



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, January 24, 2022 – 5:30 pm

- Agenda -

Public Hearing on the 2022-2023 District Calendar at Approximately 5:40

- 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
 - 4.2.1 Presentation from Dan Crouse representing Red Oak Optimist Club of Red
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from January 10, 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 5th grader Mason Currin from Griswold Community School District to Red Oak Community School District for the 2021-2022 school year due to a move in January 2022
 - 5.3.2 Open Enrollment for 1st grader Evyleigh Currin from Griswold Community School District to Red Oak Community School District for the 2021-2022 school year due to a move in January 2022
 - 5.3.3 Open Enrollment for 10th grader Michael Johnson from Essex Community School District to Red Oak Community School District for the 2021-2022 school year
 - 5.4 Personnel Considerations
 - 5.4.1 Resignation of Lindsay Blaine as Para-Professional at Inman Elementary effective Monday January 17th, 2022
 - 5.4.2 Resignation of Beth Rehbein as 2nd Grade Teacher at Inman Elementary effective at the end of the 2021-2022 school year
 - 5.4.3 Resignation of Brittan Sindt as Kindergarten Teacher at Inman Elementary effective at the end of the 2021-2022 school year

- 5.4.4 Hiring of Dan DeGroot as Jr High Wrestling Coach for the 2021-2022 school year
- 5.5 Out of State Trip Request
 - 5.5.1 Red Oak High School Choir to travel to Nebraska Wesleyan University for Honor Choir in Lincoln Nebraska on February 10th-February 12th, 2022.
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business
 - 6.1.-None
 - 6.2 New Business
 - 6.2.1 Discussion/Approval of 2022-2023 District Calendar pg 15
 - 6.2.2 Discussion/Approval of at Risk/Drop Out Modified Supplemental Amount of \$190,747.
 - 6.2.3 Discussion/Approval of Street Smarts LLC agreement to provide driver's education pg 16 - 20
 - 6.2.4: Discussion/Approval of Using ARP ESSER III Funds to Provide One-Time \$2,000 Retention Stipends for all Returning Regular Permanent Employees, for the 2022-2023 School Year
 - 6.2.5: Discussion/Approval of Using ARP ESSER III Funds to Provide One-Time \$1,000 Hiring Incentives to New Certified and Classified Employees, for the 2022-2023 School Year
 - 6.2.6 Discussion/Approval of 2nd reading of board policies 300-304 pg 21-35
- 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 14, 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 10, 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, Jackie DeVries, Kathy Walker
Superintendent Ron Lorenz, Business Manager Deb Drey

Approval of Agenda

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

Good News from Red Oak Schools

Junior Senior High E Sports team ranked 40th out of 133 teams this fall. Eighteen students participate.

High School Student, Ryan Johnson, was named to the Class 2A All-Academic Team.

January 9th was National Law Enforcement Appreciation Day and the district would like to thank the law enforcement agency for always being available to the district.

Consent Agenda

Motion by Director Carlson, second by Director DeVries to approve the consent agenda including meeting minutes, monthly business reports, and personnel considerations. Motion carried unanimously.

Board Policy Series 300-304 First Reading

Motion by Director DeVries, second by Director Walker to approve the first reading of Board Policy Series 300 to 304. Motion carried unanimously.

General Obligation Bond Resolution

Motion by Director Carlson, second by Director Walker to approve the resolution authorizing the Redemption of General Obligation School Bonds, Series 2018, dated August 28, 2021 and approving an escrow agreement. Motion carried unanimously.

JSHS 2022-2023 Course Description Handbook

Motion by Director Walker, second by Director DeVries to approve the Junior/Senior High School 2022-2023 Course Description Handbook as presented. Motion carried unanimously.

JSHS 2022-2023 Delivery Model

Motion by Director Walker, second by Director Carlson to approve the Junior/Senior High School traditional delivery model for the 2022-2023 school year. Motion carried unanimously.

Closed Session Per Iowa Code Section 21.5(1)(i)

Motion by Director Carlson, second by Director Walker to enter closed session per Iowa Code Section 21.5(1)(i) to review and discuss records authorized to be kept confidential and to evaluate individuals whose appointment or hiring is being considered to prevent needless and

irreparable injury to those individuals' reputations and those persons having requested a close session at 6:11 p.m. Motion carried unanimously.

Exited Closed Session at 7:11 p.m.

Adjournment

Motion by Director Carlson, second by Director Walker to adjourn the meeting at 7:12 p.m.

Motion carried unanimously.

Next Board of Directors Meeting

Monday, January 24, 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	100009462	7.92
10 9010 2630 000 0000 618	Snowthrower Pin	7.92
Vendor Name AGRIVISION		7.92
CENTURY LINK	10122CL	176.00
10 9010 2490 000 0000 530	Two-Way Transmitter	176.00
Vendor Name CENTURY LINK		176.00
COCA-COLA BTLG OF OMAHA	10714059	386.18
10 0418 3200 000 8901 618	IES Coca Cola Order	386.18
Vendor Name COCA-COLA BTLG OF OMAHA		386.18
COUNSEL OFFICE & DOCUMENTS	23AR853862	1,632.30
10 0418 1000 100 0000 359	IES Copier Clicks - 12/21	900.85
10 0445 1000 100 0000 359	ROECC Copier Clicks - 12/21	171.50
10 0109 1000 100 0000 359	Jr/Sr HS Copier Clicks - 12/21	489.03
10 9010 2520 000 0000 618	Steady Serve - 12/21	12.99
10 9010 2520 000 0000 618	Admin Office Copier Clicks - 12/21	57.93
COUNSEL OFFICE & DOCUMENTS	23AR855887	22.41
10 0418 1000 100 0000 359	Refill Staples IES Printer/Copier	22.41
Vendor Name COUNSEL OFFICE & DOCUMENTS		1,654.71
DEPARTMENT OF EDUCATION	TRANS002028	50.00
10 9010 2700 000 0000 434	Bus Inspection (1)	50.00
Vendor Name DEPARTMENT OF EDUCATION		50.00
FES	INV012630	405.00
10 9010 2236 000 0000 536	10/2021 Web Hosting	405.00
FES	INV012747	405.00
10 9010 2236 000 0000 536	January 2022 Web Hosting	405.00
Vendor Name FES		810.00
FIRST BANKCARD - DEB DREY	11022FBCDD	2,699.94
10 0109 1000 300 3261 739	Non-Stick Cookware Set RPP	2,699.94
Vendor Name FIRST BANKCARD - DEB DREY		2,699.94
FIRST BANKCARD - HEIDI HARRIS	11022FBCHH	281.08
10 0445 1000 460 3117 618	PreK Snacks	281.08
FIRST BANKCARD - HEIDI HARRIS	11022FBCHH-1	139.96
10 0109 2620 000 0000 618	Jr/Sr HS Cork Strips	139.96
FIRST BANKCARD - HEIDI HARRIS	11022FBCHH-10	15.98
10 9010 2310 000 0000 611	Stamp Ink Refill - Red	15.98
FIRST BANKCARD - HEIDI HARRIS	11022FBCHH-2	190.00
10 0418 2640 000 0000 618	IES Laminator Roller Kit	190.00
FIRST BANKCARD - HEIDI HARRIS	11022FBCHH-3	3,400.23
10 0109 1000 300 3261 739	Insulated Holding Cabinet - RPP	3,400.23
FIRST BANKCARD - HEIDI HARRIS	11022FBCHH-5	127.19
10 0418 1000 100 8001 612	PTO - PE Supplies	127.19
FIRST BANKCARD - HEIDI HARRIS	11022FBCHH-6	50.58

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0418 1000 100 8001 612	PTO - Privacy Shields	50.58
FIRST BANKCARD - HEIDI HARRIS	11022FBCHH-7	895.42
10 0109 1300 340 0000 612	M20508 - Knife Set RPP	147.74
10 0109 1300 340 0000 612	M21941 - Forged Knife Set RPP	404.18
10 0109 1300 340 0000 612	M18926 - Kitchen Supplies RPP	343.50
FIRST BANKCARD - HEIDI HARRIS	11022FBCHH-8	223.80
10 0418 1920 100 1920 618	File Folders for 6th/ Grade	223.80
Vendor Name FIRST BANKCARD - HEIDI HARRIS		5,324.24
FIRST BANKCARD - OFFICE CARD 1	11022FBC1	213.75
10 0418 2670 000 0000 618	Flourescent Bulbs	213.75
FIRST BANKCARD - OFFICE CARD 1	11022FBC1-1	24.50
10 0109 1200 211 3301 612	Power Strip 2-pack	24.50
FIRST BANKCARD - OFFICE CARD 1	11022FBC1-2	12.97
10 0109 2620 000 0000 618	Weight Room Shelf Hooks	12.97
FIRST BANKCARD - OFFICE CARD 1	11022FBC1-4	58.25
10 9010 2640 000 0000 618	Trailer Lights and Wire	58.25
FIRST BANKCARD - OFFICE CARD 1	11022FBC1-5	25.98
10 0418 2620 000 0000 618	IES Student Desk Bolts	25.98
Vendor Name FIRST BANKCARD - OFFICE CARD 1		335.45
FIRST BANKCARD - OFFICE CARD 2	11022FBC2	107.58
10 0418 2620 000 0000 618	Maint Return to Store	(172.92)
10 9010 2321 000 0000 618	Folders for office	280.50
FIRST BANKCARD - OFFICE CARD 2	11022FBC2-1	50.00
10 9010 2321 000 0000 320	Registration for Career Fair	50.00
Vendor Name FIRST BANKCARD - OFFICE CARD 2		157.58
FIRST BANKCARD - OFFICE CARD 3	11022FBC3	611.07
10 0109 1000 421 3227 618	Lunch SBS - Durham Museum Visit	611.07
FIRST BANKCARD - OFFICE CARD 3	11022FBC3-1	180.00
10 0109 1000 421 3227 618	Admission Durham Museum SBS	180.00
FIRST BANKCARD - OFFICE CARD 3	11022FBC3-2	23.51
10 0109 1000 421 3227 618	Tie Dye Material - SBS	23.51
FIRST BANKCARD - OFFICE CARD 3	11022FBC3-3	106.06
10 0109 1000 421 3227 618	SBS Dinner Bucksnot 11/19	106.06
FIRST BANKCARD - OFFICE CARD 3	11022FBC3-4	7.38
10 0109 2410 000 0000 531	Jr/Sr HS Certified Mail	7.38
Vendor Name FIRST BANKCARD - OFFICE CARD 3		928.02
GREEN TREE COMPANY, THE	8880	1,275.00
10 9010 2630 000 0000 435	Snow Removal 1/1/22	1,275.00
Vendor Name GREEN TREE COMPANY, THE		1,275.00
GRISWOLD COMMUNITY SCHOOLS	1112022GCSD	44,674.23
10 9010 1000 130 3116 567	TLC Out 1st Sem 21-22	2,386.23
10 9010 1000 100 0000 567	OE Out 1st Sem 21-22	42,288.00
Vendor Name GRISWOLD COMMUNITY SCHOOLS		44,674.23
HY VEE FOOD STORES	11022HV	50.24
10 0109 1300 340 0000 612	Groceries for FACS	50.24
HY VEE FOOD STORES	11022HV-1	369.51

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0109 1300 340 0000 612	Soup Bowls - FACS	176.96
10 0109 1300 340 0000 612	Groceries for FACS	192.55
HY VEE FOOD STORES	11022HV-2	33.59
10 0109 1000 421 3227 618	Supplies for SBS	33.59
HY VEE FOOD STORES	11022HV-3	69.48
10 0109 1000 421 3227 618	Cookies Supplies Decorate - SBS	69.48
HY VEE FOOD STORES	11022HV-4	88.13
10 0109 1300 340 0000 612	Groceries for FACS	88.13
Vendor Name HY VEE FOOD STORES		<u>610.95</u>
INTECONNEX	12261	190.00
10 9010 2235 000 0000 359	Service work on ROECC Door	190.00
INTECONNEX	12296	17,716.66
10 0109 2235 000 0000 739	Jr/Sr High Camera Project	17,716.66
Vendor Name INTECONNEX		<u>17,906.66</u>
IOWA STATE UNIVERSITY EXTENSION AND OUTREACH TRAINING	CPAT112421	45.00
10 9010 2630 000 0000 340	Commercial Pesticide Course - Maintenanc	45.00
Vendor Name IOWA STATE UNIVERSITY EXTENSION AND OUTREACH TRAINING		<u>45.00</u>
IOWA WESTERN COMMUNITY COLLEGE	1431/1347/70 1	155.00
10 9010 2700 000 0000 618	New Driver Training Materials	25.00
10 9010 2700 000 0000 340	New Driver Training/Courses	100.00
10 9010 2700 000 0000 618	New Driver Training Materials	30.00
Vendor Name IOWA WESTERN COMMUNITY COLLEGE		<u>155.00</u>
J. F. AHERN	480328	605.00
10 0109 2670 000 0000 490	Jr/Sr HS Annual Fire Sprinkler Inspecito	340.00
10 0418 2670 000 0000 490	IES Annual Sprinkler Inspection	265.00
Vendor Name J. F. AHERN		<u>605.00</u>
JOHNSON AUTO PARTS	6177-253712	8.39
10 9010 2620 000 0000 618	Drill Bit	8.39
Vendor Name JOHNSON AUTO PARTS		<u>8.39</u>
MIDAMERICAN ENERGY	521319299	92.67
10 9010 2620 000 0000 622	Sports Complex Electricity 12/21	92.67
Vendor Name MIDAMERICAN ENERGY		<u>92.67</u>
NEBRASKA AIR FILTER, INC.	0397420-IN	1,293.77
10 9010 2620 000 0000 618	District Air Filters	1,293.77
Vendor Name NEBRASKA AIR FILTER, INC.		<u>1,293.77</u>
OREILLY AUTO PARTS	0298-169796	3.49
10 9010 2650 000 0000 434	Wire Terminals	3.49
OREILLY AUTO PARTS	0298-171499	26.97

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2700 000 0000 618	Car Wash Solution for Buses/Vehicles	26.97
Vendor Name OREILLY AUTO PARTS		30.46
PLUMB SUPPLY/RIBACK SUPPLY	7844328	171.38
10 0418 2620 000 0000 618	IES Bathroom Faucet	171.38
Vendor Name PLUMB SUPPLY/RIBACK SUPPLY		171.38
QUILL CORP.	22064678	90.44
10 9010 2310 000 0000 611	Manilla Folders. Label Tabs	90.44
Vendor Name QUILL CORP.		90.44
RED OAK EXPRESS	123121ROE	131.59
10 9010 2572 000 0000 540	December Board Claims	131.59
RED OAK EXPRESS	123121ROE-1	244.00
10 9010 2572 000 0000 540	Red Oak Living Magazine	244.00
Vendor Name RED OAK EXPRESS		375.59
RED OAK FABRICATION INC.	325133	141.03
10 9010 2620 000 0000 618	High School Sign Post	141.03
Vendor Name RED OAK FABRICATION INC.		141.03
RED OAK GRAND THEATER	1112	102.50
10 0109 1000 421 3227 618	Movie - SBS The Grinch	102.50
Vendor Name RED OAK GRAND THEATER		102.50
RIVERSIDE COMMUNITY SCHOOLS	11922RCSD	3,694.45
10 9010 1000 100 0000 567	OE Out 1st Sem 21-22	3,524.00
10 9010 1000 100 3116 567	TLC Out 1st Sem 21-22	170.45
Vendor Name RIVERSIDE COMMUNITY SCHOOLS		3,694.45
SHENANDOAH MEDICAL CENTER	1042022-44	50.00
10 9010 2134 000 0000 271	Employee Physical	50.00
Vendor Name SHENANDOAH MEDICAL CENTER		50.00
SHOOK MUSIC STUDIO	1	530.00
10 0109 1000 110 0000 320	Piano Tuning	530.00
Vendor Name SHOOK MUSIC STUDIO		530.00
UNITED FARMERS COOPERATIVE	123121UFMC	186.02
10 9010 2620 000 0000 618	Maintenance Supplies - 12/2021	18.91
10 0418 2620 000 0000 618	IES Maintenance Supplies - 12/2021	167.11
UNITED FARMERS COOPERATIVE	123121UFMC-1	3,234.38
10 9010 2700 217 3303 626	Sped Ethanol - 12/2021	1,115.22
10 9010 2700 000 0000 626	Truck/ATV Ethanol - 12/2021	63.24
10 9010 2700 000 0000 626	Ethanol - 12/2021	1,960.68
10 9010 2700 000 0000 627	Diesel - 12/2021	95.24
Vendor Name UNITED FARMERS COOPERATIVE		3,420.40
UNITY POINT CLINIC	10322UPC	84.00
10 9010 2700 000 0000 346	Mandatory Drug Testing	84.00

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	UNITY POINT CLINIC	84.00
Wells Fargo Financial Leasing, Inc.	5018287466	1,215.50
10 9010 2520 000 0000 618	Admin Copier Lease - 12/21	110.50
10 0445 1000 100 0000 359	ROECC Copier Lease - 12/21	221.00
10 0109 1000 100 0000 359	Jr/Sr HS Copier Lease - 12/21	552.50
10 0418 1000 100 0000 359	IES Copier Lease - 12/21	331.50
Vendor Name	Wells Fargo Financial Leasing, Inc.	1,215.50
YOUNG AUTO PARTS INC.	239072	47.99
10 9010 2700 000 0000 618	Transportation Relay	47.99
YOUNG AUTO PARTS INC.	239638	39.23
10 9010 2700 000 0000 618	Washer Fluid	39.23
YOUNG AUTO PARTS INC.	239662	185.98
10 9010 2700 000 0000 618	Battery and Cleaner	185.98
Vendor Name	YOUNG AUTO PARTS INC.	273.20
Fund Number	10	89,375.66
Checking Account ID	1	Fund Number 40 DEBT SERVICES FUND
UMB BANK N.A.	912209	500.00
40 9010 5000 000 0000 349	7/1/21 - 12/31/21 Admin Fee	500.00
Vendor Name	UMB BANK N.A.	500.00
Fund Number	40	500.00
Checking Account ID	1	89,875.66
Checking Account ID	2	Fund Number 61 SCHOOL NUTRITION FUND
OPAA! FOOD MANAGEMENT INC	IA00038091	49,677.32
61 9010 3110 000 0000 570	Food Expenses 12/2021	49,677.32
OPAA! FOOD MANAGEMENT INC	IA00038120	431.08
61 9010 3140 000 4056 570	FFVP Program - 12/2021	431.08
Vendor Name	OPAA! FOOD MANAGEMENT INC	50,108.40
Fund Number	61	50,108.40
Checking Account ID	2	50,108.40
Checking Account ID	3	Fund Number 21 STUDENT ACTIVITY FUND
ADM HIGH SCHOOL	1112022ADM	125.00
21 0109 1400 920 6790 810	Wrestling Tourney Entry Fee	125.00
Vendor Name	ADM HIGH SCHOOL	125.00
ATLANTIC COMMUNITY SCHOOLS	01112022ACSD	100.00
21 0109 1400 920 6790 810	Wrestling Tourney Entry Fee	100.00
Vendor Name	ATLANTIC COMMUNITY SCHOOLS	100.00
BISSELL, SIERRA	11022SB	14.00
21 0109 1400 950 7407 618	Refund - Product Not Received	14.00
Vendor Name	BISSELL, SIERRA	14.00
BLOMSTEDT, JOHN	11422JB	110.00
21 0109 1400 920 6710 345	JH G Basketball Official	110.00
Vendor Name	BLOMSTEDT, JOHN	110.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
BUNTROCK, MISSY	11422MB	50.00
21 0109 1400 920 6710 345	JV G Basketball Official - 2 Qtrs	50.00
Vendor Name BUNTROCK, MISSY		<u>50.00</u>
COLLINS, DEVIN	011122DC	160.00
21 0109 1400 920 6790 340	HS Wrestling Quad Official	160.00
Vendor Name COLLINS, DEVIN		<u>160.00</u>
County Line Design	12828	74.00
21 0109 1400 920 6845 618	Bowling Awards	74.00
Vendor Name County Line Design		<u>74.00</u>
EQUIPMENT GUYS, THE	45451	360.00
21 0109 1400 920 6600 739	S & C Storage Racks	360.00
Vendor Name EQUIPMENT GUYS, THE		<u>360.00</u>
FIRST BANKCARD - HEIDI HARRIS	11022FBCHH-4	480.00
21 0109 1400 920 6600 618	Box Out Sports	480.00
FIRST BANKCARD - HEIDI HARRIS	11022FBCHH-9	150.00
21 0109 1400 920 6840 580	Track Clinic Registration	150.00
Vendor Name FIRST BANKCARD - HEIDI HARRIS		<u>630.00</u>
FIRST BANKCARD - OFFICE CARD 1	11022FBC1-3	376.70
21 0109 1400 920 6790 580	Wrestling KC Hotel	376.70
Vendor Name FIRST BANKCARD - OFFICE CARD 1		<u>376.70</u>
FIRST BANKCARD - OFFICE CARD 4	11022FBC4	621.05
21 0109 1400 920 6790 580	Wrestling KC Hotel	621.05
Vendor Name FIRST BANKCARD - OFFICE CARD 4		<u>621.05</u>
FRENCH, DALE	11422DF	120.00
21 0109 1400 920 6710 345	JV/9 B Basketball Official	120.00
Vendor Name FRENCH, DALE		<u>120.00</u>
GREBERT, RON	11122RG	140.00
21 0109 1400 920 6710 345	JV/V B Basketball Official	140.00
Vendor Name GREBERT, RON		<u>140.00</u>
HASH, JAMES	011122JH	140.00
21 0109 1400 920 6710 345	JV/V B Basketball Official	140.00
HASH, JAMES	011422JH	140.00
21 0109 1400 920 6710 345	V G/B Basketball Official	140.00
Vendor Name HASH, JAMES		<u>280.00</u>
IA HIGH SCHOOL SPEECH ASSOC.	10422IHSSA	108.00
21 0109 1400 910 6120 810	Large Group District Registration	108.00
Vendor Name IA HIGH SCHOOL SPEECH ASSOC.		<u>108.00</u>
IOWA FFA ASSOCIATION	24844	680.00
21 0109 1400 950 7407 618	FFA Registrations Conf/Workshop	680.00

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name IOWA FFA ASSOCIATION		680.00
JUHL, KELLY	11422KJ	110.00
21 0109 1400 920 6710 345	JH G Basketball Official	110.00
Vendor Name JUHL, KELLY		110.00
LONG, JOHN	011422JL	140.00
21 0109 1400 920 6710 345	V G/B Basketball Official	140.00
Vendor Name LONG, JOHN		140.00
LUTZ, ZACH	11422ZL	140.00
21 0109 1400 920 6710 345	V G/B Basketball Official	140.00
Vendor Name LUTZ, ZACH		140.00
MARTINEZ, CHAD	11922CM	160.00
21 0109 1400 920 6790 340	HS Wrestling Quad Official	160.00
Vendor Name MARTINEZ, CHAD		160.00
MCCREADY, BRIEN	11422BM	140.00
21 0109 1400 920 6710 345	V G/B Basketball Official	140.00
Vendor Name MCCREADY, BRIEN		140.00
MCDERMOTT, MIKE	11422MM	110.00
21 0109 1400 920 6710 345	JH G Basketball Official	110.00
Vendor Name MCDERMOTT, MIKE		110.00
MULLER, ANDREA	11422AM	110.00
21 0109 1400 920 6710 345	JH G Basketball Official	110.00
Vendor Name MULLER, ANDREA		110.00
PACE, RICK	11422RP	120.00
21 0109 1400 920 6710 345	JV/9 B Basketball Official	120.00
Vendor Name PACE, RICK		120.00
TREYNOR COMMUNITY SCHOOL	11122TCSD	100.00
21 0109 1400 920 6790 810	Wrestling Tourney Entry Fee	100.00
Vendor Name TREYNOR COMMUNITY SCHOOL		100.00
WEST DELAWARE HIGH SCHOOL	11122WDHS	70.00
21 0109 1400 920 6790 810	Wrestling Tourney Entry Fee	70.00
Vendor Name WEST DELAWARE HIGH SCHOOL		70.00
WILSON PERFORMING ARTS CENTER	263	1,000.00
21 0109 1400 910 6121 618	Rental for Cinderella	1,000.00
Vendor Name WILSON PERFORMING ARTS CENTER		1,000.00
Fund Number 21		6,148.75
Checking Account ID 3		6,148.75

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PHYSICAL PLANT AND EQUIPMENT LEVY

2019-2020	2020-2021	2021-2022
Beginning Balance (July 1)	Beginning Balance (July 1)	Beginning Balance (July 1)
\$1,890,230.76	\$2,329,854.73	\$ 2,726,998.24

Add: Revenue	Add: Revenue	Add: Revenue
Property Taxes	Property Taxes	Property Taxes
Voted PPEL	Voted PPEL	Voted PPEL
Voted PPEL Surtax	Voted PPEL Surtax	Voted PPEL Surtax
Utility Replacement Tax	Utility Replacement Tax	Utility Replacement Tax
Utility Replacement Tax (SAVE)	Utility Replacement Tax (SAVE)	Utility Replacement Tax (SAVE)
Mobile Home Tax	Mobile Home Tax	Mobile Home Tax
Voted PPEL Mobile Home	Voted PPEL Mobile Home	Voted PPEL Mobile Home
Military Credit	Military Credit	Military Credit
Military Credit (SAVE)	Military Credit (SAVE)	Military Credit (SAVE)
Commercial Ind. Voted PPEL	Commercial Ind. Voted PPEL	Commercial Ind. Voted PPEL
Interest	Interest	Interest
MS Sale	Sale of Vacant Lot	Sale of Vacant Lot
Prior Year Expenditure		
ERATE Reimbursement		

Subtotal	Subtotal	Subtotal
\$1,151,410.78	\$1,084,478.48	\$ 392,389.28
TOTAL AVAILABLE	TOTAL AVAILABLE	TOTAL AVAILABLE
\$3,041,641.54	\$3,414,333.21	\$ 3,119,387.52

LESS: Expenditures	LESS: Expenditures	LESS: Expenditures
School Dude	Chrome Book Lease	Frontline License Renewals
Frontline Technology	Frontline Software	US Bank-Chromebook Lease Payment
Forecast5	Forecast5	Forecast5
Software Unlimited	School Bus Lease	Software Unlimited
Ray Martin-HVAC Service Agreement	RO Chrysler-Ford Transport Van	Heartland Insealators
May/June Rent Council Bluffs Sp Ed	Chrome Book Lease	Bus Lease
Riverside Tech-Fiber	Rent Council Bluffs Sp Ed	
Boland Rec-Playground	Rent Council Bluffs Sp Ed	
School Dude	Rent Council Bluffs Sp Ed	
Miracle Recreation-Playground	Rent Council Bluffs Sp Ed	
Infinite Campus	Rent Council Bluffs Sp Ed	
Aug/Sept Rent Council Bluffs Sp Ed	Infinite Campus Software Renewal	
School Dude	Rent Council Bluffs Sp Ed	
Oct Rent Council Bluffs Sp Ed	Rent Council Bluffs Sp Ed	
Electronic Contracting-IES Intercom	Rent Council Bluffs Sp Ed	
CIC-Infinite Campus Assessment Import	Rent Council Bluffs Sp Ed	
Bi State Electronics-Trans Radios		
Nov Rent Council Bluffs Sp Ed		
Dec Rent Council Bluffs Sp Ed		
Jan Feb Rent Council Bluffs Sp Ed		
Lee Jensen-Fork Lift		
Mar Rent Council Bluffs Sp Ed		
Infinite Campus		
Inpro Corp-JSHS Wall Protectors		
Midwest Tennis & Track		

Subtotal	Subtotal	Subtotal
\$235,487.51	\$248,913.37	\$ 191,293.62
Cash Balance	Cash Balance	Cash Balance
\$2,806,154.03	\$3,165,419.84	\$ 2,928,093.90

Capital Projects Fund

	2019-2020		2020-2021		2021-2022
Beg Balance (July 1)	\$11,775,798	Beg Balance (July 1)	\$1,888,719	Beg Balance (July 1)	\$1,830,921
Add: Revenue		Add: Revenue		Add: Revenue	
1¢ Sales Tax	\$980,624	1¢ Sales Tax	\$950,493	1¢ Sales Tax	\$707,312
Interest	\$101,122	Interest	\$3,688	Interest	\$2,013
Insurance-ROECC	\$25,000				
AOI Refund	\$3,069				
Subtotal	\$12,885,613	Subtotal	\$2,842,900	Subtotal	\$2,540,246
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures	
Construction Expense	\$2,069,959	Chrome Book Lease	\$10,097	Chromebook Lease	\$10,097
Alley Pynor	\$10,564	ROECC Construction Exp	\$7,768	Record FB/BB Fields Deed	\$22
Boyd Jones	\$167,405	Admin Office Const Exp	\$7,696	Revenue Bond Payment	\$73,807
YMCA-Rent	\$800	District Signage	\$28,312	Revenue Bond Payment	\$73,807
Mickey Anderson Rent	\$1,200	Trans Office Const Exp	\$1,998	Revenue Bond Payment	\$73,801
Wilson Rent	\$3,700	Trans Office Const Exp	\$5,600	Revenue Bond Payment	\$73,807
Construction Expense	\$853,942	Rev Bond Pymt Transfer	\$221,920	District Signage	\$9,895
Alley Pynor	\$17,561	Jerry's Basement Waterproof	\$821	Revenue Bond Payment	\$73,807
Boyd Jones	\$171,740	Trans Office Const Exp	\$984		
Mickey Anderson Rent	\$1,200	Rev Bond Pymt Transfer	\$73,973		
Wilson Rent	\$2,500	Trans Office Const Exp	\$1,521		
Omni Partners-Rent Plaza	\$2,400	ROECC Abstract	\$345		
604 S Broadway Purchase	\$219,542	ROECC Construction Exp	\$5,785		
Mickey Anderson Rent	\$1,200	Chrome Book Lease	\$30,620		
Construction Expense	\$1,957,595	Rev Bond Pymt Transfer	\$147,946		
Alley Pynor	\$108,508	Boyd Jones-Admin Center	\$6,755		
Boyd Jones	\$272,955	Rev Bond Pymt Transfer	\$73,973		
Boyd Jones	\$149,361	ROECC Lighting	\$822		
Mickey Anderson Rent	\$1,200	Consession Stand Breaker	\$852		
Alley Pynor	\$6,357	Rev Bond Pymt Transfer	\$73,973		
Construction Expense	\$245,190	Rev Bond Pymt Transfer	\$73,973		
Construction Expense	\$100,241	Rev Bond Pymt Transfer	\$73,973		
Boyd Jones	\$75,195	ASI Signage	\$1,236		
Alley Pynor	\$7,875	Rev Bond Pymt Transfer	\$73,973		
ROECC Constrution Exp	\$82,892	ASI Signage	\$13,090		
ROECC Alley Poyner	\$2,500	Rev Bond Pymt Transfer	\$73,973		
Mickey Anderson Rent	\$1,200				
Berens Tate-Bond Fund Rep	\$3,000				
Chrome Book Lease	\$30,620				
Mickey Anderson Rent	\$1,200				
Debt Service Fund Transfer	\$885,364				
Alley Pynor	\$18,127				
Boyd Jones	\$72,412				
Construction Expense	\$260,353				
Alley Pynor	\$12,226				
Construction Expense	\$258,651				
Mickey Anderson Rent	\$1,200				
Audit Adjustment-Interest Pa	\$100,682				
Construction Expense	\$15,556				
Trans Wash Bay Curtains	\$3,740				
Mickey Anderson Rent	\$1,200				
Construction Expense	\$918,001				
Boyd Jones	\$51,511				
Mickey Anderson Rent	\$1,200				
Construction Expense	\$481,052				
Mickey Anderson Rent	\$1,200				
Boyd Jones	\$77,893				
Alley Pynor	\$16,976				
Alley Pynor	\$3,532				
Boyd Jones	\$85,933				
Construction Expense	\$269,605				
Alley Pynor	\$333				
Construction Expense	\$115,154				
Revenue Bond Payment	\$792,099				
Subtotal	\$11,013,600	Subtotal	\$1,011,979	Subtotal	\$389,044
Fund Balance	\$1,872,013	Fund Balance	\$1,830,921	Fund Balance	\$2,151,202

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Red Oak CSD 2022-2023 Calendar

Start: Aug 24 – Finish: May 26









Summary of Calendar

Days in classroom:

First Semester	.88
Second Semester	.90
First Quarter	.45
Second Quarter	.43
Third Quarter	.45
Fourth Quarter	.45

TOTAL CALENDAR DAYS 178
TEACHER WORK DAYS 190

CALENDAR LEGEND

Preservice Days	
Begin Semester	
End Quarter	
Holidays	
Vacation Days	
Workday	
PD-2 hr. Early Dismissal	
P/T Conferences	

HOLIDAYS:

Labor Day	(9/5)
Thanksgiving Day	(11/24)
Christmas Day	(12/25)
New Year's Day	(1/1)
Good Friday	(4/7)
Memorial Day	(5/29)

Min. Instructional Day= 6.58 hrs.

Approximately 8:00 a.m. to 3:00 p.m.
6.58 hours/395 minutes
(not including 25 minute lunch)

Wed. Collab/PD Day= 4.58 hrs.

Approximately 8:00 a.m. to 1:00 p.m.
4.58 hours/275 minutes
(not including 25 minute lunch)

M	T	W	Th	F	Days/Hours
August (2022)					
1	2	3	4	5	
8*	9*	10	11	12	
15	16	17	18*	19*	
22*	23*	24	25	26	3 17.74
29	30	31			6 35.48
September (2022)					
30	1	2	3	4	8 48.64
5*	6	7	8	9	12 72.96
12	13	14	15	16	17 101.86
19	20	21	22	23	22 132.76
26	27	28	29	30	27 163.66
October (2022)					
3	4	5	6	7	32 194.56
10	11	12	13	14	37 225.46
17	18	19	20	21	42 256.36
24	25	26	27	28	47 287.26
31					48 293.84
November (2022)					
1	2	3	4	5	52 318.16
7	8	9	10	11	57 349.06
14	15	16	17	18	62 379.96
21	22	23	24*	25	64 393.12
28	29	30			67 410.86
December (2022)					
30	31		1	2	69 424.02
5	6	7	8	9	74 454.92
12	13	14	15	16	79 485.82
19	20	21	22	23	82 503.56
26*	27	28	29	30	82 503.56
January (2023)					
2*	3*	4	5	6	85 521.30
9	10	11	12	13	90 552.20
16	17	18	19	20	95 583.10
23	24	25	26	27	100 614.00
30	31				102 627.16
February (2023)					
30	31	1	2	3	105 644.90
6	7	8	9	10	110 675.80
13	14	15	16	17	115 706.70
20	21	22	23	24	120 737.60
27	28				122 750.76
March (2023)					
27	28	1	2	3	125 768.50
6	7	8	9	10	130 799.40
13	14	15	16	17	130 799.40
20	21	22	23	24	135 830.30
27	28	29	30	31	140 861.20
April (2023)					
3	4	5	6	7*	144 885.52
10	11	12	13	14	148 909.84
17	18	19	20	21	153 940.74
24	25	26	27	28	158 971.64
May (2023)					
1	2	3	4	5	163 1002.54
8	9	10	11	12	168 1033.44
15	16	17	18	19	173 1064.34
22	23	24	25	26	178 1095.24
29	30	31			
June (2023)					
30	31		1	2	
5	6	7	8	9	
12	13	14	15	16	

* Additional Paid Teacher Contract Day

Date Events

July 25-26	New Staff Onboarding
July 28-29	Teacher Exchange Days
or Aug 4-5	
Aug. 18	Veteran Staff Report
Aug. 18-23	Preservice Days
Aug. 24	Begin 1 st Semester
Sept. 5	Labor Day: No School
Sept. 16	2 Hr. Early Dismissal: Homecoming
Oct. 4-6	Parent/Teacher Conferences
Oct. 7	No School
Oct. 26	End 1 st Quarter (45 days)
Oct. 27	Begin 2 nd Quarter
Nov. 23	No School: Thanksgiving Break
Nov. 24	Thanksgiving
Nov. 25	No School: Thanksgiving Break
Dec. 21	2 Hr. Early Dismissal: Christmas Break
Dec. 22	Christmas Break
Jan. 2	
Dec. 25	Christmas
Jan. 1	New Years
Jan. 3	No School: Teacher Workday
Jan. 11	End 2 nd Quarter (43)
Jan. 12	Begin 3 rd Quarter/2 nd Semester
Feb. 14-16	Parent/Teacher Conferences
Feb. 17	No School
March 13-17	No School: Spring Break
March 22	End 3 rd Quarter (45 Days)
March 23	Begin 4 th Quarter
April 7	No School: Good Friday
April 10:	No School
May 19	Senior's Last Day
May 21	Graduation
May 26	End 4 th Quarter (45)
	11:30 Dismissal
May 26	Teacher's Last Day

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SERVICE AGREEMENT

Service Agreement made this ____ day of _____, 2022, between Street Smarts, L.L.C. (hereinafter "Street Smarts") and Red Oak Community School District (hereinafter "ROCS").

WITNESSETH:

WHEREAS, Street Smarts is engaged in the business of driver education instruction; and

WHEREAS, ROCS is seeking the services of an entity to provide Qualified Driver Education Instruction to its students; and

WHEREAS, Street Smarts and ROCS desire to enter into a Service Agreement on the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the above premises and of the mutual covenants herein contained, the parties hereto, agree as follows:

1. Obligation. The parties shall have the following obligations under this Agreement:
 - a. ROCS Obligations:
 1. ROCS shall make available to Street Smarts, during school hours, non-school hours and during the summer, a classroom, a projector and marker board for driver education classes.
 2. ROCS shall make available suitable advertising and promotional venues for Street Smarts to promote its driver education program to the students.
 3. ROCS will be responsible for payment of all Free Student(s) Fee and \$190.00 of the Reduced Student(s) Fee related to the driver education course.
 - b. Street Smarts' Obligations.
 1. Street Smarts shall provide qualified driver education instruction (Instruction) for such students enrolled at ROCS as elect to enroll in course of Instruction. Qualified Driver Education Instruction means a course of instruction necessary to enable students to obtain an Iowa driver's license if the students successfully pass the course of instruction and the driver's test administered by the State of Iowa.
 2. Street Smarts shall provide the necessary instructors and vehicles for such Instruction.
 3. Instruction can take place outside or during normal school hours, and at times mutually agreed upon by both parties.
 4. Street Smarts shall provide instructors who are properly licensed or certified, who will comply with reasonable rules established by ROCS for proper decorum in the classroom and who will not behave in a manner detrimental to the health, safety and spiritual well-being of the students.

5. Street Smarts will be responsible for collection all fees related to the driver education course.
2. Term. The duration of this contract shall be August 1, 2022 to July 31st, 2025, Street Smarts shall be obligated to provide the class necessary to meet the demands of students wishing to receive instruction.
3. Compensation. Street Smarts shall be compensated on a per student basis. ROCSD Schools shall assist the Street Smarts driving course by publishing notice and/or advertisements in the school newspaper and/or publications, and as otherwise agreed to by and between the parties. Street Smarts will be obligated in the collection of the fees due from students and ROCSD Schools.

Year	3-Year Contract
	Student Fee
8/1/2022 – 7/31/2025	380.00

Changes that could affect pricing:

- a. Should the prices of fuel rise above \$3.25 per gallon and continue in the future, the Student fee and Free/Reduced fee is subject to change. This change would be presented to ROCSD schools for consideration and approval before implementation.
- b. The State of Iowa is *tentatively* planning on formulating a statewide driver education curriculum. This new curriculum would increase the classroom hours from 30 to 40 hours and add four hours of driving behind the wheel with a certified instructor for a total of 10 hours. This increase of 14 additional mandated hours would cause the cost of driver education to rise. If these changes take place, the Student fee and Free/Reduced fee are subject to change. This will be presented to ROCSD schools for consideration and approval before implementation
- c. In the event that a student driver 1) does not bring their valid instruction permit to a drive time, or 2) fails to show up for a scheduled drive time with no prior notice to the instructor or Street Smarts, the student will be charged \$25 for the missed drive time to compensate the instructor(s) of Street Smarts for their time. A student driver who gives advance notice for not being able to meet at their scheduled time due to illness or exigent circumstances (family emergencies and situations that arise out of the student control) will not be charged the \$25 fee for the missed drive time.
4. Termination. Either party, without cause, upon ninety (90) days, written notice, may terminate this agreement.

This agreement may be terminated by either party upon a material breach by the other party subject to the following requirement: In the event of a

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material breach by one party, the non-breaching party shall be obligated to give the breaching party fifteen (15) days prior notice of such breach and no breach shall be deemed to have occurred hereunder if the breaching party cures the same within said fifteen (15) day period. Upon a second material breach by a party, the non-breaching party may terminate at will.

5. Notices. Any notice required or permitted hereunder shall be sent by registered or certified mail, postage prepaid, to the respective parties hereto at the addresses set forth below, or to such other addresses, or in care of such other person, as any party shall designate as its address for such notices by due notice hereunder:

If to Street Smarts:

Street Smarts, LLC
Attn: Edward A. Jennings
9914 Swanson Blvd.
Clive, Iowa 50325

If to ROCSD:

Red Oak Community School District
1901 N. Broadway St. Ste A
Red Oak, Iowa 51566

6. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.
7. Waiver of Breach. The waiver by either party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach or violation thereof.
8. Assignment. This Agreement shall not be assignable by either party without the other party's written permission.
9. Entire Agreement. This writing represents the entire Agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings of the parties in connection therewith; it may not be altered or amended except by an agreement in writing.
10. Binding Effect. Subject as aforesaid, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their representatives, heirs, executors, administrators, personal representatives, successors and assigns. If any provision of this Agreement shall be or become illegal or unenforceable, in whole or in part for any

reason whatsoever, the remaining provisions shall nevertheless be deemed valid and binding.

11. Indemnification. Street Smarts shall defend, indemnify and hold ROCSD harmless from and against any and all liabilities, losses, damages, claims and expenses, including reasonable attorney's fees, arising in connection with or resulting from any claim made against ROCSD (a) by ROCSD students in connection with the participation of students in the instruction or (b) by Street Smarts' employees and agents in connection with the performance of those employees' and agents' duties pursuant to this Agreement or (c) by any other person in connection with activities of Street Smarts pursuant to this Agreement.

12. Insurance. Street Smarts agrees to obtain and keep in force during the terms of the Agreement, insurance coverage in the following amounts.
Comprehensive General Liability insurance with a minimum limit of:
 \$1,000,000 per occurrence for bodily injury
 \$ 500,000 per occurrence for property damage, or
 \$1,000,000 combined single limits
Automobile Liability Insurance with a minimum limit of:
 \$ 500,000 per person
 \$1,000,000 per occurrence for bodily injury
 \$ 250,000 per occurrence for property damage; or
 \$1,000,000 combined single limits
Workers Compensation Insurance as required by state law. The District shall receive a certificate of proof of insurance from Street Smarts before commences any Instruction each year.

13. Independent Contractor. Street Smarts is and independent Contractor and neither Street Smarts nor any of its officers, Employees or agents will be considered employees of the Norwalk Community School District.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Attest:

Street Smarts, LLC

By: _____
Edward A. Jennings

Title: _____
President

By: _____

Title: _____

Red Oak Community School District

By: _____

Title: _____

By: _____

Title: _____

300.1 - Role of School District Administration

The purpose of school administration is to help create and to foster an environment in which students can learn most effectively. All administrative duties and functions should be appraised in terms of the goals and objectives and the mission statement created by the school district.

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It is the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

Approved April 23, 2018

Reviewed ~~April 23, 2018~~ **January 10, 2022**

Revised ~~April 23, 2018~~

300.2 - Management

The board and the administration will work together to share information and decisions under the management team concept. The board and the administrators will work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support the decisions reached on the issues confronting the school district.

The board is responsible for making the final decision in matters pertaining to the school district.

Approved April 23, 2018
Reviewed ~~April 23, 2018~~ **January 10, 2022**
Revised ~~April 23, 2018~~

301.1 - Administrators

The superintendent, the building principals and any other administrators, for purposes of this Series (Series 300) of this Policy, shall be referred to collectively as "administrators."

Superintendent of the School District

The superintendent shall be the head administrator and executive officer of the board and shall be directly responsible for the execution of the school district's policies for the faithful and efficient observance of the school district's rules by all employees throughout the system, and for the enforcement of all provisions of the law relating to the operation of the schools.

Other Administrators of the School District

The building principals and other administrators shall assist the superintendent and the board in the daily operation of the school district.

Approved April 23, 2018
Reviewed ~~April 23, 2018~~ **January 10, 2022**
Revised ~~April 23, 2018~~

301.2 - Recruitment and Appointment of Administrators

Superintendent

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

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The board, as needed, may engage in a search for applicants for the position of superintendent of the school district. The services of a consultant may be engaged to assist in screening and/or selecting candidates to be interviewed by the board.

Other Administrators

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district. It is the responsibility of the superintendent to make a recommendation to the board for filling any administrative position. The board will act only on the superintendent's recommendation.

The services of a consultant may be engaged to assist in screening and/or selecting candidates to be interviewed by the board.

Approved April 23, 2018

Reviewed ~~April 23, 2018~~ **January 10, 2018**

Revised ~~April 23, 2018~~

301.3 - Administrator Contracts and Contract Nonrenewal

The length of the contract for employment between an administrator and the board is determined by the board. The contract will state the length of the contract and the terms of employment ~~An administrator may be considered a probationary employee, as provided in Iowa law.~~

The first three consecutive years of a contract issued to a newly employed administrator will be considered a probationary period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or non-probationary contract, the board will afford the administrator appropriate due process, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

~~If an administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.~~

It is the responsibility of the superintendent to create a contract for each administrative position. The board may issue temporary and nonrenewable contracts in accordance with law.

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If an administrator wishes to resign, to be released from a contract, or to retire, the administrator must comply with board policies dealing with retirement, release, or resignation.

Approved April 23, 2018
Reviewed ~~April 23, 2018~~ **January 10, 2022**
Revised ~~April 23, 2018~~

301.4 - Administrator Salary and Other Compensation

The board has complete discretion to set the salary of the superintendent and/or other administrators. The board authorizes the superintendent to recommend the salary of other administrators to the board. It is the responsibility of the board and/or the superintendent to set the salary and benefits of the superintendent and other administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrator. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the administrator's actual and necessary expenses are paid by the school district when the administrator is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent. It is within the discretion of the superintendent to pay dues to professional organizations for the administrator.

The board believes the administrator is to stay current on educational issues, and as such, the board may approve the payment of dues and other benefits or compensation over and above the administrator's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

Approved April 23, 2018
Reviewed ~~April 23, 2018~~ **January 10, 2022**
Revised ~~April 23, 2018~~

301.5 - Administrator Duties

Superintendent

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program. In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students.

Specifically the superintendent:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;

- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials, and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings; and,
- Performs other duties as may be assigned by the board.
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board.
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

Other Administrators

The board will employ other administrators to assist the superintendent in the day-to-day operations of the school district.

Building principals shall be responsible for the administration and operation of the attendance center(s) to which they are assigned. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school

activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal.

Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory is reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

301.6 - Administrator Evaluation

Superintendent

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent's formal evaluation is to ensure the educational program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- ~~• Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.~~
- ~~• Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.~~
- ~~• Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.~~
- ~~• Collaborating with families and community members, responding to diverse community interests and needs mobilizing community resources.~~
- ~~• Acting with integrity, fairness and in an ethical manner.~~
- ~~• Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.~~
- **Mission, Vision and Core Values:** Develop, advocate and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.
- **Ethics and Professional Norms:** Act ethically and according to professional norms to promote each student's academic success and well-being.
- **Equity and Cultural Responsiveness:** Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
- **Curriculum, Instruction and Assessment:** Develop and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.

- **Community Care and Support for Students:** Cultivate an inclusive, caring and supportive school community that promotes the academic success and well-being of each student.
- **Professional Capacity of School Personnel:** Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
- **Professional Community for Teachers and Staff:** Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.
- **Meaningful Engagement of Families and Community:** Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
- **Operations and Management:** Manage school operations and resources to promote each student's academic success and well-being.
- **School Improvement:** Act as an agent of continuous improvement to promote each student's academic success and well-being.

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board's discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,
- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities, and competence.

Other Administrators

The superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the superintendent will formally evaluate the administrators annually. The goal of the administrator's formal evaluation process is to ensure that the educational program for the students is carried out, student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation will include written criteria related to the job description. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- ~~Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.~~
- ~~Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.~~
- ~~Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.~~
- ~~Collaborating with families and community members, responding to diverse community interests and needs mobilizing community resources.~~
- ~~Acting with integrity, fairness and in an ethical manner.~~
- ~~Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.~~

- **Mission, Vision and Core Values: Develop, advocate and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.**
- **Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.**

- **Equity and Cultural Responsiveness:** Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
- **Curriculum, Instruction and Assessment:** Develop and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.
- **Community Care and Support for Students:** Cultivate an inclusive, caring and supportive school community that promotes the academic success and well-being of each student.
- **Professional Capacity of School Personnel:** Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
- **Professional community for Teachers and Staff:** Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.
- **Meaningful Engagement of Families and Community:** Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
- **Operations and Management:** Manage school operations and resources to promote each student's academic success and well-being.
- **School Improvement:** Act as an agent of continuous improvement to promote each student's academic success and well-being.

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Reviewed ~~April 23, 2018~~ January 10, 2022

Revised April 23, 2018

301.7 - Administrator Professional Development

The board encourages the superintendent and other administrators to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the administrator to arrange the administrator's schedule in order to enable attendance at various conferences and events. If a conference or event requires the administrator to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president and the other administrators will bring it to the attention of the superintendent prior to attending the event.

The administrator may be required to report to the board after an event.

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Reviewed ~~April 23, 2018~~ **January 10, 2022**
Revised ~~April 23, 2018~~

301.8 - Administrator Consulting/Outside Employment

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrator's duties.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days' notice to cease outside employment.

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Reviewed ~~April 23, 2018~~ January 10, 2022
Revised ~~April 23, 2018~~

302.1 - Development and Enforcement of Administrative Regulations

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop and enforce administrative regulations.

In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

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Revised ~~April 23, 2018~~

302.2 - Monitoring of Administrative Regulations

The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

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Revised ~~April 23, 2018~~

303 - Administrative Succession of Authority

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. If the absence of the superintendent is

temporary, the successor shall be that individual or individuals temporarily appointed by the superintendent and communicated to the board president.

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the superintendent will be absent for an extended period of time, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Approved April 23, 2018

Reviewed April 23, 2018 January 10, 2022

Revised April 23, 2018

304 - Administrator Code of Ethics

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

- ~~Upholds the honor and dignity of the profession in actions and relations with students, colleagues, Board members, and the public;~~
- ~~Obeys local, state, and national laws; holds to high ethical and moral standards; and gives loyalty to this country and to the cause of democracy and liberty;~~
- ~~Accepts the responsibility to master and contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession;~~
- ~~Strives to provide the finest possible educational experiences and opportunities to the members of the District community;~~
- ~~Seeks to preserve and enhance the prestige and status of the profession when applying for a position or entering into contractual agreements;~~

- ~~• Carries out in good faith the policies duly adopted by the local Board and the regulations of state authorities and renders professional service;~~
 - ~~• Disallows consideration of private gain or personal economic interest to affect the discharge of professional responsibilities;~~
 - ~~• Recognizes public schools are the public's business and seeks to keep the public informed about their schools; and,~~
 - ~~• Supports and practices the management team concept.~~
 - ~~• Makes the education and well-being of students the fundamental value of all decision making.~~
 - ~~• Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.~~
 - ~~• Accepts responsibility and accountability for one's own actions and behaviors.~~
-
- **Makes the education and well-being of students the fundamental value of all decision making.**
 - **Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.**
 - **Supports the principle of due process and protects the civil and human rights of all individuals.**
 - **Implements local, state and national laws.**
 - **Advises the school board and implements the board's policies and administrative rules and regulations.**
 - **Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.**
 - **Avoids using his/her position for personal gain through political, social, religious, economic or other influences.**
 - **Accepts academic degrees or professional certification only from accredited institutions.**
 - **Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.**
 - **Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.**
 - **Accepts responsibility and accountability for one's own actions and behaviors.**
 - **Commits to serving others above self.**

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January 10, 2022

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