - 5.3 Open Enrollment Requests Consideration
 - 5.3.1 Open Enrollment for 10th grader Alice Kay Duckett from Red Oak Community School District to the Stanton Community School District for the 2020-2021 school year due to extenuating circumstances
 - 5.4 Personnel Considerations
 - 5.4.1 Hiring of Tracy Spunaugle as Title 1 Para at Inman Elementary for the 2020-2021 school year
 - 5.4.2 Resignation of McKaela Magneson as Jr. High Volleyball Coach effective at the end of the 2020-2021 school year
 - 5.4.3 Reduction of 10 extended contract days from Tiegen Podliska's 2021-2022 regular continuing teacher contract
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business-None
 - 6.2 New Business
 - 6.2.1 Discussion/Approval of the FY 2020 Audit as presented
 - 6.2.2 Discussion/Approval of parameters for the development of the 2021-2022 district calendar *pg 15*

- 6.2.3 Discussion/Approval of E-rate cabling project for the Jr./Sr High School STEAM Center and Inman Elementary
- 6.2.4 Discussion/Approval of Disposition of the Webster and Bancroft Buildings
- 6.2.5 Discussion/Approval of First Reading of Board Policies 100 Series *Pg 16-27*
- 6.2.6 Discussion/Approval of First reading of Board Policy 705.1R-Purchasing and Bidding Protest Procedure *Pg 28*
- 6.2.7 Discussion/Approval of First reading of Board Policies 405.3-Employee Complaints, 405.4-Dishonesty, and 405.5 Cooperation in Investigations *Pg 29-31-33*
- 6.2.8 Discussion/Approval of the Quadiant Lease for the District Postage Meter

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, March 8, 2021 – 5:30 pm
 Red Oak Inman Elementary
 Red Oak CSD Inman Elementary Campus

9.0 Adjournment

Special Note: Following the adjournment of the regular board of directors meeting, the board will meet in an exempt session to discuss negotiations strategy for upcoming contract discussions with our support and teacher units per Iowa Code section 20.17(3).

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Red Oak Inman Elementary/ Phone/Internet
Red Oak Inman Elementary Campus
February 8, 2021

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 5:00 p.m. at the Red Oak Inman Elementary School Media Center.

Present

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

Approval of Agenda

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

Good News from Red Oak Schools

Forty-two district teachers have received COVID-19 vaccinations, another forty doses to be administered this week.

Three iJAG students participated in the Legislative Day at the State Capital.

The iJAGS students sponsored a Red Cross Blood Drive with over forty people contributing.

The FFA Chapter participated in the sub-district competition with several members advancing to district competition.

Wrestling sectionals were held and two wrestlers advance to the district tournament.

Two groups of students participated in the Large Group State Speech Contest. One group earned at 1 rating and the other at 2 rating.

Administrators from Atlantic and Creston phoned to compliment the boys' basketball team on their tenacity, sportsmanship, and character.

Consent Agenda

Motion by Director Walker, second by Director DeVries to approve the consent agenda as presented including meeting minutes, monthly business reports, special education agreement, and personnel considerations. Motion carried unanimously.

Additional Elementary Special Education Teachers

Motion by Director Carlson, second by Director Walker to approve the use of ESSER 2 Funds to hire additional Elementary Special Education Teachers for the remainder of the 2020-2021 school year. Motion carried unanimously.

Crexando Telephone System

Motion by Director Carlson, second by Director Walker to approve the use of ESSER 2 Funds to purchase the Crexando Telephone System equipment and pay the monthly fees. Motion carried unanimously.

Continuation of February 8, 2021 Meeting Minutes-Page 2

Closed Session

Motion by Director Carlson, second by Director Blackman to enter closed session per Iowa Code Section 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session at 5:20 p.m. Motion carried unanimously.

Exited closed session at 5:54 p.m.

Adjournment

Motion by Director Walker, second by Director DeVries to adjourn the meeting at 5:56 p.m.

Motion carried unanimously.

Next Board of Directors Meeting

Monday, February 22, 2021 – 7:00 p.m.
Red Oak Inman Elementary/Phone/Internet
Red Oak CSD Inman Elementary Campus

Bryce Johnson, President

Deb Drey, Board Secretary

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AGRIVISION	3273252	495.26
10 9010 2630 000 0000 618	Repair on Old Gator ATV	495.26
AGRIVISION	3281801	10.38
10 9010 2640 000 0000 618	Gator ATV Parts	10.38
Vendor Name AGRIVISION		<u>505.64</u>
CAPITAL SANITARY SUPPLY CO.	041904	90.00
10 9010 2620 000 0000 618	Dispensers for Buildings	90.00
CAPITAL SANITARY SUPPLY CO.	047819	481.01
10 9010 2630 000 0000 618	Ice Melt for District	481.01
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>571.01</u>
CASEY'S BUSINESS MASTERCARD	013121CBM	45.26
10 9010 2700 000 0000 626	Wrestling Tourney Ethanol	45.26
Vendor Name CASEY'S BUSINESS MASTERCARD		<u>45.26</u>
CDW GOVERNMENT, INC.	7576083	55.36
10 9010 2235 000 0000 618	Logitech Wireless Keyboard & Mouse	55.36
Vendor Name CDW GOVERNMENT, INC.		<u>55.36</u>
CENTURY LINK	20121CLTrans	176.00
10 9010 2490 000 0000 530	Two-Way Transmitter	176.00
Vendor Name CENTURY LINK		<u>176.00</u>
CHEMSEARCH	7258748	430.04
10 9010 2600 000 0000 432	Water Treatment for Boilers	430.04
CHEMSEARCH	7272269	127.00
10 9010 2640 000 0000 618	Filter for Boilers	127.00
Vendor Name CHEMSEARCH		<u>557.04</u>
CLARINDA COMMUNITY SCHOOLS	021221CCSD	1,656.92
10 9010 1200 211 3301 567	Sped Lvl 1 - 1st Sem 20-21	1,656.92
Vendor Name CLARINDA COMMUNITY SCHOOLS		<u>1,656.92</u>
COOK, TORI	0521521TC	216.30
10 0418 1000 100 8001 612	Phonics - PTO Reimbursement	216.30
Vendor Name COOK, TORI		<u>216.30</u>
COUNCIL BLUFFS COMM SCHOOLS	21521CBCSD	862.65
10 9010 1200 217 3303 320	Sped Lvl 3 -1st Sem 20-21	862.65
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>862.65</u>
COUNSEL OFFICE & DOCUMENTS	34AR527034	1,811.72
10 9010 2520 000 0000 618	Admin Office Clicks - 1/21	87.13
10 9010 2520 000 0000 618	Steady Serve - 1/21	12.99
10 0109 1000 100 0000 359	Jr/Sr HS Copier Clicks - 1/21	479.36
10 0418 1000 100 0000 359	IES Copier Clicks - 1/21	1,018.08
10 0418 1000 100 0000 359	ROECC Copier Clicks - 1/21	214.16
COUNSEL OFFICE & DOCUMENTS	34AR528444	22.41
10 0109 1000 100 0000 359	Staples for the Jr/Sr HS Copier	22.41

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	COUNSEL OFFICE & DOCUMENTS	<u>1,834.13</u>
DHS CASHIER 1ST FLOOR	10129857	322.92
10 9010 4634 219 4634	1/2021 Medicaid Provider Share	322.92
Vendor Name	DHS CASHIER 1ST FLOOR	<u>322.92</u>
DOVEL REFRIGERATION	48143127	187.00
10 0109 2620 000 0000 432	IES Refrigerator Repair	187.00
Vendor Name	DOVEL REFRIGERATION	<u>187.00</u>
EAST MILLS COMMUNITY SCHOOLS	012221EMCSD	17,718.56
10 9010 1000 100 0000 567	OE Out 1st Sem 2020-2021	16,741.16
10 9010 1000 130 3116 567	TLC Out 1st Sem 2020-2021	977.40
EAST MILLS COMMUNITY SCHOOLS	020521EMCSD	2,538.71
10 9010 2510 000 0000 591	Shared HR - 1st Sem 2020-2021	2,538.71
EAST MILLS COMMUNITY SCHOOLS	21221EMCSD	5,387.90
10 9010 1200 211 3301 567	Sped Lvl 1 - 1st Sem 2020-2021	5,387.90
Vendor Name	EAST MILLS COMMUNITY SCHOOLS	<u>25,645.17</u>
ESSEX COMMUNITY SCHOOL DIST.	012221ECSD	10,819.86
10 9010 1000 130 3116 567	TLC Out 1st Sem 2020-2021	499.86
10 9010 1000 100 0000 567	OE Out 1st Sem 2020-2021	10,320.00
Vendor Name	ESSEX COMMUNITY SCHOOL DIST.	<u>10,819.86</u>
FASTENAL COMPANY	STMT12121F	12.73
10 9010 2620 000 0000 618	Maintenance Supplies - 1/2021	12.73
Vendor Name	FASTENAL COMPANY	<u>12.73</u>
FIREFLY COMPUTERS	204297	1,519.62
10 9010 2235 000 0000 618	USB-C Chargers	1,519.62
FIREFLY COMPUTERS	204876	1,684.94
10 9010 2235 000 0000 618	Lenovo 300e 1st Gen Battery	104.97
10 9010 2235 000 0000 618	Lenovo 300e 1st Gen Lid	89.97
10 9010 2235 000 0000 618	Lenovo 300e 1st Gen LCD Screen	1,490.00
Vendor Name	FIREFLY COMPUTERS	<u>3,204.56</u>
FIRST BANKCARD - HEIDI HARRIS	FBCHH20921	337.50
10 9010 1000 100 8017 641	25 ServSafe Food Handler Course	337.50
FIRST BANKCARD - HEIDI HARRIS	FBCHH20921-1	110.49
10 9010 2700 000 0000 434	Drip Weather Strip Left Side #4	110.49
FIRST BANKCARD - HEIDI HARRIS	FBCHH20921-2	322.98
10 9010 2700 000 0000 618	Ford Step Bar- #23	322.98
FIRST BANKCARD - HEIDI HARRIS	FBCHH20921-4	3,245.00
10 0418 2217 432 4501 330	Regional WRS Introductory Course	3,245.00
Vendor Name	FIRST BANKCARD - HEIDI HARRIS	<u>4,015.97</u>
FIRST BANKCARD - OFFICE CARD 3	FBC#320921	58.32

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0109 1000 421 3227 618	Pizza for SBS Students January 8	58.32
FIRST BANKCARD - OFFICE CARD 3	FBC#320921-1	159.00
10 0109 1000 421 3227 618	Bowling for SBS at RO Lanes	159.00
FIRST BANKCARD - OFFICE CARD 3	FBC#320921-2	84.74
10 0109 1000 421 3227 618	Dinner for SBS Students January 22	84.74
FIRST BANKCARD - OFFICE CARD 3	FBC#320921-3	89.02
10 0109 1000 421 3227 618	Dinner for SBS Students January 29	89.02
FIRST BANKCARD - OFFICE CARD 3	FBC#320921-4	84.20
10 0109 1000 421 3227 618	SBS Dinner at Bucksnot on 2/5/21	84.20
Vendor Name	FIRST BANKCARD - OFFICE CARD 3	<u>475.28</u>
FIRST BANKCARD - OFFICE CARD 4	FBC#4020921	9.99
10 9010 2700 000 0000 618	Oil Change Window Cling	9.99
FIRST BANKCARD - OFFICE CARD 4	FBC#4020921-1	32.97
10 9010 2620 000 0000 618	Toilet Flange Set	32.97
FIRST BANKCARD - OFFICE CARD 4	FBC#4020921-2	34.99
10 0109 1200 420 1119 612	Ear Buds At- Risk Students	34.99
FIRST BANKCARD - OFFICE CARD 4	FBC#4020921-3	551.80
10 9010 2235 000 0000 618	Cases for Student iPad	551.80
FIRST BANKCARD - OFFICE CARD 4	FBC#4020921-4	21.19
10 9010 2700 000 0000 618	Organizing Shelf/ Barb	21.19
FIRST BANKCARD - OFFICE CARD 4	FBC#4020921-5	24.79
10 9010 2620 000 0000 618	Auger Tips	24.79
FIRST BANKCARD - OFFICE CARD 4	FBC#4020921-6	19.99
10 0418 1000 100 8001 612	Hockey Pucks - IES	19.99
FIRST BANKCARD - OFFICE CARD 4	FBC#4020921-7	38.80
10 0109 2620 000 0000 618	Jr/Sr HS Toilet Gaskets	38.80
FIRST BANKCARD - OFFICE CARD 4	FBC#4020921-8	85.98
10 0109 1200 420 1119 612	Headphones Alternative School	85.98
Vendor Name	FIRST BANKCARD - OFFICE CARD 4	<u>820.50</u>
FOLLETT SCHOOL SOLUTIONS INC	1428299	1,814.10
10 0109 2222 000 0000 652	Destiny Renewal 20-21	907.05
10 0418 2222 000 0000 652	Destiny Renewal 20-21	907.05
Vendor Name	FOLLETT SCHOOL SOLUTIONS INC	<u>1,814.10</u>
GREAT AMERICA FINANCIAL SERVICES	28686991	1,421.80
10 0109 1000 100 0000 359	Jr/Sr HS Copier Lease 1/2021	541.55
10 0445 1000 100 0000 359	ROECC Copier Lease 1/2021	248.40
10 0418 1000 100 0000 359	IES Copier Lease 1/2021	381.07
10 9010 2520 000 0000 618	Admin Copier Lease - 1/2021	250.78
Vendor Name	GREAT AMERICA FINANCIAL SERVICES	<u>1,421.80</u>
GREEN HILLS AEA FIDUCIARY FUND	20821GHAEA	200.00
10 9010 2310 000 0000 320	Superintendent's Fees 2020-	200.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
		20201
Vendor Name	GREEN HILLS AEA FIDUCIARY FUND	<u>200.00</u>
GREEN HILLS AEA	2692	7,098.13
10 9010 1000 100 4669 320	Master Social Worker	3,549.07
10 0418 1000 431 4501 320	Master Social Worker - Title 1	3,549.06
Vendor Name	GREEN HILLS AEA	<u>7,098.13</u>
GREEN TREE COMPANY, THE	8038	1,200.00
10 9010 2630 000 0000 432	Snow Removal - 2/4/2021	1,200.00
GREEN TREE COMPANY, THE	8057	2,950.00
10 9010 2630 000 0000 432	Snow Removal - 2/6 - 2/7	2,950.00
Vendor Name	GREEN TREE COMPANY, THE	<u>4,150.00</u>
GRISWOLD COMMUNITY SCHOOLS	020821GCSD	16,385.04
10 9010 1200 211 3301 567	Sped Lvl 1 - 1st Sem 20-21	16,385.04
Vendor Name	GRISWOLD COMMUNITY SCHOOLS	<u>16,385.04</u>
HY VEE FOOD STORES	21021HV-2	67.33
10 0109 1300 340 0000 612	Groceries for FACS Class	67.33
HY VEE FOOD STORES	21021HV-3	10.94
10 0109 1300 340 0000 612	Groceries for FACS Class	10.94
Vendor Name	HY VEE FOOD STORES	<u>78.27</u>
INLAND TRUCK PARTS & SERVICE	795426	601.45
10 9010 2700 000 0000 434	Repairs for Bus #14 - No Start	601.45
Vendor Name	INLAND TRUCK PARTS & SERVICE	<u>601.45</u>
IOWA TESTING PROGRAM	1238	2,764.00
10 9010 2240 100 0000 325	Univ Of Iowa Testing Programs	2,764.00
Vendor Name	IOWA TESTING PROGRAM	<u>2,764.00</u>
JOHNSON AUTO PARTS	6177-236354	7.83
10 9010 2640 000 0000 618	Trailer Repair	7.83
Vendor Name	JOHNSON AUTO PARTS	<u>7.83</u>
JOSTENS	25569622	1,019.65
10 0109 2410 000 0000 618	Diplomas with Covers	1,019.65
Vendor Name	JOSTENS	<u>1,019.65</u>
KUNZE, SONIA	021821SK	153.44
10 0418 1000 100 8001 612	PTO Supply Reimbursement	153.44
Vendor Name	KUNZE, SONIA	<u>153.44</u>
LEARNING SCIENCES INTL	SIN0312121	2,000.00
10 0418 1000 100 4055 320	Marzano Prof Development Package	2,000.00
LEARNING SCIENCES INTL	SIN031713	2,000.00
10 0418 1000 100 4055 320	Marzano Prof Development Package	2,000.00
LEARNING SCIENCES INTL	SIN031744	398.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0418 1000 100 4055 320	Marzano Prof Development Package	398.00
LEARNING SCIENCES INTL	SIN031810	2,000.00
10 0418 1000 100 4055 320	Marzano Prof Development Package	2,000.00
LEARNING SCIENCES INTL	SIN032237	4,000.00
10 0109 1000 100 4055 320	Marzano Prof Development Package	4,000.00
Vendor Name	LEARNING SCIENCES INTL	<u>10,398.00</u>
LORENZ, RONALD	020721RL	308.91
10 9010 2321 000 0000 580	Mileage Reimbursement Dec - Jan	308.91
Vendor Name	LORENZ, RONALD	<u>308.91</u>
MEDIACOM	021221JRSRPR I	120.64
10 9010 2236 000 0000 536	Jr/Sr HS PRI Lines	120.64
MEDIACOM	20821MCAdmin	47.12
10 9010 2236 000 0000 536	Admin PRI Lines - 1/20021	47.12
Vendor Name	MEDIACOM	<u>167.76</u>
MIDAMERICAN ENERGY	509145807	404.69
10 0109 2620 000 0000 622	Jr/Sr HS Activity Ctr - 1/2021	404.69
MIDAMERICAN ENERGY	509169669	20.13
10 9010 2620 000 0000 622	Webster Electricity - 1/2021	20.13
MIDAMERICAN ENERGY	509184782	155.94
10 0109 2620 000 0000 622	Jr/Sr HS Sports Complex - 1/2021	155.94
Vendor Name	MIDAMERICAN ENERGY	<u>580.76</u>
MONTGOMERY CO. MEMORIAL HOSP.	700000244	350.00
10 9010 2700 000 0000 271	DOT Physicals	230.00
10 9010 2700 000 0000 346	Mandatory Drug Testing	120.00
Vendor Name	MONTGOMERY CO. MEMORIAL HOSP.	<u>350.00</u>
NEBRASKA AIR FILTER, INC.	0387214-IN	443.57
10 9010 2620 000 0000 618	District Air Filters	443.57
Vendor Name	NEBRASKA AIR FILTER, INC.	<u>443.57</u>
O'KEEFE ELEVATOR COMPANY	525649	166.00
10 0109 2640 000 0000 432	Jr/Sr HS Elevated Maintenance	166.00
Vendor Name	O'KEEFE ELEVATOR COMPANY	<u>166.00</u>
OREILLY AUTO PARTS	0298-139948	12.99
10 9010 2620 000 0000 432	Plumbing Tool	12.99
OREILLY AUTO PARTS	140288	7.98
10 9010 2700 000 0000 618	Retainer (2) Bus 14	7.98
OREILLY AUTO PARTS	140658	47.88
10 9010 2700 000 0000 618	12 Gal- Wiper Fluid	47.88
Vendor Name	OREILLY AUTO PARTS	<u>68.85</u>
PAPER CORPORATION	192161-00	2,422.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0418 1000 100 0000 612	8.5 x11 20# White Copy Paper	2,422.00
PAPER CORPORATION	192834-00	687.95
10 0445 1000 100 0000 612	ROECC Paper Order	687.95
PAPER CORPORATION	193350-00	243.23
10 9010 2310 000 0000 611	Envelopes and Paper for Admin Office	243.23
Vendor Name PAPER CORPORATION		<u>3,353.18</u>
PLIBRICO COMPANY LLC	21821STMTF	1,200.00
10 0418 2640 000 0000 432	Compressor Repair Cranework	1,200.00
Vendor Name PLIBRICO COMPANY LLC		<u>1,200.00</u>
PLUMB SUPPLY/RIBACK SUPPLY	7141834	289.75
10 0418 2620 000 0000 618	IES Sink Faucets	289.75
Vendor Name PLUMB SUPPLY/RIBACK SUPPLY		<u>289.75</u>
RED OAK EXPRESS	202101	104.65
10 9010 2572 000 0000 540	January Board Claims	104.65
Vendor Name RED OAK EXPRESS		<u>104.65</u>
RIVERSIDE COMMUNITY SCHOOLS	020321RCSD	3,606.62
10 9010 1000 130 3116 567	TLC Out - 1st Semester 2020-2021	166.62
10 9010 1000 100 0000 567	OE Out - 1st Semester 2020-2021	3,440.00
Vendor Name RIVERSIDE COMMUNITY SCHOOLS		<u>3,606.62</u>
RIVERSIDE TECHNOLOGIES, INC	0312222-IN	1,485.00
10 9010 2235 000 4051 618	Luxor Chromebook Cart	1,485.00
RIVERSIDE TECHNOLOGIES, INC	0312737-IN	407.00
10 9010 2235 000 0000 359	RTI Laptop Screen Fix	407.00
RIVERSIDE TECHNOLOGIES, INC	311264-IN	520.00
10 9010 2235 000 0000 739	Feb 2021 Managed Services	520.00
Vendor Name RIVERSIDE TECHNOLOGIES, INC		<u>2,412.00</u>
SELLERS PEST CONTROL-ART SELLERS	29246	150.00
10 9010 2620 000 0000 425	Districtwide Pest Control - 2/2021	150.00
Vendor Name SELLERS PEST CONTROL-ART SELLERS		<u>150.00</u>
SIDNEY COMMUNITY SCHOOLS	020521SCSD	7,799.17
10 9010 2700 000 0000 591	Shared Transportation Manager	7,799.17
Vendor Name SIDNEY COMMUNITY SCHOOLS		<u>7,799.17</u>
SONOVA USA INC.	5133068457	2,526.99
10 9010 1200 214 3302 739	Curriculum K - 6	2,526.99
Vendor Name SONOVA USA INC.		<u>2,526.99</u>
UNITED FARMERS COOPERATIVE	013121UFMC	2,537.56
10 9010 2700 000 0000 623	Propane - January 2021	218.41
10 9010 2700 000 0000 627	Diesel - January 2021	259.32
10 9010 2700 000 0000 626	Ethanol - January 2021	1,101.19
10 9010 2700 000 0000 626	Truck/Utility Ethanol - January 2021	115.53

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2700 217 3303 626	Sped Ethanol - January 2021	843.11
UNITED FARMERS COOPERATIVE	013121UFMC-1	16.03
10 9010 2620 000 0000 618	District Keys	16.03
Vendor Name	UNITED FARMERS COOPERATIVE	<u>2,553.59</u>
UNITY POINT CLINIC	020121UP	126.00
10 9010 2700 000 0000 346	Mandatory DrugTesting	126.00
Vendor Name	UNITY POINT CLINIC	<u>126.00</u>
WESTLAKE ACE HARDWARE	021121ACE	289.01
10 9010 2700 000 0000 618	BB Maintenance Supplies	67.64
10 9010 2620 000 0000 618	District Maintenance Supplies	78.28
10 0418 2620 000 0000 618	IES Maintenance Supplies	16.47
10 0445 2620 000 0000 618	ROECC Maintenance Supplies	34.15
10 0109 2620 000 0000 618	Jr/Sr HS Maintenance Supplies	92.47
Vendor Name	WESTLAKE ACE HARDWARE	<u>289.01</u>
WOODRIVER ENERGY LLC	236609	6,674.29
10 0418 2620 000 0000 621	IES Gas - 1/21	2,729.96
10 0445 2620 000 0000 621	ROECC Gas - 1/21	423.59
10 0109 2620 000 0000 621	Jr/Sr HS Activity Ctr Gas - 1/21	637.86
10 0109 2620 000 0000 621	Jr/Sr HS Gas - 1/21	2,119.90
10 0109 2620 000 0000 621	Jr/Sr HS Tech Gas - 1/21	762.98
Vendor Name	WOODRIVER ENERGY LLC	<u>6,674.29</u>
Fund Number	10	<u>131,247.11</u>
Checking Account ID	1	131,247.11
Checking Account ID	2	
HALEY, NICHOLE	Fund Number 61	SCHOOL NUTRITION FUND
61 483 000 0000 000	20821NH	103.35
Vendor Name	HALEY, NICHOLE	<u>103.35</u>
Fund Number	61	<u>103.35</u>
Checking Account ID	2	103.35
Checking Account ID	3	
BROTHERS, KEITH	Fund Number 21	STUDENT ACTIVITY FUND
21 0109 1400 920 6710 345	20821KB	90.00
Vendor Name	BROTHERS, KEITH	<u>90.00</u>
CARRIE WESTON - CR GRAPHICS	20121CRG	384.00
21 9010 1400 920 6710 618	3 for 3 Shirts - Booster Reimb	384.00
Vendor Name	CARRIE WESTON - CR GRAPHICS	<u>384.00</u>
CRESTON PUBLISHING COMPANY	923057	64.50
21 0109 1400 950 7407 618	FFA Toy Show Ad	64.50
Vendor Name	CRESTON PUBLISHING COMPANY	<u>64.50</u>
FAREWAY FOOD STORES	8935	1,912.25
21 0109 1400 950 7407 618	FFA Fruit Sales	1,912.25

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name FAREWAY FOOD STORES		<u>1,912.25</u>
FIRST BANKCARD - HEIDI HARRIS	FBCHH20921-3	908.75
21 0109 1400 950 7421 618	Robes for Graduation	908.75
Vendor Name FIRST BANKCARD - HEIDI HARRIS		<u>908.75</u>
FIRST BANKCARD - OFFICE CARD 4	FBC#4020921-9	659.94
21 0109 1400 910 6210 618	Music Chairs	659.94
Vendor Name FIRST BANKCARD - OFFICE CARD 4		<u>659.94</u>
Fischer, Kyle	20921KF	110.00
21 0109 1400 920 6710 345	JV/JV BB Official vs SWV	110.00
Vendor Name Fischer, Kyle		<u>110.00</u>
FRENCH, DALE	020921DF	110.00
21 0109 1400 920 6710 345	JV/JV BB Official vs SWV	110.00
Vendor Name FRENCH, DALE		<u>110.00</u>
HY VEE FOOD STORES	21021HV	87.83
21 0109 1400 920 6600 618	H-10 WR Hospitality Room	87.83
HY VEE FOOD STORES	21021HV-1	110.91
21 0109 1400 920 6600 618	H-10 WR Hospitality Room	110.91
Vendor Name HY VEE FOOD STORES		<u>198.74</u>
NATIONAL FFA ORGANIZATION	1599577	35.00
21 0109 1400 950 7407 618	Reporter T-shirt for FFA	35.00
NATIONAL FFA ORGANIZATION	1600077	70.99
21 0109 1400 950 7407 618	FFA Jackets	70.99
Vendor Name NATIONAL FFA ORGANIZATION		<u>105.99</u>
Phillips, Alex	020921AP	130.00
21 0109 1400 920 6710 345	V G/B BB Official vs SWV	130.00
Vendor Name Phillips, Alex		<u>130.00</u>
SPOMER, KURT	020921KS	130.00
21 0109 1400 920 6710 345	V G/B BB Official vs SWV	130.00
Vendor Name SPOMER, KURT		<u>130.00</u>
SportsEngine	227974132	78.01
21 0109 1400 920 6790 618	Track Wrestling Program - Conf Tourney	78.01
Vendor Name SportsEngine		<u>78.01</u>
TROPHIES PLUS	369697	117.38
21 0109 1400 920 6815 618	VB Plaques and Awards	117.38
TROPHIES PLUS	369721	249.19
21 0109 1400 920 6815 618	Custom Volleyball Patches	249.19
Vendor Name TROPHIES PLUS		<u>366.57</u>
Vaughn, Jerome	20921JV	130.00
21 0109 1400 920 6710 345	V G/B BB Official vs SWV	130.00
Vendor Name Vaughn, Jerome		<u>130.00</u>

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
ZIMMER, NICK	020921NZ	90.00
21 0109 1400 920 6710 345	JH Girls BB Official vs Creston	90.00
Vendor Name ZIMMER, NICK		<hr/> 90.00
Fund Number 21		<hr/> 5,468.75
Checking Account ID 3		<hr/> 5,468.75

RED OAK COMMUNITY SCHOOLS 2021

JANUARY RECONCILIATION REPORT

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT AND DEBT SERVICE	SAVE TAXES/REV BONDS	CONSTRUCTION FD
Beg. Balance 1-01-2021	\$ 4,000,812.22	\$ 1,578,015.85	\$ 2,802,840.32	\$ 1,024,293.37	\$ 1,811,970.35
Revenue	\$ 1,459,353.15	\$ 5,675.91	\$ 8,925.93	\$ 95,036.71	\$ 88,277.65
Expenditure	\$ 1,548,391.07	\$ 78,793.58	\$ 759.74	\$ 500.00	\$ 80,727.71
Balance 1-31-2021	\$ 3,911,774.30	\$ 1,504,898.18	\$ 2,811,006.51	\$ 1,118,830.08	\$ 1,819,520.29
Balance 1-31-2020	\$ 3,408,843.78	\$ 1,667,848.64	\$ 2,477,988.60	\$ 511,424.28	\$ 4,382,584.37

Checking Account .50%	Checking Account	\$ 11,335,859.70
Money Market Account .85%	Savings Account	\$ -
	ISJIT	\$ 0.04
	Petty Cash	\$ 100.00
	Outstanding Checks	\$ 161,880.59
		\$ 11,174,079.15

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 1-01-2021	\$ 181,455.07	\$ 123,935.42
Revenue	\$ 11,960.74	\$ 45,868.49
Expenditure	\$ 29,228.72	\$ 541.36
Balance 1-31-2021	\$ 164,187.09	\$ 169,262.55

Balance 1-31-2020	\$ 194,510.84	\$ 74,523.96
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Checking Account .50%	\$ 176,502.09	\$ 169,469.94
Petty Cash Boxes	\$ 1,200.00	\$ -
Outstanding cks	\$ 13,515.00	\$ 207.39
	\$ 164,187.09	\$ 169,262.55

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PHYSICAL PLANT AND EQUIPMENT LEVY

	2018-2019	2019-2020	2020-2021
Beginning Balance (July 1)	\$1,388,767.88	\$1,890,230.76	\$2,329,854.73
Add: Revenue			
Property Taxes	\$155,074.66	\$133,465.25	\$86,765.32
Voted PPEL	\$377,040.33	\$463,024.13	\$238,995.63
Voted PPEL Surtax	\$192,261.38	\$513,685.81	\$359,419.75
Utility Replacement Tax	\$23,810.35	\$4,013.32	\$1,933.41
Utility Replacement Tax (SAVE)	\$409.41	\$14,682.89	\$6,967.60
Mobile Home Tax	\$78.67	\$45.09	\$45.94
Voted PPEL Mobile Home	\$181.02	\$217.11	\$134.45
Military Credit	\$36.56	\$34.53	\$41.22
Military Credit (SAVE)	\$279.92	\$126.30	\$115.82
Commercial Industrial tax	\$7,309.94	\$2,315.42	\$1,081.92
Commercial Ind. Voted PPEL	\$26,700.62	\$8,470.90	\$3,899.02
Interest	\$6,968.41	\$6,330.03	\$2,881.98
Donations			
Prior Year Expenditure			
ERATE Reimbursement			
Subtotal	\$790,151.27	\$1,151,410.78	\$702,282.06
TOTAL AVAILABLE FUND	\$2,178,919.15	\$3,041,641.54	\$3,032,136.79
LESS: Expenditures			
Frontline Technologies-Aesop	\$5,059.63	\$2,669.44	\$84,589.28
Forecast5 Analytics	\$11,000.00	\$24,311.80	\$16,264.13
Software Unlimited-Acctg Software	\$7,800.00	\$11,225.00	\$22,158.00
Mickey Anderson-Rent	\$2,400.00	\$7,900.00	\$61,602.40
Ray Martin-HVAC Service Agreement	\$7,500.00	\$7,725.00	\$33,987.85
May/June Rent Council Bluffs Sp Ed	\$1,432.08	\$1,330.98	\$308.00
Mickey Anderson-Rent	\$1,200.00	\$2,000.00	\$728.08
Mickey Anderson-Rent	\$1,200.00	\$69,900.00	\$732.80
Dude Solutions	\$2,376.00	\$5,386.32	\$759.74
Mickey Anderson-Rent	\$1,200.00	\$965.75	
Mickey Anderson-Rent	\$1,200.00	\$3,596.00	
Mickey Anderson-Rent	\$1,200.00	\$756.24	
Aug/Sept/Oct Sp Ed Rent	\$3,065.26	\$1,101.82	
Mickey Anderson-Rent	\$1,200.00	\$732.69	
Viner Const-FB Sidewalk	\$11,671.00	\$2,445.50	
Mickey Anderson-Rent	\$1,200.00	\$1,000.00	
Nov/Dec Rent Council Bluffs Sp Ed	\$3,452.09	\$16,234.00	
Jan Rent Council Bluffs Sp Ed	\$2,344.47	\$694.44	
Feb Rent Council Bluffs Sp Ed	\$2,368.40	\$680.40	
Infinite Campus Software	\$23,302.00	\$1,403.91	
March Rent Council Bluffs Sp Ed	\$1,050.50	\$713.16	
April Ren Council Bluffs Sp Ed	\$1,479.72	\$23,492.00	
Auditorium Projector	\$7,499.00	\$9,873.06	
Subtotal	\$102,200.15	\$235,487.51	\$221,130.28
Cash Balance	\$2,076,719.00	\$2,806,154.03	\$2,811,006.51

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LOCAL OPTION SALES TAX—ONE CENT SALES TAX—LOST TAX

2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Rev Bonds	GO/Rev Bonds	GO/Rev Bonds	GO/Rev Bonds	GO/Rev Bonds
2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
\$3,860,450	\$3,862,867	\$798,335	\$8,333,814	\$1,888,719
<p>2016-2017</p> <p>\$3,860,450</p> <p>1.16 Sales Tax \$1,171,418</p> <p>2. Interest \$7,875</p> <p>3. Intra Fund Loan \$26,645</p> <p>4. Intra Fund Loan Int \$3,041</p> <p>5. Bond sales \$8,490,000</p> <p>Subtotal \$9,333,814</p>	<p>2017-2018</p> <p>\$3,862,867</p> <p>1.16 Sales Tax \$1,097,196</p> <p>2. Interest \$26,445</p> <p>3. Intra Fund Loan \$260,645</p> <p>4. Intra Fund Loan Int \$3,041</p> <p>5. Bond sales \$8,497,104</p> <p>Subtotal \$9,333,814</p>	<p>2018-2019</p> <p>\$798,335</p> <p>1.16 Sales Tax \$1,106,922</p> <p>2. Interest \$55,126</p> <p>3. Intra Fund Loan \$20,446,812</p> <p>4. Intra Fund Loan Int \$3,041</p> <p>5. Bond sales \$8,497,104</p> <p>Subtotal \$29,316,960</p>	<p>2019-2020</p> <p>\$8,333,814</p> <p>1.16 Sales Tax \$980,624</p> <p>2. Interest \$101,122</p> <p>3. Intra Fund Loan \$25,000</p> <p>4. Intra Fund Loan Int \$3,099</p> <p>5. Bond sales \$12,885,613</p> <p>Subtotal \$29,316,960</p>	<p>2020-2021</p> <p>\$1,888,719</p> <p>1.16 Sales Tax \$55,734</p> <p>2. Interest \$2,181</p> <p>3. Intra Fund Loan \$25,000</p> <p>4. Intra Fund Loan Int \$3,099</p> <p>5. Bond sales \$12,885,613</p> <p>Subtotal \$29,316,960</p>
<p>LESS: Expenditures</p> <p>1. Computer Lease \$159,691</p> <p>2. RIDD Architects \$92,684</p> <p>3. RIDD Architects \$14,910</p> <p>4. Remolds Drilling Inc \$6,500</p> <p>5. TDD, Inc. Drilling \$3,300</p> <p>6. Boyd Jones Constr. \$20,130</p> <p>7. Analytic Services \$12,600</p> <p>8. Boyd Jones \$390</p> <p>9. Alley Poyner, Arch \$36,793</p> <p>10. Alley Poyner, Arch \$1,835</p> <p>11. Alley Poyner, Arch \$35,445</p> <p>12. Geotechnical Study \$9,000</p> <p>13. Alley Poyner, Arch \$34,964</p> <p>14. Boyd Jones \$570</p> <p>15. Impact 7/5 \$2,480</p> <p>16. Impact 7/5 \$447,859</p> <p>17. Alley Poyner, Arch \$5,860,450</p> <p>Subtotal \$9,333,814</p>	<p>LESS: Expenditures</p> <p>1. Computer Lease \$119,135</p> <p>2. O'Neal Electric \$261,817</p> <p>3. Computer Lease \$163,691</p> <p>4. Camblin Mechanical \$87,012</p> <p>5. O'Neal Electric \$136,984</p> <p>6. Alley Poyner, Arch \$3,310</p> <p>7. Boyd Jones (Boiler Proj) \$20,506</p> <p>8. Boyd Jones (Boiler Proj) \$49,011</p> <p>9. Camblin Mechanical(Boiler Proj) \$152,029</p> <p>10. Alley Poyner, Arch \$522</p> <p>11. Boyd Jones-rem. facilities study \$11,570</p> <p>12. Boyd Jones-Boiler/lighting proj \$49,089</p> <p>13. Bankers Trust-Portion bond pymt \$37,483</p> <p>14. O'Neal Electric(Lighting Proj) \$48,410</p> <p>15. Camblin Mechanical(Boiler Proj) \$3,192</p> <p>16. Alley Poyner, Arch-copies, conf \$314</p> <p>17. Camblin Mechanical(Boiler Proj) \$14,243</p> <p>18. Camblin Mechanical(Boiler Proj) \$19,769</p> <p>19. O'Neal Electric(Lighting Proj) \$23,226</p> <p>20. Credit back from Bond Payment -\$13,482</p> <p>Subtotal \$1,171,876</p>	<p>LESS: Expenditures</p> <p>1. Computer Lease \$159,691</p> <p>2. RIDD Architects \$92,684</p> <p>3. RIDD Architects \$14,910</p> <p>4. Remolds Drilling Inc \$6,500</p> <p>5. TDD, Inc. Drilling \$3,300</p> <p>6. Boyd Jones Constr. \$20,130</p> <p>7. Analytic Services \$12,600</p> <p>8. Boyd Jones \$390</p> <p>9. Alley Poyner, Arch \$36,793</p> <p>10. Alley Poyner, Arch \$1,835</p> <p>11. Alley Poyner, Arch \$35,445</p> <p>12. Geotechnical Study \$9,000</p> <p>13. Alley Poyner, Arch \$34,964</p> <p>14. Boyd Jones \$570</p> <p>15. Impact 7/5 \$2,480</p> <p>16. Impact 7/5 \$447,859</p> <p>17. Alley Poyner, Arch \$5,860,450</p> <p>Subtotal \$9,333,814</p>	<p>LESS: Expenditures</p> <p>1. Computer Lease \$159,691</p> <p>2. RIDD Architects \$92,684</p> <p>3. RIDD Architects \$14,910</p> <p>4. Remolds Drilling Inc \$6,500</p> <p>5. TDD, Inc. Drilling \$3,300</p> <p>6. Boyd Jones Constr. \$20,130</p> <p>7. Analytic Services \$12,600</p> <p>8. Boyd Jones \$390</p> <p>9. Alley Poyner, Arch \$36,793</p> <p>10. Alley Poyner, Arch \$1,835</p> <p>11. Alley Poyner, Arch \$35,445</p> <p>12. Geotechnical Study \$9,000</p> <p>13. Alley Poyner, Arch \$34,964</p> <p>14. Boyd Jones \$570</p> <p>15. Impact 7/5 \$2,480</p> <p>16. Impact 7/5 \$447,859</p> <p>17. Alley Poyner, Arch \$5,860,450</p> <p>Subtotal \$9,333,814</p>	<p>LESS: Expenditures</p> <p>1. Computer Lease \$159,691</p> <p>2. RIDD Architects \$92,684</p> <p>3. RIDD Architects \$14,910</p> <p>4. Remolds Drilling Inc \$6,500</p> <p>5. TDD, Inc. Drilling \$3,300</p> <p>6. Boyd Jones Constr. \$20,130</p> <p>7. Analytic Services \$12,600</p> <p>8. Boyd Jones \$390</p> <p>9. Alley Poyner, Arch \$36,793</p> <p>10. Alley Poyner, Arch \$1,835</p> <p>11. Alley Poyner, Arch \$35,445</p> <p>12. Geotechnical Study \$9,000</p> <p>13. Alley Poyner, Arch \$34,964</p> <p>14. Boyd Jones \$570</p> <p>15. Impact 7/5 \$2,480</p> <p>16. Impact 7/5 \$447,859</p> <p>17. Alley Poyner, Arch \$5,860,450</p> <p>Subtotal \$9,333,814</p>

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2021-2022 Calendar Parameters

The following decision-making rules will be used as guidelines for the development of district calendars. Please keep these in mind as you analyze calendar proposals and suggest revisions. It is also important to remember that we make decisions based upon the needs of students and families rather than our own preferences or personal convenience.

- Pursuant to Iowa Code § 279.10 “...the school calendar shall begin no sooner than August 23...”
- The school calendar must include a minimum of 1080 hours of instruction during the course of the school year. Parent/teacher conferences count toward these instructional hours.
- Teacher contracts require that teachers work no more than 190 days. (Teachers new to the district must serve 192). This includes pre-service days, work/PD days, five paid holidays and parent/teacher conference days. Per the Certified Employee Handbook, no employee may be required to work on Labor Day (9/6), Thanksgiving (11/25), Christmas (12/25), New Year’s Day (1/1), or Good Friday (4/15). We will not expect employees to work on the Friday following Thanksgiving (11/26), Christmas Eve (12/24), or Memorial Day (5/30).
- Fall Parent-Teacher conferences are generally scheduled near the end of the first quarter. Spring Parent-Teacher conferences are generally scheduled near the end of the third quarter. Some teachers have also expressed a preference for having conferences on Tuesday rather than Monday night, whenever possible.
- Every effort will be made to maintain a relative balance in the number of days per quarter and semester to ensure consistency in semester-long and quarter-long courses. The prescribed start date and need to balance quarters/semesters may make it impossible to end the first semester prior to Christmas/Winter Break.
- We will not bring students back for less than two days in a week prior to or following a holiday or extended break.
- Teachers and administrators have expressed a preference to continue the practice of offering flex days to provide professional development during the summer. The day before Thanksgiving, the Monday following spring parent-teacher conferences, and the Monday following Easter are potential non-contact days that could be counted as flex days.
- Spring break should be at least 3 days. In years past we have made every effort to schedule spring break at the same time as SWCC and other agencies with whom we share programming. SWCC has scheduled their 2022 spring break for 3/28/2022-4/3/2022.
- We will end school prior to Memorial Day when possible.
- Seniors may be dismissed no more than five days prior to the end of the regular school year. Seniors may be excused from making up snow days through board action.
- The calendar must provide for at least 36 hours of teacher collaboration (e.g. PLC time) per year.
- When practical, we will include additional instructional hours to accommodate time that may be lost because of unanticipated school closures due to inclement weather or other unforeseen circumstances.

100 - Legal Status of the School District

Iowa law authorizes the creation of a Common Schools System. As part of this Common School System, this school district is a school corporation created and organized under Iowa law. This school district is known as the Red Oak Community School District.

This school corporation is located in **Montgomery** County, and its affairs are conducted by elected school officials, the **Red Oak** Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Legal Reference:

Iowa Code §§ 274.1, .2, .6, .7; 279.8; 594A.

Approved May 23, 2011

Reviewed ~~February 26, 2018~~

Revised ~~February 26, 2018~~

101 - Educational Philosophy of the School District

As a school corporation of Iowa, the Red Oak Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem-solving skills that will assist the students' preparation for life are instructed as part of a sequentially coordinate curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an

active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Legal Reference:

Iowa Code §§ 256.11.

Approved May 23, 2011

Reviewed February 26, 2018

Revised February 26, 2018

102 - Equal Educational Opportunity

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The board will **Red Oak Community School District does** not discriminate on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age (for employment) genetic information (for employment), socioeconomic status (for programs) or marital status (for programs) in its educational programs and its employment practices. There is a grievance procedure for process complaints of discrimination. Any person with questions or a grievance regarding this policy should contact the Equity Coordinator, 604 S. Broadway Street, Red Oak, IA 51566, 712-623-6610, williamsj@roschools.org

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, religion, creed, sex disability, sexual orientation, gender identity, socioeconomic status, or marital status. The board is committed to the policy that no employee or applicant for employment will be subject to discrimination on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age, or genetic information. Further, the board affirms the right of

all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Legal Reference:

20 U.S.C. §§ 1221 et seq.

20 U.S.C. §§ 1681 et seq.

20 U.S.C. §§ 1701 et seq.

29 U.S.C. § 206 et seq.

29 U.S.C. § 794

42 U.S.C. §§ 2000d and 2000e.

42 U.S.C. §§ 12101 et seq.

34 C.F.R. Pt. 100.

34 C.F.R. Pt. 104.

Iowa Code §§ 216.6; 216.9; 256.11, 280.3.

281 I.A.C. 12.

Approved October 13, 2014

Reviewed February 26, 2018

Revised February 26, 2018

102.R1 - Grievance Procedure

Students, parents of students, employees, and applications for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One-Principal

Employees with a complaint of discrimination based upon their race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age, or genetic information are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age, or genetic information are encouraged to first discuss it with the personnel contract person.

A student, or a parent of a student, with a complaint of discrimination based upon their race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, socioeconomic status, or marital status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two-Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at the meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three-Appeal to Board

If the grievant is not satisfied with the Compliance Officer's decision, the grievant can file an appeal with the Board of Directors within 5 working days of the decision. It is within the discretion of the Board of Directors to determine whether it will hear the appeal.

The Compliance Officer is:

Name: The Superintendent of Schools

Office Address: Administrative Center, 4901-N. 604 S. Broadway St. Ste-A, Red Oak, IA 51566

Phone Number: (712) 623-6600

Office Hours: 7:30 a.m.- 4:30 p.m.

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; the Equal Employment Opportunity Commission; the U.S. Department of Education, Office for Civil Rights; the U.S.

Department of Education, Office of Special Education Programs; or the Iowa Department of Education. 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.

102.E2 - Grievance Form for Complaints of Discrimination or Non-Compliance with Federal or State Regulations Requiring Nondiscrimination

I, _____, am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets if necessary)

Signature _____

Address _____

Phone Number _____

If Student, Name _____ Grade Level _____

Attendance Center _____

102.E1 - Notice of Nondiscrimination

Students, parents, employees and others doing business with or performing services for the Red Oak Community School District are hereby notified that this school district does not discriminate on the basis race, color, national origin, religion, creed, sex, disability, sexual orientation, gender identity, age (for

employment), genetic information (for employment), socioeconomic status (for programs) or marital status (for programs) in its educational programs and its employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act (ADEA), the Pregnancy Discrimination Act, Iowa Code Chapter 216, or Iowa Code Section 280.3 is directed to contact:

(Title) Equity Coordinator, Justin Williams ~~Superintendent of Schools~~
(where located) ~~Red Oak Jr/Sr High School, 2001 N. 8th Street Administrative Center, 1901 N. Broadway St., Ste A, Red Oak, IA 51566~~
(Telephone Number) (712) 623-6600-6610

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing the state and federal laws outlined above.

102.E2 - Grievance Form for Complaints of Discrimination or Non-Compliance with Federal or State Regulations Requiring Nondiscrimination

I, _____, am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets if necessary)

Signature _____

Address _____

Phone Number _____

If Student, Name _____ Grade Level _____

Attendance Center _____

102.E3 - Grievance Documentation

Name of Individual Alleging Discrimination or Non-Compliance

Name _____

Grievance Date _____

State the nature of the complaint and the remedy requested.

Indicate Principal's or Supervisor's response or action to above complaint.

Signature of Principal or Supervisor _____

102.E4 - Section 504 Student and Parental Rights

The Red Oak Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a

qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act (ADEA), the Pregnancy Discrimination Act, Iowa Code Chapter 216, or Iowa Code Section 280.3 should be directed to:

~~(Title)~~ Superintendent of Schools

~~(Where Located)~~ Administrative Center, 4901 N. **604 S.** Broadway St ~~Ste A~~, Red Oak, IA 51566

~~(Telephone Number)~~ (712)-623-6600

Who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing the state and federal laws outlined above.

102.E5 Witness Disclosure Form

Name of Witness: _____
 Date of interview: _____
 Date of initial complaint: _____
 Date and place of alleged incident(s):

<i>Nature of discrimination, harassment, or bullying alleged (check all that apply):</i>					
<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed:

Additional information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

Date:

103 - Long-Range Needs Assessment Process

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectation of student and determines how well students are meeting student learning. The board will conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, high education and community members, regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the school district, the board will authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

At least every five (5) years the board shall conduct an in-depth needs assessment, soliciting information from parents, students, business, labor, industry, higher education, and community members, regarding their expectations for adequate student preparation. One purpose of this assessment is to assist the board in developing and evaluating a statement of philosophy for the school district. The second purpose of this assessment is to determine the areas of student performance, knowledge, and attitudes and the areas of school district operations which are judged to be the most crucial in meeting school or school district goals. As part of its assessment, the board shall develop a process for communicating with business, industry, labor, and higher education regarding their expectations for adequate student preparation. The statement of philosophy shall describe the board's beliefs and topics which shall include the nature of learning, the purpose of the school district, the scope of educational experiences that the school district should provide, the nature of its learners and a description of a desirable learning atmosphere.

It is the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

Legal Reference:

Iowa Code §§ 21; 256.7; 280.12.

281 I.A.C. 12.8(1)(b).

Approved May 23, 2011
Reviewed February 26, 2018
Revised February 26, 2018

103.R1 - Long-Range Needs Assessment Process

The school district's long-range needs assessment process includes:

- Collecting, analyzing and reporting information derived from local, state and national sources;
 - Reviewing information acquired on the following:
 - State indicators and other locally determined indicators,
 - Locally established student learning goals,
 - Specific data collection required by state and federal programs;
 - Collecting and analyzing assessment data on the following:
 - State indicators,
 - Locally determined indicators,
 - Locally established student learning goals.
-

104 - Discrimination and Harassment Based on Sex Prohibited

In accordance with Title IX of the Education Amendments Act of 1972, the Red Oak Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the target of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title IX Coordinator, ~~Nate Perrien~~, **Justin Williams**, Jr/Sr High

School **Assistant** Principal at Red Oak Jr/Sr High School, 2011 8th St. Red Oak, IA 51566,
(712) 623-6610 or williamsj@roschools.org.

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Approved 8-24-2020

705.1R1 PURCHASING AND BIDDING PROTEST PROCEDURE

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

405.3 – 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 to include social media.

Approved:

Reviewed:

Revised:

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405.4 - Dishonesty

Employees of the District serve in a position of public trust, are compensated with public funds, and are entrusted with public property. Employee actions and behavior must be honest and above reproach at all times. This work rule requires complete honesty in the discharge of an employee's duties, and, unless otherwise prohibited by law, it applies to all conduct whether the employee is on duty or off duty.

The conduct which is prohibited by this work rule includes, but is not limited to, the following:

1. Making statements to representatives of the District which the employee knows or has reason to believe are untrue, inaccurate, or incomplete.
2. Stealing cash, funds, or property of any kind belonging to the District, belonging to a fellow employee, or belonging to other persons who are on District property.
3. Failing to report or to transfer to the District any funds or property belonging to the District.
4. Unauthorized use, possession or removal of vehicles, property or equipment belonging to the District, belonging to a fellow employee, or belonging to other persons who are on District property.
5. Falsification of employment applications or any District records, including, but not limited to, work records and time records. Time record violations include, but are not limited to, claiming time for work which was not performed by the employee and punching/signing another employee in or out.
6. Performing official duties in an unauthorized manner.
7. Charging items for personal use to a District credit card or account, or making unauthorized withdrawals from a District account using a debit card.
8. Misuse or unauthorized use of accounts or allowances (clothing, mileage, meals, etc.).
9. Converting surplus District property to personal use without authorization, or declaring property to be surplus or junk and then converting it to personal use.
10. Making improper claims for overtime when no overtime was worked, or working slowly to create the need for overtime work.
11. Using sick leave, or any other leave of absence, for any purpose which is not authorized.

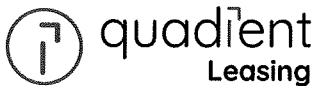
Employees who violate this policy are subject to disciplinary action, including termination.

405.5 – Cooperation in Investigations

All employees are required to fully cooperate with any representative of the District who is conducting a work-related investigation. Employees will be disciplined for lying to any representative of the District, or providing information to any representative of the District which is dishonest, misleading, inaccurate, or incomplete.

Employees will also be disciplined for impeding, obstructing, or failing to cooperate with an inquiry or investigation conducted by any representative of the District. "Obstructing" includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by a representative of the District, and discouraging other individuals who may be contacted by a representative of the District from responding to or cooperating with the District. "Failing to cooperate" includes, but is not limited to, failing to provide information, documents, or materials requested by a representative of the District, and providing information, documents, or materials to a representative of the District which are dishonest, misleading, inaccurate, or incomplete.

If an employee is the subject of an investigation, the District will respect the rights afforded to the employee by the Iowa Public Employment Relations Act, the United States Constitution, and any other applicable state or federal law.



**Product Lease Agreement
with Postage Meter Rental Agreement**

Section (A) Office Information

Office Number	Office Name	Phone #	Date
2620	Quadiant Central	(402) 421-2323	02/17/2021

Section (B) Billing Information

Company Name	Red Oak Community School District		
DBA			
Billing Address	604 S BROADWAY ST		
City State Zip+4	RED OAK	IA	51566-2639
Contact Name	Deb Drey	Phone	(712) 623-6600
Contact Title	Business Manager-District	Fax	
Email Address	dreyd@roschools.org	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	Red Oak Community School District		
Installation Address	2011 N 8TH ST		
City State Zip+4	RED OAK	IA	51566-1372
Contact Name	Deb Drey	Phone	(712) 623-6600
Contact Title	Business Manager-District	Fax	
Email Address	dreyd@roschools.org		
Main Post Office		PO 5-Digit Zip Code	

Section (D) Products

Qty	Model / Part Number	Description (include Serial Number, if applicable)
1	IX5HFWP5	IX-5 Series Base w/ Hand Feeder, Moistener, Catch Tray, Ink Cartridge & IXWP5
1	EVALIDATE-20K	e-Validate Package for IX5HF/IX5AF, IN-600HF/IN-600AF/IN-610AF & IS-420/IS-440 (includes CASS, 20,000 NCOA credits)

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax Exempt <i>Certificate attached</i> Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually Billing Method: <input checked="" type="checkbox"/> Standard	Number of Months		Monthly Payment (Plus applicable taxes)
	First	63	\$155.56
	Current Lease Number: N16012975		
	<input type="checkbox"/> ACH (Customer to submit authorization form)		

Section (F) Postage Meter & Postage Funding Information

Meter Model	IX5HFAI	Machine Model	IX5HFWP5
Postage Funding Method: <input checked="" type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check <input type="checkbox"/> ACH Debit (Submit customer authorization form)		Postage Funding Account: <input checked="" type="checkbox"/> POC <input type="checkbox"/> TMS <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing Existing Account Number:	

Service Products (Check all that apply)

<input checked="" type="checkbox"/> Online Postal Rates iMeter™ App (SP10)
<input type="checkbox"/> Online Postal Expense Manager iMeter™ App (SP20/NeoStats)
<input type="checkbox"/> Online E-Services iMeter™ App (SP30)
<input checked="" type="checkbox"/> NeoShip PLUS (EP70PLUS)
<input checked="" type="checkbox"/> NeoShip Install & User Guide (EP70GUIDES)
<input type="checkbox"/> RunMyMail <input type="checkbox"/> 3G/4G Cell Service
<input checked="" type="checkbox"/> Maintenance - Standard <input type="checkbox"/> Automatic Ink Restocking
<input checked="" type="checkbox"/> Installation/Training <input type="checkbox"/> Software Support for premise (non-cloud) solutions

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to the Postage Funding Account unless initial here _____.

This document consists of a Product Lease Agreement with Quadiant Leasing USA, Inc.; and a Postage Meter Rental Agreement, Maintenance Agreement and an Online Services and Software Agreement with Quadiant, Inc.; and a Postage Funding Account Agreement with Quadiant Finance USA, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Commercial-Equipment-Lease-Terms-USPS-Direct-V9-2020), which are also available at www.quadiant.com/Commercial-Equipment-Lease-Terms-USPS-Direct-V9-2020, and that you are authorized to sign the agreements on behalf of the customer identified above. The agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Guided by Quadiant, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more information visit <https://www.quadiant.com/about-us/sustainable-design-and-manufacturing>.

Authorized Signature	Print Name and Title	Date Accepted
Accepted by Quadiant Inc. and its Affiliates		Date Accepted

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Hasler (TMS) to Quadiant (POC)
Conversion Request for Funds Transfer

I hereby request a transfer of funds as detailed below:

Company Name Red Oak Community School District	
Credit POC Postage Funding Account #	Debit TMS Postage Funding Account # 251562
Amount to transfer \$ <u>Full Amount</u> or check here <input checked="" type="checkbox"/> for full amount.	

By my signature, I represent that I am duly authorized to execute this document on behalf of the above-named account. I understand that signing this agreement without such authority is a fraudulent act that may expose me to criminal and civil penalties.

Print Name	Title	
Phone Number (712) 623-6600	Authorized Signature	Date

Submit request via an option below:

Email: us.htn@quadiant.com or **Fax:** 203.301.2769