



Red Oak Community School District

604 S Broadway

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

Regular Board of Directors Meeting

Red Oak Inman Elementary School Campus for:
Board Members, Superintendent, Business Manager
VIA Internet and Phone for others-visit school website for information

Monday, July 27, 2020 – 7:00 pm

- Agenda -

- 1.0 Call to Order – Board of Directors Vice-President Roger Carlson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – Vice-President Roger Carlson
- 4.0 Public Presenters/Guest and Visitors Addressing the Board
- 5.0 Communications
 - 5.1 Good News from Red Oak Schools
 - 5.2 Visitors and Presentations
 - 5.3 Affirmations and Commendations
 - 5.4 Correspondence
 - 5.5 Public Comments
- 6.0 Consent Agenda
 - 6.1 Review and Approval of Minutes from July 13, 2020 *pg 1-2*
 - 6.2 Review and Approval of Monthly Business Reports *pg 3-13*
 - 6.3 Open Enrollment Requests Consideration
 - 6.3.1 Open Enrollment for 7th grader Carly Cline from Stanton Community School District to Red Oak Community School District for the 2020-2021 school year
 - 6.3.2 Open Enrollment for 8th grader Gavin Ford from Red Oak Community School District to Stanton Community School District for the 2020-2021 school year
 - 6.3.3 Open Enrollment for 6th grader Lillyan Ford from Red Oak Community School District to Stanton Community School District for the 2020-2021 school year
- 7.0 General Business for the Board of Directors
 - 7.1 Old Business
 - 7.1.1 Discussion and update on buildings and grounds throughout the district
 - 7.2 New Business
 - 7.2.1 Discussion/Approval of 2020-2021 Return to Learn Plan *pg 14-21*
 - 7.2.2 Discussion/Approval of issuing 2020-2021 Teacher Leadership Contracts *pg 22-23*

- 7.2.3 Discussion/Approval of 2020-2021 Handbook for Inman Elementary pg 35-35
- 7.2.4 Discussion/Approval of 2020-2021 pest control bid pg 36
- 7.2.5 Discussion/Approval of 2020-2021 fuel bid pg 37-40
- 7.2.6 Discussion/Approval of 2020-2021 snow removal bid pg 41-42
- 7.2.7 Discussion/Approval of 2020-2021 trash removal bid pg 43
- 7.2.8 Discussion/Approval of paying Para-Professionals and Transportation Employees by actual hours worked effective with the 2020-2021 Letter of Assignment
- 7.2.9 Discussion/Approval of signage bids for the District pg 44-64

8.0 Reports

- 8.1 Administrative
- 8.2 Future Conferences, Workshops, Seminars
- 8.3 Other Announcements
- 8.4 Board Member Requested Item(s) for next meeting agenda

9.0 Next Board of Directors Meeting: Monday, August 10, 2020 – 7:00 pm
Red Oak Inman Elementary
Red Oak CSD Inman Elementary Campus

10.0 Adjournment

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Red Oak Inman Elementary/ Phone/Internet
Red Oak Inman Elementary Campus
July 13, 2020

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 7:00 p.m. at the Red Oak Inman Elementary School Cafeteria.

Present

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

Approval of Agenda

Motion by Director Carlson, second by Director Blackman to approve the agenda removing item 7.2.3 with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

Good News from Red Oak Schools

The high school baseball team ended their season. The team is young, and the future looks bright.

The Child Development Center is set to open on August 17, 2020.

Presentations:

Janelle Erickson presented on the Return to Learn plan and scheduled professional development for the teachers.

Ron Lorenz updated the board on facilities and district signage.

Consent Agenda:

Motion by Director Blackman, second by Director DeVries to approve the consent agenda including meeting minutes and monthly business reports as presented. Motion carried unanimously.

SUI Walk In Freezer/Cooler Addition

Motion by Director Blackman, second by Director Carlson to approve adding the Junior/Senior High School Walk-In Freezer/Cooler to the Specialty Underwriters Insurance Policy for FY21. Motion carried unanimously.

Tree Removal Bids

Motion by Director DeVries, second by Director Carlson to accept the tree removal bid from Miner Tree Service in the amount of \$4,375.00. Motion carried unanimously.

Personnel Considerations

Motion by Director Carlson, second by Director Blackman to accept the resignation of Ronald DeVries as Junior High Boys Basketball Coach effective at the end of the 2019-2020 school year. Motion carried unanimously.

Motion by Director Blackman, second by Director Carlson to hire Ronald DeVries as High School Boys Basketball Assistant Coach for the 2020-2021 school year. Motion carried 3-0 with Director DeVries abstaining.

Continuation of July 13, 2020 Meeting Minutes-Page 2

Motion by Director DeVries, second by Director Blackman to hire Julie Wolfe as High School Assistant Bowling Coach for the 2020-2021 school year. Motion carried unanimously.

Motion by Director Blackman, second by Director DeVries to approve the resignation of Brian Mensen as Junior High Boys Basketball Coach effective at the end of the 2019-2020 school year. Motion carried unanimously.

Motion by Director DeVries, second by Director Blackman to hire Brian Mensen as High School Boys Basketball Assistant Coach for the 2020-2021 school year. Motion carried unanimously.

Motion by Director Blackman, second by Director Carlson to accept the resignation of Heather Johnson as Para-Professional at the end of the 2019-2020 school year. Motion carried unanimously.

Motion by Director Carlson, second by Director Blackman to hire Kealan Graham as an Elementary Teacher for the 2020-2021 school year. Motion carried unanimously.

Motion by Director DeVries, second by Director Blackman to approve the Sharing Agreement Addendum for Adam Wenberg for the 2020-2021 school year. Motion carried unanimously.

Adjournment

Motion by Director Carlson, second by Director DeVries to adjourn the meeting at 7:53 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, July 27, 2020 – 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
ARTHERHOLT, LISA	062820LA	209.83
10 0109 1000 100 0000 580	Shared Teacher Mileage - Essex	209.83
Vendor Name	ARTHERHOLT, LISA	209.83
CDW GOVERNMENT, INC.	zjm7541	1,328.40
10 9010 2235 000 4052 618	Aluratek AWC02F - Web Camera	1,328.40
Vendor Name	CDW GOVERNMENT, INC.	1,328.40
CENTER FOR THE COLLABORATIVE CLASSROOM	220404	250.56
10 0418 1000 100 3342 612	MAKING MEANING 3RD ED, COMP	232.00
10 0418 1000 100 3342 612	SHIPPING	18.56
CENTER FOR THE COLLABORATIVE CLASSROOM	220664	6,609.60
10 0418 1000 100 0000 642	GRADE 5 MAKING MEANING	720.00
10 0418 1000 100 0000 642	GRADE 6 MAKING MEANING	1,440.00
10 0418 1000 100 0000 642	GRADE K-HANDWRITING NOTEBOOKS	225.00
10 0418 1000 100 0000 642	SHIPPING (8%)	489.60
10 0418 1000 100 0000 642	GRADE 1 BEING A READER	900.00
10 0418 1000 100 0000 642	GRADE 2 BEING A READER	915.00
10 0418 1000 100 0000 642	GRADE 3 MAKING MEANING	1,200.00
10 0418 1000 100 0000 642	GRADE 4 MAKING MEANING	720.00
Vendor Name	CENTER FOR THE COLLABORATIVE CLASSROOM	6,860.16
CHAT MOBILITY	61620CM	833.77
10 0445 2410 000 0000 532	IES Principal (10\$ ROECC)	4.40
10 0418 2410 000 0000 532	Sam Cell Phone (1)	44.02
10 0418 2410 000 0000 532	IES Principal (90% IES)	39.62
10 9010 2510 000 0000 532	SBO Cell Phone (1)	44.02
10 9010 2510 000 0000 532	Mifi - Discontinued Line	305.53
10 9010 2490 000 0000 532	Maintenance Cell Phones (3)	132.06
10 9010 2490 000 0000 532	Tech Cell Phones (2)	88.04
10 9010 2490 000 0000 530	Bus Barn Cell Phone 2)	88.04
10 9010 2490 000 0000 530	Nurse Phone (1)	44.02
10 0109 2410 000 0000 532	Jr/Sr HS Principal Cell Phone (1)	44.02
Vendor Name	CHAT MOBILITY	833.77
CHEMSEARCH	7016927	421.59
10 9010 2600 000 0000 432	Water Treatment for Boilers	421.59
CHEMSEARCH	7019743	430.04
10 9010 2600 000 0000 432	Water Treatment for Boilers (HS)	430.04
Vendor Name	CHEMSEARCH	851.63
CLARINDA COMMUNITY SCHOOLS	72020CCSD	24,714.85
10 9010 1200 211 3301 567	Sped Level 1 x 3 - 2nd Sem 19-20	24,714.85
Vendor Name	CLARINDA COMMUNITY SCHOOLS	24,714.85
COUNSEL OFFICE & DOCUMENTS	34AR483780	1,168.41
10 0445 1000 100 0000 359	ROECC Media Clicks - 6/2020	2.90
10 0109 1000 100 0000 359	Jr/SR HS Guidance Clicks -	2.48

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
	6/2020	
10 0109 1000 100 0000 359	Jr/Sr HS Teacher Room Clicks - 6/2020	61.26
10 0109 1000 100 0000 359	Jr/Sr HS Media Clicks - 6/2020	6.98
10 0109 1000 100 0000 359	Jr/Sr HS Office Clicks - 6/2020	81.43
10 0418 1000 100 0000 359	IES Media #2 Clicks - 6/2020	7.01
10 0418 1000 100 0000 359	IES Teacher Room Clicks - 6/2020	31.98
10 0418 1000 100 0000 359	IES Office Clicks - 6/2020	695.49
10 0418 1000 100 0000 359	IES Media #1 Clicks - 6/2020	118.92
10 9010 2520 000 0000 618	Steady Serve - 6/2020	12.99
10 9010 2520 000 0000 618	Admin Office Clicks - 6/2020	146.97
Vendor Name	COUNSEL OFFICE & DOCUMENTS	<u>1,168.41</u>
DICKEL DUIT OUTDOOR POWER, INC.	44766	139.83
10 9010 2600 000 0000 618	Rear Tire for Mower	139.83
Vendor Name	DICKEL DUIT OUTDOOR POWER, INC.	<u>139.83</u>
EAST MILLS COMMUNITY SCHOOLS	71320EMSCSD	5,408.20
10 9010 1200 211 3301 567	Sped Level 1 x 1 - 2nd Sem 19-20	5,408.20
Vendor Name	EAST MILLS COMMUNITY SCHOOLS	<u>5,408.20</u>
ESSEX COMMUNITY SCHOOL DIST.	71320ECSD	24,877.32
10 9010 1200 211 3301 567	Sped Level 1 x 1 - 2nd Sem 19-20	11,652.96
10 9010 1200 214 3302 567	Sped Level 2 x 1 - 2nd Sem 19-20	13,224.36
Vendor Name	ESSEX COMMUNITY SCHOOL DIST.	<u>24,877.32</u>
FASTENAL COMPANY	79181	20.58
10 9010 2600 000 0000 618	Bench Repair Supplies - Cage	20.58
Vendor Name	FASTENAL COMPANY	<u>20.58</u>
FBG SERVICE CORPORATION	877105	8,070.00
10 9010 2600 000 4052 340	Special Sanitation Cleaning	8,070.00
Vendor Name	FBG SERVICE CORPORATION	<u>8,070.00</u>
FIRST BANKCARD	71020FBC#1	11.99
10 9010 2600 000 0000 618	Fire Extinguisher Signs	11.99
FIRST BANKCARD	71020FBC#1-1	67.98
10 9010 2600 000 0000 618	Batteries for Emergency Lights	67.98
FIRST BANKCARD	71020FBC#1-2	110.86
10 0418 2600 000 0000 618	Glue Down Transition	110.86
FIRST BANKCARD	71020FBC#4	825.00
10 9010 2321 000 0000 739	Picnic Table for Office	825.00
FIRST BANKCARD	71020FBC#4-2	140.15
10 9010 2235 000 0000 618	Clear Glossy Label Protectors 2"H x 3"W	140.15
FIRST BANKCARD	71020FBC#4-3	261.30
10 9010 2235 000 0000 358	5 yr. Domain Registration/Protection	261.30
FIRST BANKCARD	71020FBC#4-4	190.49

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2600 000 0000 618	SBF Sprinkler Parts-Repair	190.49
FIRST BANKCARD	71020FBC#4-5	475.29
10 9010 2600 000 0000 731	Three Plane Leveling Aligning Laser	475.29
FIRST BANKCARD	71020FBC#4-7	84.98
10 9010 2600 000 0000 618	Weed Killer Maintenance	84.98
FIRST BANKCARD	71020FBC#4-8	2,079.16
10 9010 1000 100 8017 641	Foundations of Restaurant Management and	1,660.00
10 9010 1000 100 8017 641	Foundations of Restaurant Management and	419.16
FIRST BANKCARD	71020FBC#4-8	340.00
10 9010 2235 000 0000 618	Custom Same Day Proximity Cards for HID	340.00
FIRST BANKCARD	71020FBC#4-8	90.00
10 9010 2310 000 0000 320	2020 IASBO Bootcamp	90.00
FIRST BANKCARD	71020FBC#4-8	175.00
10 9010 2310 000 0000 320	2020-2020 IASBO Membership	175.00
FIRST BANKCARD	71020FBC#4-8	66.36
10 9010 2310 000 0000 611	Plate Stands for Retirees	66.36
FIRST BANKCARD	71020FBC#4-8	59.88
10 9010 2310 000 4052 618	Masks for Central Office Meetings - COVI	59.88
FIRST BANKCARD	71020FBC#4-8	12.92
10 9010 2310 000 0000 611	Name Plate Superintendent Board Mtg	12.92
FIRST BANKCARD	71020FBC#4-8	100.93
10 9010 2310 000 0000 611	Certificate Holders - PTouch Laminated T	100.93
FIRST BANKCARD	71020FBC#4-8	102.07
10 9010 2235 000 0000 618	Tech Supplies - Labels/Jacks/Wall Plates	102.07
FIRST BANKCARD	71020FBC#4-8	51.34
10 9010 2235 000 4052 652	Tax Refund	(13.65)
10 9010 2235 000 4052 652	Zoom Subscription - 6/2020	64.99
Vendor Name FIRST BANKCARD		<u>5,245.70</u>
GLENWOOD COMMUNITY SCHOOLS	13120GCSD	5,057.10
10 9010 1200 211 3301 567	Sped Level 1 x 1 - 1st Sem 19-20	5,057.10
GLENWOOD COMMUNITY SCHOOLS	71420GCSD	4,266.54
10 9010 1200 211 3301 567	Sped Level 1 x 1 - 2nd Sem 19-20	4,266.54
Vendor Name GLENWOOD COMMUNITY SCHOOLS		<u>9,323.64</u>
GREEN TREE COMPANY, THE	7497	1,500.00
10 9010 2600 000 0000 424	Inman Hill Mowing	1,500.00
Vendor Name GREEN TREE COMPANY, THE		<u>1,500.00</u>
GRISWOLD COMMUNITY SCHOOLS	71520GCSD	16,139.86
10 9010 1200 211 3301 567	Sped Level 1 x 2 - 2nd Sem 19-20	16,139.86
Vendor Name GRISWOLD COMMUNITY SCHOOLS		<u>16,139.86</u>
HEALTHY TURF LANDSCAPING, INC	3871	375.00
10 9010 2600 000 0000 424	Early Summer Fertilizing FBF/SBF	375.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	HEALTHY TURF LANDSCAPING, INC	375.00
Houghton Mifflin Harcourt	954858307	662.01
10 9010 1000 100 8017 641	Transition to Algebra Student Worktexts	662.01
Houghton Mifflin Harcourt	954860290	3,779.10
10 9010 1000 100 8017 641	2017 Gisslen, Professional Baking, Seven	3,779.10
Vendor Name	Houghton Mifflin Harcourt	4,441.11
HY VEE FOOD STORES	71020HV	152.83
10 0445 1000 100 8002 618	PTO Supplies - 3/2020	76.41
10 0418 1000 100 8001 612	PTO Supplies - 3/2020	76.42
Vendor Name	HY VEE FOOD STORES	152.83
INPRO CORP	1500287	188.44
10 9010 2600 000 0000 618	6 Tubes Caulking - Maintenance	188.44
Vendor Name	INPRO CORP	188.44
INTERSTATE POWER SYSTEMS	13083181-01	924.94
10 9010 2700 000 0000 434	Bus #5A Program Replacement TCM	924.94
INTERSTATE POWER SYSTEMS	13083214-01	1,222.13
10 9010 2700 000 0000 434	Bus #11 Brake Switch Repair	1,222.13
Vendor Name	INTERSTATE POWER SYSTEMS	2,147.07
IOWA ASSN OF SCHOOL BOARDS	2261	775.00
10 9010 2310 000 0000 358	Policy Reference Subscription 20-21	775.00
Vendor Name	IOWA ASSN OF SCHOOL BOARDS	775.00
IOWA STATE UNIVERSITY	48487	80.00
10 9010 1000 470 1118 612	TAG Lego League Qualifer Event	80.00
Vendor Name	IOWA STATE UNIVERSITY	80.00
JOSTENS	24778907	47.03
10 0109 2410 000 0000 618	Diploma Covers	47.03
Vendor Name	JOSTENS	47.03
LAKESHORE LEARNING CO.	1786720720	682.83
10 0445 1000 100 8002 618	ROECC PTO Supplies for Classrooms	682.83
LAKESHORE LEARNING CO.	1786900720	945.94
10 0445 1000 100 0000 618	Indoor Recess Supplies - ROECC	945.94
LAKESHORE LEARNING CO.	1996050720	21.98
10 0418 1000 100 0000 612	MINI ERASERS SET OF 10	14.99
10 0418 1000 100 0000 612	SHIPPING	6.99
Vendor Name	LAKESHORE LEARNING CO.	1,650.75
LINCOLN ELECTRIC	909458562	245.00
10 0109 1300 370 0000 612	.035 Superarc L-56 #33	245.00
Vendor Name	LINCOLN ELECTRIC	245.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
M & M AUTOBODY, INC.	7156	1,966.35
10 9010 2700 000 0000 434	Vehicle #15 Hail Repair	1,966.35
M & M AUTOBODY, INC.	7163	3,133.10
10 9010 2700 000 0000 434	Vehicle #17 Hail Repair	3,133.10
M & M AUTOBODY, INC.	7164	3,204.67
10 9010 2700 000 0000 434	Vehicle #4 Hail Repair	3,204.67
Vendor Name M & M AUTOBODY, INC.		<u>8,304.12</u>
McGraw-Hill	113411789001	3,203.05
10 9010 1000 100 8017 641	Glencoe Health	2,482.50
10 9010 1000 100 8017 641	Glencoe Health Human Sexuality	720.55
McGraw-Hill	113411789002	2,203.78
10 9010 1000 100 8017 641	The Developing Child: 30 Student Ed.	2,203.78
McGraw-Hill	113422065001	5,000.00
10 0109 1000 100 0000 320	Professional Development - 2 days	5,000.00
Vendor Name McGraw-Hill		<u>10,406.83</u>
MEDIACOM	70820MCADMIN	46.26
10 9010 2236 000 0000 536	Admin PRI Lines - 7/2020	46.26
MEDIACOM	71220MCHS	111.04
10 9010 2236 000 0000 536	Jr/Sr HS PRI Lines	111.04
MEDIACOM	72120MCINT	2,334.77
10 9010 2236 000 0000 536	Districtwide Internet 7/2020	2,334.77
MEDIACOM	72120MCPRI	726.63
10 9010 2236 000 0000 536	Districtwide PRI Lines - 7/2020	726.63
Vendor Name MEDIACOM		<u>3,218.70</u>
MIDAMERICAN ENERGY	501509166	651.61
10 0109 2600 000 0000 622	Jr/Sr Fieldhouse - 6/2020	651.61
MIDAMERICAN ENERGY	501531063	14.32
10 9010 2600 000 0000 622	Webster Electricity - 6/2020	14.32
MIDAMERICAN ENERGY	501545453	313.61
10 0109 2600 000 0000 622	Sports Complex Electricity - 6/2020	313.61
Vendor Name MIDAMERICAN ENERGY		<u>979.54</u>
MOSS EDUCATIONAL & INDUSTRIAL TRAINING SOLUTIONS	4717	415.25
10 0109 1300 370 0000 612	ABS Plastic 6 pack 1K spools	415.25
Vendor Name MOSS EDUCATIONAL & INDUSTRIAL TRAINING SOLUTIONS		<u>415.25</u>
NATIONAL ARCHERY IN THE SCHOOLS PROGRAM	258716	1,626.00
10 0418 1000 100 0000 612	RIGHT HAND RED CHERRY /COMPOUND	115.00
10 0418 1000 100 0000 612	RIGHT HAND LIME/BOW	115.00
10 0418 1000 100 0000 612	EASTON 1820 ALUMINUM 5 DZN/ARROWS	348.00
10 0418 1000 100 0000 612	MORRELL 33" ETERNITY TARGET/TARGETS 80CM	834.00
10 0418 1000 100 0000 612	ARCHERY SHOOTER BOWHANGER	214.00
Vendor Name NATIONAL ARCHERY IN THE SCHOOLS		<u>1,626.00</u>



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
PROGRAM		
ODYSSEYWARE SMARTER ONLINE LEARNING	753562	8,400.00
10 9010 1000 100 8017 641	12 Comprehensive Concurrent User License	8,400.00
ODYSSEYWARE SMARTER ONLINE LEARNING	753772	850.00
10 9010 1000 100 8017 641	Purpose Prep Pilot	850.00
Vendor Name	ODYSSEYWARE SMARTER ONLINE LEARNING	<u>9,250.00</u>
PEARSON PROFESSIONAL	7027150712	499.40
10 9010 1000 100 8017 641	MLBIO19 DCW 1YR LIC	499.40
Vendor Name	PEARSON PROFESSIONAL	<u>499.40</u>
QUILL CORP.	8387659/8322 921	316.28
10 9010 2700 000 0000 618	Bus Barn Office Supplies	65.31
10 9010 2310 000 0000 611	Admin Office Supplies	250.97
Vendor Name	QUILL CORP.	<u>316.28</u>
REALLY GOOD STUFF, LLC.	7279230	139.88
10 0418 1000 100 0000 612	ZANER BLOSER CURSIVE DESKTOP HELPERS	139.88
REALLY GOOD STUFF, LLC.	7281695	293.91
10 0418 1000 100 0000 612	ALL ABOUT ME 3D ROCKET SHIPS	41.97
10 0418 1000 100 0000 612	DESKTOP HELPERS DELUXE INTERMEDIATE 24	125.97
10 0418 1000 100 0000 612	INTERMEDIATE DELUXE PLASTIC DESKTOP HELP	125.97
Vendor Name	REALLY GOOD STUFF, LLC.	<u>433.79</u>
REALLY GREAT READING COMPANY LLC	23549	145.95
10 0418 1000 100 0000 612	PHONICS BOOST STUDENT WORKBOOKS	50.95
10 0418 1000 100 0000 612	BOOST ONLINE SUBSCRIPTION 1 YEAR	95.00
Vendor Name	REALLY GREAT READING COMPANY LLC	<u>145.95</u>
RED OAK EXPRESS	June 2020	438.02
10 9010 2572 000 0000 540	June 2020 Board Claims	438.02
Vendor Name	RED OAK EXPRESS	<u>438.02</u>
ROTARY CLUB	072020RCRL	200.00
10 9010 2321 000 0000 810	Rotary Club Dues - RL	200.00
Vendor Name	ROTARY CLUB	<u>200.00</u>
SCHOOL ADMINISTRATORS OF IOWA	200009207	110.00
10 9010 2310 000 0000 320	New Superintendent Institute	110.00
Vendor Name	SCHOOL ADMINISTRATORS OF IOWA	<u>110.00</u>
SCHOOL SPECIALTY LATTA DIV.	208125475462	32.18
10 0445 1000 100 8002 618	PTO Melissa & Doug Birthday Cake	16.09
10 0445 1000 100 8002 618	PTO Pizza Party	16.09
SCHOOL SPECIALTY LATTA DIV.	20812575486	85.40
10 0418 1000 100 0000 612	IES Instructional Supplies	85.40
SCHOOL SPECIALTY LATTA DIV.	308103555045	652.28

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0418 1000 100 0000 612	IES Instructional Supplies - Classroom	652.28
Vendor Name	SCHOOL SPECIALTY LATTA DIV.	<u>769.86</u>
SCHOOLGY, INC	23893	6,678.00
10 9010 2235 000 0000 358	2020-20201 Enterprise Renewal	6,678.00
Vendor Name	SCHOOLGY, INC	<u>6,678.00</u>
SCREENCASTIFY, LLC.	249289	1,500.00
10 9010 1000 100 4052 641	Screencastify Record/Edit Site License	1,500.00
Vendor Name	SCREENCASTIFY, LLC.	<u>1,500.00</u>
SIOUX CENTRAL COMM SCHOOL DISTRICT	71320SCCSD	14,799.15
10 9010 1200 217 3303 320	Sped Level 3 x 1 - 2nd Sem 19-20	14,799.15
Vendor Name	SIOUX CENTRAL COMM SCHOOL DISTRICT	<u>14,799.15</u>
WOODRIVER ENERGY LLC	220740	572.13
10 0418 2600 000 0000 621	IES Gas - 6/2020	239.36
10 0445 2600 000 0000 622	ROECC Gas - 6/2020	41.15
10 0109 2600 000 0000 622	Jr/Sr HS Tech Gas - 6/2020	139.59
10 0109 2600 000 0000 621	Jr/Sr HS Fieldhouse Gas - 6/2020	25.71
10 0109 2600 000 0000 621	Jr/Sr HS Gas - 6/2020	126.32
Vendor Name	WOODRIVER ENERGY LLC	<u>572.13</u>
Fund Number	10	<u>177,457.43</u>
Checking Account ID	1	Fund Number 22
SPECIALTY UNDERWRITERS LLC	70720SUI	MANAGEMENT FUND
22 9010 2310 000 0000 520	Property Damage Insurance	5,785.00
Vendor Name	SPECIALTY UNDERWRITERS LLC	<u>5,785.00</u>
Fund Number	22	<u>5,785.00</u>
Checking Account ID	1	Fund Number 33
BUILDING CRAFTS, INC.	072020BC	CAPITAL PROJECTS - LOST
33 0445 4700 000 0000 450	ROECC Construction Svcs - 6/2020	3,666.05
BUILDING CRAFTS, INC.	072020BC-1	63,233.65
33 0445 4700 000 0000 450	ROECC Retainage Fee	63,233.65
Vendor Name	BUILDING CRAFTS, INC.	<u>66,899.70</u>
Fund Number	33	<u>66,899.70</u>
Checking Account ID	1	Fund Number 36
FRONTLINE TECHNOLOGIES GROUP, LLC	117503	PHYSICAL PLANT & EQUIPMENT
36 9010 2235 000 0000 653	Absence/Substitute Mgmt Internal 20-21	5,676.37
Vendor Name	FRONTLINE TECHNOLOGIES GROUP, LLC	<u>5,676.37</u>
USBANK	80120USB	84,589.28
36 9010 2235 000 0000 358	Chromebooks Lease	84,589.28
Vendor Name	USBANK	<u>84,589.28</u>

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Fund Number 36		90,265.65
Checking Account ID 1	Fund Number 40	DEBT SERVICES FUND
UMB BANK N.A.	764158	500.00
40 9010 5000 000 0000 349	Administrative Bond Fees	500.00
Vendor Name UMB BANK N.A.		500.00
Fund Number 40		500.00
Checking Account ID 1		340,907.78
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
FARLEY, SHANE	07072SF	120.00
21 0109 1400 920 6835 340	JV Official Softball DH vs Essex	120.00
Vendor Name FARLEY, SHANE		120.00
FIRST BANKCARD	71020FBC#4-1	390.00
21 0109 1400 920 6730 618	White Baseball Pants	390.00
FIRST BANKCARD	71020FBC#4-6	100.00
21 0109 1400 950 7407 618	Two Tickets Iowa State 4H/FFA	100.00
FIRST BANKCARD	71020FBCHH-9	128.40
21 0109 1400 920 6730 618	White Baseball Pants	128.40
Vendor Name FIRST BANKCARD		618.40
GRADOVILLE, RONALD	7720RG	135.00
21 0109 1400 920 6730 340	JV/V Official Baseball vs Essex	135.00
Vendor Name GRADOVILLE, RONALD		135.00
INTORRE, FRED	70920FI	120.00
21 0109 1400 920 6835 340	JV/V Official Softball vs Lenox	120.00
Vendor Name INTORRE, FRED		120.00
REA, JERRY	0920JR	120.00
21 0109 1400 920 6835 340	JV/V Official Softball vs Lenox	120.00
Vendor Name REA, JERRY		120.00
REMPE, JERRY	71020JR	135.00
21 0109 1400 920 6730 340	JV/V Official Baseball vs Essex	135.00
Vendor Name REMPE, JERRY		135.00
RIDDELL	60404547	3,416.68
21 0109 1400 920 6720 618	JH/HS FOOTBALL EQUIPMENT	3,416.68
Vendor Name RIDDELL		3,416.68
WILLIAMS, SHAWN	7720SW	120.00
21 0109 1400 920 6835 340	JV Official Softball DH vs Essex	120.00
Vendor Name WILLIAMS, SHAWN		120.00
Fund Number 21		4,785.08
Checking Account ID 3		4,785.08

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RED OAK COMMUNITY SCHOOLS 2020

JUNE RECONCILIATION REPORT

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT	AND DEBT SERVICE	SAVE TAXES/REV BONDS	CONSTRUCTION FD	BEFORE/AFTER SCHOOL
Beg. Balance 06-01-2020	\$ 4,411,067.57	\$ 1,640,412.97	\$ 2,848,655.28	\$ 152,064.08	\$ 2,685,963.62	\$ -	\$ 8,049.79
Revenue	\$ 849,102.16	\$ 265.39	\$ 5,221.81	\$ 803,475.98	\$ 90,565.43		
Expenditure	\$ 1,143,992.86		\$ 47,723.06	\$ 793,399.00	\$ 904,516.50		
Balance 06-30-2020	\$ 4,116,176.87	\$ 1,640,678.36	\$ 2,806,154.03	\$ 162,141.06	\$ 1,872,012.55	\$ -	\$ 8,049.79
Balance 06-30-2019	\$ 4,013,394.66	\$ 1,946,571.60	\$ 2,076,719.00	\$ 79,522.93	\$ 9,506,204.03	\$ 2,287,674.03	\$ 8,533.63

Checking Account .50%	Checking Account	\$ 10,799,186.06
Money Market Account .85%	Savings Account	\$ -
	ISJIT	\$ 0.04
	Petty Cash	\$ 100.00
	Outstanding Checks	\$ 194,073.44
		\$ 10,605,212.66

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 06-01-2020	\$ 177,311.06	\$ 133,496.43
Revenue	\$ 2,270.45	\$ 46,637.58
Expenditure	\$ 6,999.97	\$ 1,665.82
Balance 06-30-2020	\$ 172,581.54	\$ 178,468.19

Balance 06-30-2019	\$ 213,452.89	\$ 121,835.84
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Checking Account .50%	\$ 171,793.54	\$ 178,967.51
Petty Cash Boxes	\$ 1,200.00	\$ -
Outstanding cks	\$ 412.00	\$ 499.32
	\$ 172,581.54	\$ 178,468.19

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PHYSICAL PLANT AND EQUIPMENT LEVY

	2017-2018	2018-2019	2019-2020
Beginning Balance (July 1)	\$962,988.26	\$1,388,767.88	\$1,890,230.76
Add: Revenue			
Property Taxes	\$303,064.36	\$155,074.66	\$133,465.25
Voted PPEL	\$286,427.47	\$377,040.33	\$463,024.13
Voted PPEL Surtax	\$49,817.18	\$192,261.38	\$513,685.81
Utility Replacement Tax	\$2,119.76	\$23,810.35	\$4,013.32
Utility Replacement Tax (SAVE)	\$17,247.86	\$409.41	\$14,682.89
Mobile Home Tax	\$72.45	\$78.67	\$45.09
Voted PPEL Mobile Home	\$201.55	\$181.02	\$217.11
Military Credit	\$186.64	\$36.56	\$34.53
Military Credit (SAVE)		\$279.92	\$126.30
Commercial Industrial tax	\$7,234.85	\$7,309.94	\$2,315.42
Commercial Ind. Voted PPEL	\$4,686.09	\$26,700.62	\$8,470.90
Interest	\$5,268.48	\$6,968.41	\$6,330.03
Donations			\$5,000.00
Prior Year Expenditure	\$11,658.17		
ERATE Reimbursement			
Subtotal	\$667,984.86	\$790,151.27	\$1,151,410.78
TOTAL AVAILABLE FUND	\$1,650,973.12	\$2,178,919.15	\$3,041,641.54
LESS: Expenditures			
1. AEL, ADA Elevator Final Pymt	\$1,983.75	\$5,059.65	\$2,669.44
2. Frontline Tech. AESOP	\$4,165.20	\$11,000.00	\$24,311.80
3. Forecast 5	\$11,000.00	\$7,800.00	\$11,225.00
4. Software Unlimited	\$7,700.00	\$2,400.00	\$7,900.00
5. Dickle Duit-Hustler Mower	\$10,036.00	\$7,500.00	\$7,725.00
6. Ray Martin-HVAC Service Agreement	\$7,500.00	\$1,432.08	\$1,330.98
7. Riverside Tech. 3-UPS systems	\$13,572.72	\$1,200.00	\$2,000.00
8. Riverside Tech-Service Agreement	\$1,000.00	\$1,200.00	\$69,900.00
9. School Dude	\$8,062.10	\$2,376.00	\$5,386.32
10. Bluebird Schoolbus	\$19,327.75	\$1,200.00	\$965.75
11. Hallett Material- Gravel IPS plygrmd	\$99,570.00	\$1,200.00	\$3,596.00
12. Viner Cons. Shell field sidewalk	\$3,215.42	\$1,200.00	\$756.24
13. Aug-Sept Rent. Council Bluffs Sp Ed	\$1,380.60	\$3,065.26	\$1,101.82
14. Oct Rent Council Bluffs Sp Ed	\$1,381.20	\$1,200.00	\$732.69
15. Oneal Electric ADA Project	\$533.30	\$11,671.00	\$2,445.50
16 Nov/Dec. Rent. Council Bluffs Sp Ed	\$2,763.32	\$3,452.09	\$1,000.00
17. Jan Rent Council Bluffs Sp Ed	\$1,400.00	\$2,344.47	\$16,234.00
18. BI Storage-Storage Containers	\$11,600.00	\$2,368.40	\$680.40
19. Feb Rent CB Special Ed	\$1,448.18	\$23,302.00	\$1,403.91
20. CIC On Line Registration	\$10,140.00	\$1,050.50	\$1,500.00
21 CIC Infinite Campus Programs	\$16,054.00	\$1,479.72	\$713.16
22 March Rent Council Bluffs Sped	\$1,662.50	\$7,499.00	\$23,492.00
23 Mickey Anderson CO Rent Apr/May	\$2,400.00		\$9,873.06
24 Vanco-Online Payment System	\$150.00		\$37,850.00
25 Apr Rent CB Special Ed	\$1,415.88		
26 Mickey Anderson CO June Rent	\$1,200.00		
Subtotal	\$243,221.92	\$102,200.15	\$235,487.51
Cash Balance	\$1,387,751.20	\$2,076,719.00	\$2,806,154.03

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2015-2016 2016-2017 2017-2018 2018-2019 2019-2020

\$3,318,603 \$3,860,450 \$3,662,867 \$738,335 \$1,775,798

Beg Balance (July 1) \$902,761 \$1,171,418 \$1,037,136 \$1,106,972 \$880,624
 Add: Revenue 1.1C Sales Tax \$7,147 \$7,875 \$23,415 \$55,126 \$101,122
 2. Interest \$79,798
 3. Reim Sterling Comp \$4,308,309
 Subtotal \$4,308,309 \$5,059,743 \$5,060,645 \$5,262,223 \$5,089,953

LESS: Expenditures
 1. Computer Lease \$165,691
 2. O'Neal Electric \$92,694
 3. BLDD Architects \$11,910
 4. Reynolds Drilling Inc \$6,500
 5. TDD, Inc. Drilling \$9,300
 6. Boyd Jones Constr. \$12,600
 7. Analysts Services \$390
 8. Boyd Jones \$36,753
 9. Alley Poyner, Arch \$1,835
 10. Alley Poyner, Arch \$35,445
 11. Alley Poyner, Arch \$3,000
 12. Geotechnical Study \$11,956.81
 13. Alley Poyner, Arch \$4,964
 14. Boyd Jones \$570
 15. Impact 7G \$6,890
 16. Impact 7G \$5,240
 17. Alley Poyner, Arch \$447,859
 Subtotal \$4,308,309

Fund Total \$3,860,450
 Fund Balance \$3,860,450

LESS: Expenditures
 1. Camblin Mechanical \$119,135
 2. O'Neal Electric \$261,917
 3. Computer Lease \$163,691
 4. Camblin Mechanical \$87,012
 5. O'Neal Electric \$136,984
 6. Alley Poyner, Arch \$3,310
 7. Boyd Jones (Boiler Proj) \$20,506
 8. Boyd Jones (Boiler Proj) \$43,011
 9. Camblin Mechanical (Boiler Proj) \$152,023
 10. Alley Poyner, Arch \$522
 11. Boyd Jones-rem. facilities study \$11,520
 12. Boyd Jones-Boiler/lighting proj \$49,089
 13. Bankers Trust-Portion bond pymt \$377,483
 14. O'Neal Electric (lighting Proj) \$43,410
 15. Camblin Mechanical (Boiler Proj) \$3,182
 16. Alley, Poyner, Arch \$314
 17. Camblin Mechanical (Boiler Proj) \$4,243
 18. Camblin Mechanical (Boiler Proj) \$23,226
 19. O'Neal Electric (lighting Proj) \$1769
 20. Credit back from Bond Payment -\$153,482
 Subtotal \$1,376,876
 Fund Total \$3,662,867

Fund Balance \$3,662,867

LESS: Expenditures
 Computer Lease \$1,981
 Standard & Poors-Bond Sales \$163,691
 Transfer to Debt-Int Pymt \$2,167,070
 Alley Poyner Macch \$1,820
 Boyd Jones \$127,350
 Construction Payments-June/July \$338,310
 Ahlers Cooney \$4,500
 Pat Lewis Trucking-Rock \$868
 Control Masters-Tech Door \$810
 Boyd Jones \$2,351
 Construction Payments-August \$5,000
 Ahlers Cooney-Laptop Lease \$10,300
 Construction Payments-Sept \$313,105
 Chrome Book Lease \$597
 Alley Poyner Macch \$440,260
 Ahlers Cooney \$456,648
 Construction Payments-Oct \$252,527
 Alley Poyner Macch \$139,376
 Construction Payments-Nov \$85
 Alley Poyner Macch \$15,300
 Construction Payments-Dec \$2,500
 Alley Poyner Macch \$900
 Construction Payments-Jan \$147,356
 Construction Payments-Feb \$1,750
 Alley Poyner Macch \$45,819

Subtotal \$4,387,104
 O'Neal Elec Refund \$1,000

Fund Balance \$4,249,769
 Fund Balance \$738,335

LESS: Expenditures
 Add: Revenue
 1C Sales Tax \$43,814
 Interest \$36,533
 Bond sales \$20,446,812
 Subtotal \$8,490,000

Fund Balance \$8,533,814

LESS: Expenditures
 Computer Lease \$50,599
 Standard & Poors-Bond Sales \$19,650
 Transfer to Debt-Int Pymt \$17,379
 YMCA-Rent \$15,248
 Alley Poyner Macch \$986
 Boyd Jones \$2,700,294
 Construction Expense \$452
 Alley Poyner \$810
 Boyd Jones \$2,351
 Wilton Rent \$32,915
 Omni Partners-Rent Plaza \$1,252,701
 604 S Broadway Purchase \$390
 Micky Anderson Rent \$2,085,851
 Construction Expense \$50,970
 Alley Poyner Macch \$51,195
 Boyd Jones \$66,144
 Boyd Jones \$205,126
 Boyd Jones \$1,785,097
 Micky Anderson Rent \$149,361
 Alley Poyner \$1,748,821
 Construction Expense \$6,357
 Boyd Jones \$245,130
 Construction Expense \$100,241
 Boyd Jones \$1,254,354
 Construction Expense \$78,975
 Boyd Jones \$1,923,535
 ROECC Construction Exp \$879,241
 ROECC Alley Poyner \$2,500
 Micky Anderson Rent \$2,000
 Berens Tate-Bond Fund Rep \$5,200
 Chrome Book Lease \$590
 Micky Anderson Rent \$87,885
 Debt Service Fund Transfer \$16,021
 Alley Poyner \$304,243
 Boyd Jones \$5,200
 Construction Expense \$5,200
 Temp Utility Hook Up HS \$30
 Boyd Jones \$21,187
 Construction Payments Apr \$200,000
 Transfer to Debt-Int Pymt \$3,078
 Alley Poyner Macch \$17,389
 Chrome Book Lease \$27,389
 Project Technology \$850
 Loomis Abstract MS Sale \$3,900
 Rents-CO, Wilson, YMCA \$3,990
 Trailer Storage Pods \$3,990
 Construction Payments-May \$1,128,796
 Boyd Jones \$231,147

Subtotal \$29,316,980

Fund Balance \$19,074,012
 Fund Balance \$10,242,946

LESS: Expenditures
 Construction Expense \$2,069,959
 Alley Poyner \$10,564
 Boyd Jones \$167,405
 YMCA-Rent \$800
 Micky Anderson Rent \$1,200
 Wilton Rent \$863,942
 Construction Expense \$17,563
 Alley Poyner \$171,740
 Boyd Jones \$1,200
 Micky Anderson Rent \$2,500
 Omni Partners-Rent Plaza \$2,400
 604 S Broadway Purchase \$219,542
 Micky Anderson Rent \$1,200
 Construction Expense \$1,957,595
 Alley Poyner \$108,508
 Boyd Jones \$272,955
 Micky Anderson Rent \$149,361
 Alley Poyner \$1,748,821
 Construction Expense \$6,357
 Boyd Jones \$245,130
 Construction Expense \$100,241
 Boyd Jones \$1,254,354
 Construction Expense \$78,975
 Boyd Jones \$1,923,535
 ROECC Construction Exp \$879,241
 ROECC Alley Poyner \$2,500
 Micky Anderson Rent \$2,000
 Berens Tate-Bond Fund Rep \$5,200
 Chrome Book Lease \$590
 Micky Anderson Rent \$87,885
 Debt Service Fund Transfer \$16,021
 Alley Poyner \$304,243
 Boyd Jones \$5,200
 Construction Expense \$5,200
 Temp Utility Hook Up HS \$30
 Boyd Jones \$21,187
 Construction Payments Apr \$200,000
 Transfer to Debt-Int Pymt \$3,078
 Alley Poyner Macch \$17,389
 Chrome Book Lease \$27,389
 Project Technology \$850
 Loomis Abstract MS Sale \$3,900
 Rents-CO, Wilson, YMCA \$3,990
 Trailer Storage Pods \$3,990
 Construction Payments-May \$1,128,796
 Boyd Jones \$231,147

Subtotal \$11,013,600
 Fund Balance \$1,672,013

LESS: Expenditures
 Construction Expense \$2,069,959
 Alley Poyner \$10,564
 Boyd Jones \$167,405
 YMCA-Rent \$800
 Micky Anderson Rent \$1,200
 Wilton Rent \$863,942
 Construction Expense \$17,563
 Alley Poyner \$171,740
 Boyd Jones \$1,200
 Micky Anderson Rent \$2,500
 Omni Partners-Rent Plaza \$2,400
 604 S Broadway Purchase \$219,542
 Micky Anderson Rent \$1,200
 Construction Expense \$1,957,595
 Alley Poyner \$108,508
 Boyd Jones \$272,955
 Micky Anderson Rent \$149,361
 Alley Poyner \$1,748,821
 Construction Expense \$6,357
 Boyd Jones \$245,130
 Construction Expense \$100,241
 Boyd Jones \$1,254,354
 Construction Expense \$78,975
 Boyd Jones \$1,923,535
 ROECC Construction Exp \$879,241
 ROECC Alley Poyner \$2,500
 Micky Anderson Rent \$2,000
 Berens Tate-Bond Fund Rep \$5,200
 Chrome Book Lease \$590
 Micky Anderson Rent \$87,885
 Debt Service Fund Transfer \$16,021
 Alley Poyner \$304,243
 Boyd Jones \$5,200
 Construction Expense \$5,200
 Temp Utility Hook Up HS \$30
 Boyd Jones \$21,187
 Construction Payments Apr \$200,000
 Transfer to Debt-Int Pymt \$3,078
 Alley Poyner Macch \$17,389
 Chrome Book Lease \$27,389
 Project Technology \$850
 Loomis Abstract MS Sale \$3,900
 Rents-CO, Wilson, YMCA \$3,990
 Trailer Storage Pods \$3,990
 Construction Payments-May \$1,128,796
 Boyd Jones \$231,147

Subtotal \$11,013,600
 Fund Balance \$1,672,013

COVID-19 Return-to-Learn Plan Summary
 Red Oak Community School District
 July 27, 2020

The Red Oak Community School District will offer a continuum of instructional delivery models to provide flexibility in the midst of the COVID-19 pandemic. Instructional models will be implemented according to regular risk assessments conducted by the Montgomery County Public Health Department. More restrictive delivery models will be utilized as risk levels increase.

On-site, face-to-face instruction will be provided when risk levels are low. Hybrid models featuring a combination of face-to-face and virtual instruction will be employed during moderate and high-risk situations. Continuous remote learning will be provided in severe risk scenarios. Students and families will have the option to participate in remote learning according to their unique needs regardless of risk determinations.

Risk determinations will be based on the number of confirmed COVID-19 cases in the county, potential exposure at the local level, and other relevant factors as determined by the Montgomery County Health Department. The Red Oak CSD will continue to follow the directives and guidance of the county health department throughout the pandemic.

All instruction will be provided by highly qualified teachers, licensed and endorsed by the Iowa Board of Educational Examiners, who are assigned to instruct courses in a manner which meets the requirements set forth in Iowa Code 256.41. Course content will be aligned with the applicable grade and subject area Iowa academic standards. All courses will meet the credit and content requirements established in Iowa Code 256.7(26)(a).

Instructional Delivery Models

<i>Risk Level</i>	<i>Instructional Delivery</i>	<i>Precautions</i>
Low Risk	<p>On-Site Instruction: Traditional Schedule</p> <ul style="list-style-type: none"> • All students physically attend school five days per week. • All students receive face-to-face instruction in a traditional classroom setting. • A normal daily schedule is utilized • Accommodations will be made for students with serious health concerns 	<p><u>Physical Distancing</u></p> <ul style="list-style-type: none"> • No restrictions regarding group sizes • Students will be encouraged to respect the physical space of others <p><u>Face Coverings</u></p> <ul style="list-style-type: none"> • Students, staff and visitors are not required to wear face coverings, but may do so if they wish • Students, staff and visitors use proper cough and sneeze etiquette <p><u>Mitigation Strategies</u></p> <ul style="list-style-type: none"> • Cleaning protocols implemented throughout the day <p><u>Prevention Strategies</u></p> <ul style="list-style-type: none"> • Students and staff are encouraged to wash their hands frequently for at least 20 seconds, particularly after sneezing, coughing or touching their face or prior to eating • Alcohol-based hand sanitizer will be available when hand washing is not feasible <p><u>Pre-Screening Students</u></p> <ul style="list-style-type: none"> • Parents screen their children at home for fever (over 100.4 F) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

		<ul style="list-style-type: none"> ● If symptomatic, students may not report to school and parents will be encouraged to consult a medical professional ● Teachers and staff who experience symptoms that are unusual or more pronounced than typical indicators of allergies, cold and flu, or other chronic medical conditions should stay home and consult a medical professional <p><u>Response to Symptoms</u></p> <ul style="list-style-type: none"> ● If a student or staff member becomes sick with COVID-19 symptoms during the school day, he/she will be sent home ● Families will be contacted per IDPH guidelines ● Classroom will be thoroughly cleaned ● ROCSD will follow the recommendations and direction of the Montgomery County Public Health Department
	<p>Blended Instruction: Remote (Asynchronous) Wednesday Schedule</p> <ul style="list-style-type: none"> ● Most students physically attend school four days per week (i.e. Monday, Tuesday, Thursday and Friday) ● Students who are unable to physically attend classes due to COVID-19 concerns must participate remotely via Google Meet, teacher created videos or other technology four days per week (i.e. Monday, Tuesday, Thursday and Friday) ● No face-to-face classes will be held on Wednesdays, but students are expected to engage in asynchronous or independent learning activities for approximately half the day. Students physically attending school will not be allowed in buildings without prior authorization. ● Students who are not attending regular classes throughout the week receive direct support from teachers on Wednesday mornings. This includes individualized instruction, instructional support, progress monitoring and communication with caregivers. ● Wednesday afternoons will be reserved for professional development, teaming, lesson development, assessment design and deep cleaning. 	<p><u>Physical Distancing</u></p> <ul style="list-style-type: none"> ● Designated traffic flow(s) will be marked in hallways ● Signage recommending physical distancing will be displayed prominently throughout buildings ● Groups sizes will be limited to 30 people whenever possible ● Students will be restricted to classrooms as much as possible ● Preschool and Elementary students will eat breakfast and lunch in their classrooms; secondary students will be dispersed throughout the commons area, surrounding hallways, and classrooms ● Elementary students will follow designated traffic flow guidelines; Jr/Sr High students will walk down the right-hand side of the hallway; Jr/Sr High students will carry all supplies in backpacks as locker use will not be permitted ● Water fountains will be turned off or covered to prevent use; bottle fillers and sink faucets are available for students to fill personal water bottles ● Parents are required to remain in their vehicles during pick-up and drop off; no congregating near building entrances or common areas ● Visitors are discouraged and will not be allowed in classrooms; when picking up student(s) who need to leave school early (e.g. appointments, illness, etc.) parents will call the school office upon arrival to the building and their student(s) will be released <p><u>Face Coverings</u></p> <ul style="list-style-type: none"> ● Staff and approved visitors are required to wear face coverings ● Students will be encouraged to wear face coverings <p><u>Mitigation Strategies</u></p> <ul style="list-style-type: none"> ● Enhanced cleaning protocols implemented throughout the day ● High touch areas will be sanitized daily; buildings will be deep cleaned twice a week <p><u>Prevention Strategies</u></p> <ul style="list-style-type: none"> ● Students and staff must wash or sanitize their hands upon entering the building (i.e. first classroom a student enters), when entering and exiting individual classrooms, before and after eating, and when exiting building <p><u>Pre-Screening Students</u></p> <ul style="list-style-type: none"> ● Parents will screen their children at home for fever (over 100.4 F) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

		<ul style="list-style-type: none"> • Students exhibiting any of these symptoms may not report to school; parents are encouraged to consult a medical professional <p><u>Response to Symptoms</u></p> <ul style="list-style-type: none"> • If a student or staff member exhibits symptoms of COVID-19 during the school day, (s)he will be sent home and encouraged to see a medical professional • Students will be isolated while waiting for a parent to pick them up from school • Families of classmates will be contacted per IDPH guidelines • Classrooms will be cleaned and sanitized • ROCSD will follow the recommendations and direction of the Montgomery County Public Health Department
<p>High Risk*</p>	<p>Blended Instruction: Alternating Face-to-Face (Synchronous) Schedule</p> <ul style="list-style-type: none"> • Students are divided into two groups (e.g., Group A and Group B) according to household. Each group attends school in their assigned classroom/ building two days a week (i.e. Monday/Tuesday or Thursday/Friday). • Groups will alternate attending half-day classes on Wednesday • (i.e., Group A attends school on the first and third Wednesday of each month and Group B attends school on the second and fourth Wednesday of each month). • When not on-site, groups participate in asynchronous or independent learning on Wednesday mornings. • Students follow their normal daily schedule when they are in the buildings. 	<p><u>Physical Distancing</u></p> <ul style="list-style-type: none"> • Physical Distancing will be enhanced by decreasing the number of students and staff in classrooms at any given time • Designated traffic flow(s) will be marked in hallways • Signage recommending physical distancing will be displayed prominently throughout buildings • Students will remain at least six (6) feet apart when physically possible: if distancing is not possible students will be seated in pods of 2 and separated from other students as much as possible • Transitions/Passing periods will be staggered to limit interactions amongst students and staff • Groups sizes will be limited to 15 people whenever possible • Students will be restricted to classrooms as much as possible • Preschool and Elementary students will eat breakfast and lunch in their classrooms; secondary students will be dispersed throughout the commons area, surrounding hallways, and classrooms • Elementary students will follow designated traffic flow guidelines; Jr/Sr High students will walk down the right-hand side of the hallway; Jr/Sr High students will carry all supplies in backpacks as locker use will not be permitted • Water fountains will be turned off or covered to prevent use; bottle fillers and sink faucets are available for students to fill personal water bottles • Parents are required to remain in their vehicles during pick-up and drop off; no congregating near building entrances or common areas • Visitors will not be allowed beyond the building office; when picking up student(s) who need to leave school early (e.g. appointments, illness, etc.) parents will call the school office upon arrival to the building and their student(s) will be released <p><u>Face Coverings</u></p> <ul style="list-style-type: none"> • All students, staff and visitors will be required to wear face coverings. • Staff will wear disposable gloves when interacting with the public and handling material/supplies that have been in the possession of others <p><u>Mitigation Strategies</u></p> <ul style="list-style-type: none"> • Enhanced cleaning protocols implemented throughout the day • High touch areas will be sanitized daily; buildings will be deep cleaned twice a week <p><u>Prevention Strategies</u></p>

	<ul style="list-style-type: none"> ● Students and staff must wash or sanitize their hands upon entering the building (i.e. first classroom a student enters), when entering and exiting individual classrooms, before and after eating, and when exiting building <p><u>Pre-Screening Students</u></p> <ul style="list-style-type: none"> ● Parents screen their children at home for fever (over 100.4 F) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea ● If symptomatic, students may not report to school and parents will consult a medical professional <p><u>Response to Symptoms</u></p> <ul style="list-style-type: none"> ● If a student or staff member becomes sick with COVID-19 symptoms during the school day, he/she will be sent home and encouraged to see a medical professional ● Families will be contacted per IDPH guidelines ● Students will be isolated while waiting for a parent to pick them up ● Classrooms will be sanitized ● ROCSD will follow the recommendations and direction of the Montgomery County Public Health Department
	<p>Remote Learning</p> <p>All district facilities will be closed, and students will participate in remote learning from home.</p>

*Students who are unable to attend in person will be allowed to use synchronous and asynchronous learning using

Calendar

The Red Oak CSD will employ a school calendar that provides the flexibility to offer both face-to-face and virtual instruction according to the needs of individual students. The calendar also enables the district to transition quickly to more or less restrictive delivery models as risk assessments shift. Over 1100 hours of instruction will be provided during the 2020-21 school year. Classes will begin on August 24, 2020 and conclude on May 26, 2021.

It is important to note that on-site classes will not be held on Wednesdays to start the school year. Wednesday classes will resume when risk levels are downgraded or the district is required to move to a *Alternating Face-to-Face (Synchronous) Schedule*, in accordance with state mandates. When Wednesday classes are not in session, students participating in face-to-face instruction are expected to engage in asynchronous or independent learning activities on Wednesday mornings. Wednesdays will otherwise be devoted to providing synchronous instruction to remote learners, professional development and deep cleaning activities.

This does not apply to preschool which will continue to provide face-to-face instruction Monday through Friday from 8:00 a.m. to 1:15 p.m.

Red Oak CSD 2020-21 District Calendar

Start: Aug 24 – Finish: May 26

Summary of Calendar

Days in classroom:
 First Semester 83
 Second Semester 94
 First Quarter 44
 Second Quarter 39
 Third Quarter 48
 Fourth Quarter 46

TOTAL CALENDAR DAYS 177
 TEACHER WORK DAYS 190

CALENDAR LEGEND

- Preservice Days
- Begin Semester
- End Quarter
- Holidays
- Vacation Days
- PD/Workday
- Asynchronous Learning (2 hr. early dismiss)
- P/T Conferences

HOLIDAYS:

- Labor Day (09/07)
- Thanksgiving Day (11/26)
- Christmas Day (12/25)
- New Year's Day (01/01)
- Good Friday (04/02)

Typical Instructional Day= 6.6 hrs.

Approximately 8:10 a.m. to 3:15 p.m.
 (7 hrs. 5 min.)
 -25 min. lunch

Asynchronous/Independent Learning
 Day = 4.6 hrs.

Approximately 8:00 a.m. to
 12:40 p.m. (4 hrs. 40 min.)

Typical Instructional Week= 31.3 hrs.

M	T	W	Th	F	Days/Hours
August					
3	4	5	6	7	
10	11	12	13	14	
17	18	19*	20*	21*	
24	25	26	27	28	5 31.3
31				6	38.0
September					
31	1	2	3	4	10 62.6
7*	8	9	10	11	14 87.2
14	15	16	17	18	19 118.5
21	22	23	24	25	24 149.8
28	29	30		27	171.3
October					
29	30	31	1	2	29 181.5
5	6	7	8	9	34 210.8
12	13	14	15	16	39 242.1
19	20	21	22	23	44 271.4
26	27	28	29	30	49 302.7
November					
2	3	4	5	6	54 334.0
9	10	11	12	13	59 365.3
16	17	18	19	20	64 396.6
23	24	25*	26*	27	66 409.9
30				67	416.6
December					
31	1	2	3	4	71 441.2
7	8	9	10	11	76 472.5
14	15	16	17	18	81 503.8
21	22	23	24	25*	83 517.1
28	29	30	31		83 517.1
January					
31	1	2	3	4	83 517.1
4	5	6	7	8	87 541.8
11	12	13	14	15	92 573.1
18	19	20	21	22	97 604.4
25	26	27	28	29	102 635.7
February					
1	2	3	4	5	107 667.0
8	9	10	11	12	112 698.3
15	16	17	18	19	117 729.9
22*	23	24	25	26	121 754.5
March					
1	2	3	4	5	126 785.8
8	9	10	11	12	131 817.1
15	16	17	18	19	131 817.1
22	23	24	25	26	136 848.4
29	30	31			139 866.4
April					
29	30	31	1	2*	140 873.1
5*	6	7	8	9	144 897.7
12	13	14	15	16	149 929.0
19	20	21	22	23	154 960.3
26	27	28	29	30	159 991.6
May					
3	4	5	6	7	164 1022.9
10	11	12	13	14	169 1054.2
17	18	19	20	21	174 1085.5
24	25	26	27*	28*	177 1103.5
31					
June					
1	2	3	4	5	
7	8	9	10	11	
12	13	14	15	16	

Date Events

- Aug. 17 New Staff Report
- Aug. 17-18 New Staff Orientation
- Aug. 19 Veteran Teachers Report
- Aug. 19-21 Preservice Days
- Aug. 24 Begin 1st Semester
- Sept. 7 Labor Day: No School
- Sept. 29 Parent/Teacher Conferences
- Oct. 1 Parent/Teacher Conferences
- Oct. 2 No School
- Oct. 9 2 Hr. Early Dismissal: Homecoming
- Oct. 23 End 1st Quarter (44 days)
- Oct. 26 Begin 2nd Quarter
- Nov. 25 No School: Teacher Flex Day
- Nov. 26 Thanksgiving
- Nov. 27 No School
- Dec. 22 End 2nd Quarter (39 days)
- Dec. 23- Jan 1 Christmas Break
- Dec. 25 Christmas Day
- Jan. 1 New Year's Day
- Jan. 4 No School: Teacher Workday
- Jan. 5 Begin 3rd Quarter
- Feb. 16 Parent/Teacher Conferences
- Feb. 18 Parent/Teacher Conferences
- Feb. 19 No School
- Feb. 22 No School: Teacher Flex Day
- Mar. 12 End 3rd Quarter (48 Days)
- Mar. 15-19 No School: Spring Break
- March 22 Begin 4th Quarter
- Apr. 2 No School: Good Friday
- Apr. 5 No School: Teacher Flex Day
- May 23 Graduation: 2:00 p.m.
- May 26 End 4th Quarter (46 days)
- May 27 Last Day of School
- May 27 Teacher Workday
- May 28 Teacher Flex Day
- May 31 Memorial Day

* Additional Paid Teacher Contract Day

Instructional Framework

The Red Oak CSD will utilize a Teaching and Learning Framework that provides a universal instructional platform, consistent levels of thinking for students and a common vocabulary for teachers. This framework will enable teachers to provide robust instruction regardless of the delivery model being used. Teachers will use this framework to develop content and deliver instruction in both face-to-face and virtual settings. They will create Google Classrooms and sites to post video lessons, course content and assignments. Teachers may also use these sites to facilitate class discussions and share information with students and parents. Google Classrooms and sites will allow students to manage their coursework and work collaboratively at a distance. The universal framework will also enable parents to easily access and understand student learning expectations.

Technology

The Red Oak CSD will provide all students Chromebooks or other devices to enable them to participate in virtual or remote learning. The district will also provide mobile “hot spots” to families with limited internet access or bandwidth. District personnel will be available to assist parents in resolving school related access and functionality issues.

Equity

The Red Oak CSD will ensure that all students with disabilities receiving services under the Individuals with Disabilities Act (IDEA) continue to be provided with a Free, Appropriate, Public Education (FAPE) in the Least Restrictive Environment (LRE) in accordance with each student’s Individualized Education Program (IEP), regardless of the delivery model that is implemented. It is important to note that FAPE may look different in face-to-face, virtual and hybrid models.

The amount of special education, specific accommodations and modifications, and types of related services may vary by delivery, but they must be outlined in each student’s IEP for each instructional model. The IEP will be developed by a team of individuals who are knowledgeable of the child. All IEP team decisions will be based on an objective assessment of the entitled child’s physical, cognitive, social, emotional and health needs. IEP teams will consider the child’s present level of functioning, goals needed to make progress in the general education curriculum and meet other needs resulting from their disability, the type(s) of special education, accommodations and modifications and related services required by the student to make academic progress and participate in nonacademic and extracurricular activities.

All English learners receiving services under Title III of the Elementary and Secondary Education Act (ESEA) will continue to receive equitable services.

All students living in poverty will receive equitable access to educational services.

All students qualifying as homeless under the McKinney-Vento Act will receive equitable access to educational services.

Social Emotional Behavioral and Health (SEBH) Needs

The Red Oak CSD will utilize regular “check-ins” to assess the social, emotional, behavioral and health needs of students. On-site learners will be assessed on a daily basis while remote learners will be assessed during weekly face-to-face interactions with teachers. Teachers will document any concerns they may have regarding students’ well-being. They will refer students to the school counselor or student support coordinator if concerns arise. Students may also consult with teachers and other adults whom they trust. If additional support is needed, students they will be referred to the Student Assistance Team (SAT). Parents will be involved throughout this process.

The ROCSD will also strive to support parents and families throughout the COVID-19 pandemic. The district will provide parents with information regarding community-based and online resources. It will also provide direct supports through confidential conversations with guidance counselors or student support coordinators. Parents are encouraged to go to [COVID Recovery Iowa](#) if they require assistance.

Administrators and members of the District Leadership Team (DLT) will interact with teachers and staff on a regular basis to gauge their SEBH needs and provide necessary supports. They will provide staff a list of resources and offer professional development activities to address these needs.

Transportation

The Red Oak CSD will adhere to Iowa Department of Education guidelines regarding the transportation of students during the COVID-19 pandemic. Seating will be limited to one child per seat, in every other seat and alternating rows. Siblings will be required to sit with one another. Students requiring specialized transportation will be spaced as far apart as possible.

Students will be encouraged to wear face coverings. Drivers will be required to wear masks. Students will be encouraged to wash or sanitize their hands prior to boarding busses.

All busses and vans will be cleaned and disinfected on a daily basis. Particular attention will be paid to high touch surfaces, such as handrails, seatbelts, steering wheels and door handles.

Due to physical distancing constraints the district will no longer be able to provide transportation to students residing within two miles of their school attendance center, with the exception of students residing north of Highway 34. This area will be served by regular rural bus routes. A shuttle bus will also be provided from the Early Childhood Center to Inman Elementary School for students who attend the daycare.

Facility Usage by Outside Organizations

Outside organizations will be required to follow district requirements regarding physical distancing, pre-screening and response to symptoms.

Monitoring and Evaluation

The Red Oak CSD will monitor the implementation and effectiveness of the “return-to-learn” plan throughout the 2020-2021 school year. In doing so, it will use a variety of data sources to adjust the plan as needed.

Extracurricular Activities

The Red Oak CSD will adhere to guidance provided by the Iowa High School Athletic Association, Iowa Girls High School Athletic Union, Iowa High School Music Association, Iowa Department of Education and Iowa Department of Public Health.

Deb Drey

From: Jane Chaillie
Sent: Thursday, July 9, 2020 1:59 PM
To: Deb Drey
Subject: RE: Teacher Leader Contracts

Deb-
I apologize that I am behind in getting my Teacher Leadership info to you.

I would recommend that we continue with the same structure and teachers from the FY20 to the FY21.

-Jane

From: Deb Drey <dreyd@roschools.org>
Sent: Thursday, June 25, 2020 10:26 AM
To: Nathan Perrien <perrienn@roschools.org>; Jane Chaillie <chailliej@roschools.org>
Cc: Ron Lorenz <lorenzr@roschools.org>
Subject: Teacher Leader Contracts

Nate/Jane,
Could you please send a recommendation for your Teacher Leadership Positions before July 7? Then the recommendation could be on the July 13 Board Meeting and those contracts can be sent out. I have had several teachers ask about these contracts when they turned in their teaching contracts.

Also, please get us your handbook revisions as soon as possible.

Thanks!

Deb

Deb Drey
Business Manager
Red Oak Community School District
604 S Broadway St
Red Oak IA 51566
712-623-6600
712-621-6630 Cell
712-623-6603 FAX

Meshell Billings Mentor
Jewell Moore Mentor

Sue Chelsvig Lead Teacher
Connie Dentlinger Lead Teacher
Ashley Backe Lead Teacher
Arryn Gillespie Lead Teacher
Anna Harmsen Lead Teacher
Kelly Jones Inst Coach
Kristina Chilton Lead Teacher
Beth Rehbein Lead Teacher
Melinda Smits Lead Teacher
Margaret Sondag Lead Teacher
1 Jaelyn Viner Inst Coach 22

Deb Drey

From: Nathan Perrien
Sent: Wednesday, July 15, 2020 3:16 PM
To: Deb Drey
Subject: TLC Contracts

Lead Teachers: Kelsey Mangold, Curt Adams, Brett Eubank, Mary Carlson, Tracy Vannausdle

Instructional Coach: SueAnn Crouse & Janelle Erickson (although she is also district librarian so I not sure how that works out)

Curriculum Coordinator: Leanne Fluckey (same stipend as instructional coach I would assume)

Mentor Teacher: Deb Blomstedt

I believe that is all.

Nate Perrien
7-12 Principal
Red Oak Jr/Sr. High School

Inman Elementary School

Handbook

Grades K-6th

2020-21 School Year



Dr. Jane Chaillie, Principal
900 Inman Drive
Red Oak, IA 51566

Email: chailliej@roschools.org
Phone: 712-623-6635
Fax: 712-623-6638

ACCIDENT AND EMERGENCY INFORMATION

In the event of a serious accident or illness at school, a parent will be called. If a parent cannot be reached, the emergency contact that has been provided will be called. Emergency contacts are usually family members or close friends who have agreed to care for your child in your absence. Please make sure they are aware that you have listed them, and they are willing to take responsibility for your student. Please, always keep contact numbers updated in your parent portal in Infinite Campus.

ANIMALS/ PETS

Prior approval must be obtained by the teacher or principal before bringing an animal/pet to school. Parent must be present to walk the animal/pet to the classroom and when leaving the building.

ATTENDANCE

The Importance of Regular School Attendance

- What happens in class every day and the activity or interaction between teacher and student can never be duplicated, thus the Red Oak Community School District values attendance. For our elementary school to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly, and the staff to be involved at all points in the process. One of the vital points is that of student attendance.

Legal Obligation Regarding Attendance Regulation

- The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce that state of Iowa mandatory attendance laws, and the excessive absence regulation.
- Our state legislators have created an important law(code) that addresses student attendance in schools. Iowa CODE 299.1 reads as follows:
 - The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public-school district shall set the number of days of required attendance for the schools under its control.
 - The board of directors of a public school may, by the resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy relating to the reasons considered to be valid or acceptable excuses for absence from school.

Processes and Procedures to Combat Excessive Absences/Tardies

Reporting Student Absences

- When children are sick, they should stay home from school. If your child will be absent or tardy, please call the school office before 8:15 A.M. If we do not hear from a parent or guardian by 9:00 A.M. the school will call home. Our primary concern is for each student's safety and well-being.
- Please make every attempt to have your child at school on time. Inman Elementary School begins class at 8:00 A.M. This means your child should be in their classroom before that time, not just entering the building. Our day is scheduled and when a student is late, something is missed.

Excessive Absences

- After a student experiences a 4th unexcused absence or 8th total absence a letter of concern is sent to the parents. After an 8th unexcused absence, or 12th total absence a second letter is sent, and a meeting is convened to determine the causes of the absences. During this meeting, an attempt to develop an individual plan to improve attendance will transpire. After a 12th unexcused absence or 20th total absence a third letter will be hand delivered and a mandatory mediation session with the local County Attorney will take place.
- If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations

Tardy consequences

- Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom when school begins at 8:15 A.M.
- Work and/or instruction missed may be made up at recess and or after school.
- After the 8th tardy a letter will be sent home.
- After the 14th tardy a second letter will be sent home and conference with the parent, student and building administrator will be set up.
- After the 20th tardy the student may be referred to the Montgomery County Attorney.

ATTENDANCE DEFINITIONS

The following codes will be used to record student attendance:

Excused Absence- The following absences will be identified as excused absences. However other additional circumstances may warrant excused absences to be excused. Such circumstances will be the sole discretion of the building administrators.

- School-sponsored Field Trips (documented by teachers/sponsors)
- Funerals (notification required by parent before the absence occurs)
- Doctor Visits (notification by parent and documentation required from doctor's office signed by the office rep/Dr.)
- Planned Family Vacation (up to 3 school days and documented by parents at least 1 week ahead of the actual vacation)
- Parentally Excused Absences Due to Illness (the school will except 5 "parentally" excused absences per semester)
 - A parent must call to report an absence the day of the illness. If no contact is made the day of the illness, the absence will be recorded as truant.
 - Illness absences in excess of the five parentally excused absences will be recorded as "unexcused" until a doctor's note is received. The note must be received with -in two school days of the absence.
 - Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor's notices the district is advised to determine whether the student has a handicap or disability under the provision of Section 504 of Rehabilitation Act of 1973.

Verified Unexcused Absence- Any absence that is verified by the parent/guardian but is not listed in the Excused category above would be considered a "Verified Unexcused Absence". Verified Unexcused absences can occur because of personal reasons and may include, by not limited to:

- Short notice family trips
- Birthday parties
- Non-school related competitions
- Graduations
- Trips to the airport
- Car problems
- Planned family vacations in excess of 3 missed school days

Truancy- Any absence that occurs without notification from the student's parent/guardian will be truant.

Tardy- Not being in your assigned classroom when school begins at 8:00 A.M.

Families can contact Mrs. Debbie Graber, Student Support Coordinator for assistance and resources for attendance concerns. She can be reached at the Inman Elementary Office at 712-623-6635 or by email graberd@roschools.org

BEHAVIOR

Although we believe most of our students "do the right thing" on a consistent basis, it is our belief that a building-wide behavior plan will support the best learning environment for all students. In addition to providing students with clear, consistent expectations, our staff believes every student at Inman Elementary has the right to a classroom free of distraction, inappropriate behavior, and disrespect. We also believe...

- All students are entitled to a safe and harassment free learning environment
- Learning will increase when all students know that consistent expectations for behavior exist in their school.
- Student, parent, and teacher frustration will decrease when a clear plan for behavior expectations and consequences has been outlined.
- High expectations for respect for self and others build character and develop strong future citizens.

We also know students respond much better when every adult a child encounters throughout the day is consistent with the other adults in the building. Every adult at Inman Elementary School will follow the disciplinary process listed below when dealing with inappropriate behavior.

Expectation:

- Learn in a class free of disruption
- Learn in a classroom free of putdowns and harassment
- Learn individually and within groups in a positive environment
- Expect that their peers will follow the rules of the classroom and school

BICYCLES

Riding a bicycle to and from school is a privilege and not a right. Students who do not follow these guidelines will have the privilege of bike riding to and from school terminated and may also be subject to additional discipline.

- Bicycles will be parked in the racks provided or in a designated area.
- Bicycles will be walked while on the sidewalks or school grounds.
- Bicycles will not be ridden or tampered with during the school day
- Bicycle riders are expected to use bicycle safety rules. Such as: always yielding to pedestrians; riding single file in a straight line; using the proper hand signals; and obeying all traffic rules.

BIRTHDAYS: TREATS AND INVITATIONS

Birthdays and other celebrations are important and will be celebrated through activities that align with our school district's healthy living initiatives. The classroom teacher will coordinate with parents to plan the celebration. If a parent chooses to a birthday party outside of the school day, the invitations for such a party are to be sent through the U.S. Mail or electronic methods. They are not to be passed out at school unless one is given to everyone in the student's classroom.

BOOK CHARGES

Students losing or damaging schoolbooks/materials or media books beyond use will be expected to pay for them. The replacement cost of new and/or used books will be based on the costs obtained from new or used book catalog pricing information. Charges will be assessed for other misuse of books in relation to its severity.

CELL PHONE POLICY

We recognize that cell phones have become a common tool for communication. However, they can also be a major distraction for the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Students can carry a cell phone to school. However, phones must be turned off and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record, or text during school hours, including recesses. Parent permission to carry a phone must be on file in the school office. If a student violates the cell phone policy, they will have the following consequences:

- First Infraction-Students will have their cell phone taken away by the teacher and returned at the end of the day.
- Second Infraction-Students will have their cell phone taken away and locked up in the office until a parent can come to school and retrieve it.
- Third Infraction-Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

We are not responsible for lost, damaged or stolen phones, CD players, iPods, or electronic gaming devices. CD player, iPods and electronic devices are not allowed at school.

CHILD SAFETY

If a student is going to have a change in their normal routine, we need a parent note or phone call that states what the student is to do. Without a note or call, your child will be instructed to do their normal routine: ride the bus home, walk to the sitter, be picked up, etc. It is very important for us to know this information for the welfare and safety of your child(ren).

CLOTHING AND DRESS FOR SCHOOL

Student dress or personal grooming is not to interfere with the normal classroom education process. Examples of unacceptable dress are clothing which has profane or suggestive wording or drawings (pictures); midriff tops; clothing which is advocating or advertising the use of alcohol, drugs, or tobacco. Students who are wearing questionable apparel will be referred to the principal and may be sent home and/or be subject to disciplinary action.

In wet, muddy, and snowy weather students are encouraged to wear weather conditioned shoes or boots to prevent wet feet. Snow boots are not to be worn all day indoors; students are to wear regular shoes in the school building. During inclement weather adequate outer garments should be worn. Recesses will continue to be outside unless the principal and staff determine the weather is inappropriate for all students to be outside.

CONFERENCES

Parent-Teacher conferences are held in the Fall and Spring. It is important that parents meet with their student's teacher. Teachers and parents are encouraged to request additional conferences at any time during the school year when there are concerns about a student's progress.

DELIVERIES

We know that holidays are a time for celebration, and at times, families want to send gifts for special delivery at school. Due to the age of our students, we will only accept deliveries of balloons, candy, flowers, etc. on a child's birthday, as it is an individual celebration. Please do not send items such as the above listed for events such as Halloween, Christmas, Valentine's Day, etc.

DISCIPLINE

Effective discipline is necessary for quality education. To guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the right of others. The teacher is responsible to support a quality learning environment and exercise classroom discipline to ensure that all students receive an appropriate education. When serious or persistent problems arise, discipline may become the joint responsibility of the principal, the guidance counselor, the teacher, and parent/guardian. The principal in accordance with Board Policy, State Statutes, and announced rules will select actions necessary to correct misbehavior. Student discipline may involve:

- Administrative conference
- Parent contact and conference
- Detention
- Suspension of the student from the regular school program, either at home or at school for up to ten school days.
- Referral to Student Assistance Team
- Referral to non-school agencies and law enforcement
- Expulsion from school

EMERGENCY PLAN

Emergency Drills and Emergency Response

The Standard Response Protocol (SRP) is being implemented at Inman Elementary School. This supplies training and resources for staff and students to respond appropriately to emergency situations. These responses include school lockout, school lockdown, school evacuation and shelter. We will conduct lockout, lockdown, fire evacuation, tornado shelter and other emergency drills. At the beginning of the year, teachers will notify students of the procedures to follow in case of a drill. Emergency procedures and proper exits are posted in all rooms. All students must take part in these drills for everyone's safety and are expected to remain quiet and orderly during a drill or an emergency.

FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Teachers will inform parents of field trips and/or excursion as they occur throughout the school year. Parental permission for school related field trips is given when you register online with the school each year. If you wish that your child not take part in an excursion, please notify your child's teacher.

HARASSMENT/BULLYING

All individuals at Inman Elementary School always have a right to feel respected and safe. Bullying is a physical or verbal act of aggression toward individuals or property. Harassment may include name calling, unwelcome touches, and words or actions that make others uncomfortable. If any words or actions make a student uncomfortable or fearful, it immediately needs to be reported to the student's teacher, guidance counselor, activity supervisor, and/or the principal.

HOURS

Inman Elementary School hours are from 8:00 A.M. -3:15 P.M. each day. Students are welcome on school grounds after 7:40 A.M. All students should be at school before classes start at 8:00 A.M. each day. Breakfast is served from 7:40 A.M.-8:00 A.M. each day. Breakfast is not served after 8:00 A.M. for late students and is not served on late start days.

If parents/guardians wish to pick up a student before dismissal time, they must contact the office and inform the school of their plans. For the safety of the child, he/she will not be sent out of the building to meet the designated pick-up person. If an adult is not available to come in the building to get the child due to physical disability, special arrangements will need to be made with the principal. School may be dismissed early or start late due to extreme weather. Please develop and send written plan(s) to the teacher for what your child should do in case of planned and unplanned early dismissal.

INCLEMENT WEATHER: SEE: District-wide Parent/Student Handbook (attached)

IMMUNIZATIONS: SEE: District-wide Parent/Student Handbook (attached)

LOST AND FOUND

Lost and found articles are placed in the elementary main hallway in a box. Parents and students are encouraged to check the box for lost items. Every effort will be made to return identifiable items. Articles that are not claimed by the end of the school year will be given to a charitable organization.

LUNCH

Students are not allowed to bring pop or any carbonated beverage to school in cold lunches unless the teacher gives the class permission for a special occasion. Students will not be allowed to share/trade/sell food items provided by the school or brought from home. Parents are welcome to come to school to eat lunch with their child. Parents that want to eat a hot lunch should call the school prior to 9:00 A.M. to reserve a lunch if possible. We ask parents who bring lunch to eat with their child not to bring pop also. Items sent in a cold lunch should be "child friendly." Your child should be able to open items sent in their lunch.

LUNCH MONEY:

Please send your check or money in a sealed envelope to the school office. Write on the outside of the envelope the child's name, teacher's name and the amount enclosed. This money will go into your child's account. You will be notified when your child's account has a negative balance. Our automated dialing system will call you every day until the balance is brought up to date.

MEDICATION SEE ALSO: District-wide Parent/Student Handbook (attached)

Over the counter and prescription medications that need to be taken at school, must be sent in the original container/prescription bottle. the parent/guardian also must include a signed note giving permission for the staff to administer the medication along with specific instructions.

MONEY

Only money needed to conduct authorized sponsored activities should be brought to school. These might include hot lunch, insurance, book orders, school pictures, etc. Cash should be brought in a sealed envelope with the student's name, amount of money and what it is to be used for on the outside of the envelope. Students should pay amounts due upon arrival at school to eliminate possibility of loss or theft. Inman Elementary and ROECC and its staff are not responsible for money lost.

MULTICULTURAL/GENDER FAIR EDUCATION

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability. The education program is free of discrimination and provides equal opportunity for all students. The education program will foster knowledge of and respect the appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and supply equal opportunity to both sexes.

NON-DISCRIMINATION NOTIFICATION STATEMENT

The board will not discriminate in its educational activities based on race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. 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 based on race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability. 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.

PARENT/TEACHER REQUESTS

We understand that every child is unique and special; therefore, every attempt will be made to meet each student's individual needs. The building principal and elementary teaching staff will take careful consideration in placing each child into a classroom that will best benefit the individual. Should a parent feel that there is a need to communicate with the principal regarding their child's specific classroom placement, they will need to complete a "Classroom Placement Consideration Form" (attached at the back of the handbook) by May 1st of the school year prior to the request. Please make sure that through completion of this form, all requests are educational in nature and reflect specific information regarding a child's learning needs.

PARTIES

Parties are planned and organized in conjunction with the principal's office. Room parties are held to celebrate various occasions and class successes, but no more than one per month in conjunction with the birthday celebration if they involve unhealthy foods. Arrangements for these parties will be made cooperatively between teacher, parents and pupils as the situation allows.

All holiday parties will be held the last hour of the school day.

- HALLOWEEN PARTY- October 30, 2020
- CHRISTMAS PARTY- December 22, 2020
- VALENTINE'S DAY PARTY- February 12, 2021

PEDICULOSIS (LICE) MANAGEMENT

School Role – Prevention:

- Educate staff, parent, and student on ways to prevent headlice
- Keep mats, pillows and belongings separated (coats will be kept in bags)
- Avoid stacking/piling or hanging coats on top of each other
- Encourage students to keep hats scarves and coats in their sleeves
- Remind students not to share combs, brushes, hats, and other hair accessories
- Avoid sharing earphones and helmets
- Watch for signs of frequent head scratching
- Remind parents to do careful weekly inspections of their child's hair
- Notes will be sent home with students when a case has been found
- Encourage that long hair is pulled up in ponytail
- Check classrooms where cases are found within one working day of case

Identified Case Management

Children will not be excluded from school on the day that headlice is detected. Children can be excluded from school if live lice are observed after treatment, and the progression to remove nits is not evident. Readmittance of the child to school nurse, or other appointed school official will be at the discretion of the school nurse and after the child has been re-treated.

Exclusion from school is not punitive but is intended to respect the right of an individual to be louse free, and for the learning environment to be free from interruptions for all students.

1. The school nurse will contact the child's family by phone. If unable to reach the family, a note will be sent home with the child, and a copy will be kept in the nurse's office. The school nurse or designated personnel will provide information for the family on the treatment and prevention of head lice.
2. A family may opt to take the student home to treat or, depending on the severity, a child may be sent home for immediate treatment and to prevent the spread of the head lice. This will count as an excused, medical absence. If the family has not received a lice treatment kit twice during the semester, one may be sent home with the child.

3. Upon return to school the next day, the child's hair will be checked. Student may return to class if there are not any live louse present in the hair. If nits (eggs) are present hair will be rechecked frequently to ensure proper combing of hair at home. Signs of proper combing will result the reduction of nits (eggs). If, at any time, live lice are evident, the family may be asked to pick up the child and re-treat.
4. After 14 days, and the completion of the treatment plan (checklist), if there are still nits or louse present, a family may be asked to keep their child home at the school nurse's or administrative designee's discretion until hair is nit free.
5. A child's hair will be checked two weeks after they are nit free to ensure child is still free of lice.
6. In severe and reoccurring cases, a family may be given information related to a medical referral.

PERSONAL PROPERTY AT SCHOOLS

Students should NOT bring toys or other objects from home unless the classroom teacher has given them permission. Items that are brought from home should be marked so that they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home. Radios, tape recorders, cell phones, electronic games and comparable items are not to be used in school. They are expensive, and the school cannot guarantee their safety.

PHYSICAL EDUCATION REQUIREMENTS

The physical education department request that proper shoes (no flip flops) be worn for physical education class. This is for safety as well as health reasons. Students should wear clothing that does not restrict movement on P.E. days. If a girl wants to wear a dress, she should wear shorts under her dress. If a student needs to be excused from participation in physical education for one class period due to injury or illness, a written parental request needs to be given to the P.E. teacher the day the student is to be excused. We encourage parents to write notes restricting only the types of activities that will aggravate the injury or illness rather than notes that eliminate the student from participating in all activities. If a student needs to be excused for two or more consecutive class periods, a written medical request from a doctor must be given to the P.E. teacher.

RECESS

Research studies have shown that taking a break from a task and moving around to get oxygen to the brain will increase one's readiness to learn. Our students go outside (weather allowing) to get fresh air and work off some of their energy. Recesses are part of the scheduled school day. All students are expected to take part in recess. A child who is too sick to go out for recess is too sick to be in school. During winter months, students will go outside for recess unless the temperature or wind-chill is below zero degrees. Please dress students appropriately during the winter months. We will be happy to honor a one-day request for a child to stay in from recess after an extended illness. However, a request from your family physician will be needed for a child to remain inside for an extended period.

IES Recess Rules

At recess, student health and safety are our primary concern. Always follow directions of playground supervisors.

- Students must be escorted by staff from classroom or lunchroom to the recess doors.
- Students must be escorted from recess to the classrooms.
- Sidewalks are for walking only.
- First whistle: FREEZE Body and Voice
- Second whistle: Walk to designated area and wait for playground supervisor directions

RETENTION

The grade placement of any student at the end of the school year for the next school year will be based on the determination of what is best for each child. Parents, teachers, and the principal work together to ensure that students achieve to their maximum potential in their school- work. In case of any conflict with placement, the principal will meet with the parents to decide what is in the best interest of the student.

RULES: See "Behavior"

SCHOOL VISITS

Visitors are welcome at Inman Elementary School! Please feel free to visit your child's classroom at any time, however, we would suggest that you wait until after the first two weeks of school. If possible, call ahead of time to make sure there are no conflicts with your visit. We discourage student's siblings from visiting school with parents, as their presence can become a distraction to learning. Please make appointments conference with your child's teacher when class is not in session. School-age children unaccompanied by an adult must have prior approval from the teacher and principal before visiting.

For the safety of the students, only enter the school at the front entrance on Inman Drive. All visitors must sign in at the office when they arrive at the building. A visitor's badge will be given to wear while you are in the building. Upon leaving the building, we ask visitors to sign out and to return the badge to the office.

SOLICITATION

Flyers for distribution to students or staff need prior approval from the principal. Distribution of the flyers is the responsibility of the organization.

STUDENT ASSISTANCE TEAM

Inman Elementary School recognizes that students can experience several personal, behavioral, or medical problems, which can have an adverse effect on their behavior, conduct or academic performance in school. The Student Assistance Team (SAT) program is designed to help students experiencing any of these problems. Our program has been designed to identify and utilize school, family, and community resources in aiding students to achieve their educational potential. SAT will involve appropriate personnel to provide interventions at the earliest possible stage while maintaining the confidentiality of the student. The SAT team is comprised of teaching staff, other school staff as appropriate and a representative from Green Hills AEA.

STUDENT RECORDS, RIGHTS & PRIVACY

ACCESS TO STUDENT RECORDS Parents may review their student's records upon written request. If they disagree with any part of the school records, they may request a conference to discuss concerns with the principal.

STUDENT PRIVACY AND FERPA Student privacy and rights will be protected at school under all local and federal laws. Further information about student rights and privacy are included in the School District Handbook for your review.

CHILD CUSTODY A copy of any court order that limits the rights of one parent about visitation or custody should be provided to the school. The District must follow court orders. During parent/teacher conferences, each parent is entitled to all information provided by the teacher and the school. Copies of grades, academic and social programs will be provided upon request.

CHILD ABUSE AND NEGLECT Schools have a legal and moral right to report all suspected cases of child abuse. Any adult employed by the District who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the Department of Human Services.

TELEPHONE MESSAGES

Except in an emergency, we do not call students to the telephone. If necessary, please call the office, and we will deliver a message. Students will not be allowed to use the telephone except in cases of emergency.

TRAFFIC SAFETY

Please help us to prevent the risk of severe injury by carefully adhering to all rules of traffic safety:

- **DO NOT** park in the bus loading zones of each school.
- All students should be dropped off and picked-up in the appropriate areas at each school.

IES Traffic/Dismissal Procedures:

- Our school day ends at 3:15 PM. If you are picking up your child(ren), we ask that you stay in your car and follow the flow of traffic. The number of cars parking along the streets has become an issue and is starting to be of safety concern for students and staff. **PLEASE DO NOT PARK IN THE FIRE LANES**

(marked by yellow paint on the curb). As the year progresses, we will have busses arriving from field trips, etc.

- It is truly safest and quickest to stay in the flow of traffic versus park and walk to your child. If you must park and walk to meet your child outside, please use the crosswalk area in the front of the building. Cutting in between cars is unsafe. We do not want to teach children to walk in between moving cars, even with adult supervision.
- If you choose to come in to pick up your child, please park in the parking lot and walk into the building and then please wait in the front entrance. Again, this helps teachers finish their end of the day with few disruptions. Should you need your child before the end of the day please let the office know and we will call them to the office with their belongings.
- We ask that when you are in the parking lot, you abide by proper laws for speed and the use of the handicapped parking. Staff members are busy providing supervision for students waiting for a ride which makes it exceedingly difficult to aid with traffic control. Safe and orderly procedures are our biggest priority with the children during this time.

TRANSPORTATION and BUS RIDING

Parents can help in the safe transportation of students by instructing their students that:

- The driver oversees pupils on the bus. Students must obey the driver cheerfully and promptly.
- Students must be on time at their pick-up point.
- Students should not stand in the roadway while waiting for the bus.
- Classroom conduct is to be practiced by pupils while riding in the bus, except for ordinary conversation. No "horseplay" allowed.
- Unnecessary conversation with the driver is prohibited.
- Students must always remain seated.
- Students will not extend arms or heads out of the bus windows.
- The drivers will not discharge riders at places other than a student's regular drop off point unless the parent authorizes the school to do so.

Failure to follow the above regulations may result in suspension from the school bus. The bus driver will handle disciplinary problems when possible. The driver may refer the student to the transportation director when necessary.

VOLUNTEERS: GENERAL INFORMATION

We welcome and appreciate your interest and involvement in our schools! A volunteer always works under the direction of a teacher or other staff member of the school. The volunteer does not substitute for a staff member but provides supplemental and supportive services as directed by the teacher/staff member. A volunteer should:

- Sign the volunteer form in the office upon arriving at the school.
- Wear a volunteer badge from the office and return it when finished.
- Be dependable and punctual, according to the schedule that you have arranged with the teacher/staff member.
- Please notify the school should there be a reason for your schedule to be altered.
- Make sure you understand your role and responsibilities when working with a teacher/staff member.
- Dress appropriately and comfortably for working with children.
- Use appropriate comments and language while in the school setting.
- Personal opinions regarding staff members and/or children in the classroom should be kept to themselves. Please treat **ALL** information encountered related to the staff, students and their families **CONFIDENTIAL**.
- We would also request that volunteers not bring their preschool age children when volunteering at school.

VOLUNTEERS: PARENT-TEACHER ORGANIZATION

The elementary PTO supplies outstanding support to the students and staff at the PK-6th grade level. There are two fundraisers that are held annually and directly help the elementary programs, which, enhance and enrich the opportunities for our elementary students in Red Oak. Your involvement and support of the PTO is appreciated! If you are interested in becoming involved with the PTO, please contact the Inman Elementary School office for more information.

Inman Elementary School
“Classroom Placement Consideration Form”
School Year _____

PLEASE RETURN THIS FORM TO Dr. Chaillie BY MAY 1 (NO EXCEPTIONS)

When we are creating a classroom at Inman Elementary School, we are taking into consideration academic, social-emotional, and behavioral needs of every student. We believe that students learn from each other as well as their teacher and that the make-up of a class needs to be carefully considered. It is our goal to collaborate with our families to put students first and place students in an optimal learning environment. Please take the time to share some of your child's strengths, challenges and needs below.

PLEASE REMEMBER THAT THIS FORM IS FOR SPECIAL CONSIDERSATION. PLEASE DO NOT REQUEST A SPECIFIC TEACHER.

Student Name:

Parent Name:

Phone number:

Grade student will be entering:

Reason for request:

How will this help your child's education:

Your child's strengths:

Your child's challenges:

Your child's greatest needs:

What else would you like us to know about your child?

Parent's/ Guardian's Name: _____

Date:



**PEST CONTROL
PROPOSAL**

DUE: Noon on Wednesday, July 22, 2020

I, the undersigned, do hereby agree to furnish pest control services for the 2020-2021 school year to the Red Oak Community School District at a monthly rate per site in accordance with the proposal document as hereby recorded:

	<u>BAIT</u>	<u>SPRAY</u>
Senior High/ Activity Center	\$ <u>100</u>	\$ <u>59 00</u>
Tech. Center	\$ <u>100</u>	\$ <u>9 00</u>
Bancroft <i>Office/Shop</i>	\$ <u>100</u>	\$ <u>19 00</u>
Inman	\$ <u>100</u>	\$ <u>39 00</u>
Washington	\$ <u>100</u>	\$ <u>9 00</u>
Total monthly	\$ <u>500</u>	\$ <u>145 00</u>

\$ 150 00 Total

Company Name Sellers Pest Control

Address 900 Oak Park Road
Council Bluffs, Iowa
51503

Phone 712-310-8597

Contact Person Art Sellers

Art Sellers
Signature

Date 7-22-20



Red Oak Community School District

**604 S Broadway St.
Red Oak, Iowa 51566**

712.623.6600

www.redoakschooldistrict.com

July 13, 2020

Tianna Fisher
United Farmers Cooperative
203 W. Oak St.
Red Oak, IA 51566

Dear Ms. Fisher:

The Red Oak Community School District is accepting proposals for gasoline, diesel fuel and propane for the 2020-2021 school year. If you are interested in providing the District with a proposal for gasoline, diesel fuel and/or propane, please do so on the enclosed forms. If there are any special conditions that may apply to your proposal, please make sure that they are notated or included on a separate sheet. Please note that the due date for proposals is by **noon on Wednesday, July 22, 2020**. Action on proposals will occur at a later date.

Thank you for your consideration of providing us with a proposal, and if you have any questions, please call me at (712) 623-6600.

Sincerely,

Deb Drey
Business Manager

Enclosure

7.1 lower cost
1.00/gal propane

DEF at Pump
\$1.50

FUEL PROPOSAL

Ethanol, Diesel Fuel

Proposals will be received in the District Secretary's office of the Red Oak Community School District until noon on Wednesday July 22, 2020

The proposal shall be submitted on this page or an exact copy thereof. It shall be enclosed in an envelope with the notation, FUEL PROPOSAL.

The undersigned agrees, if this proposal is accepted to furnish any or all of the ethanol, and diesel fuel, upon which prices are quoted, subject to the following conditions.

1. Red Oak Community School District chooses to solicit bids for fuel that are tied to the wholesale price. The proposal will identify a per gallon cost for fuel based on the vendor's wholesale cost (determined and measured by the first trading Monday of each month) plus your bid mark-up – normally measured in “cents per gallon”.
2. All fuel proposals must quote self-service price less deduction for discount per gallon.
3. Evidence must accompany all bills submitted to the school district that the material was supplied.
4. The Board of Directors has the right to reject any or all proposals or any part thereof.
5. All supplies to be supplied commencing July 1, 2020 through June 30, 2021.

SPECIFICATIONS

We agree to sell, at our pump, gasoline at 7.1 cents per gallon above vendor's cost. Price includes all tax of 44.5 cents per gallon.

We agree to sell, at our pump, diesel at 7.1 cents per gallon above vendor's cost. Price includes all tax of 56.9 cents per gallon.

Company submitting proposal: United Farmers Cooperative
Signature of company representative: Tianne Asher
Address: 203 W Oak St
Red Oak IA 51566
Phone: 712-310-8051
Date: tianne.asher@chsinr.com
7.21.2020

PROPANE FUEL PROPOSAL

Proposals will be received in the District Secretary's office of the Red Oak Community School District by **noon on Wednesday July 22, 2020.**

The proposal shall be submitted on this page or an exact copy thereof. It shall be enclosed in an envelope with the notation, **PROPANE FUEL PROPOSAL.**

The undersigned agrees, if this proposal is accepted to furnish propane fuel upon which prices are quoted, subject to the following conditions.

1. Red Oak Community School District chooses to solicit bids for propane fuel. The proposal will identify a per gallon cost for propane (approximately 12,000 gallons for the 2019-2020 school year)
2. All propane fuel proposals must quote self-service price.
3. Evidence must accompany all bills submitted to the school district that the material was supplied.
4. The Board of Directors has the right to reject any or all proposals or any part thereof.
5. All supplies to be supplied commencing approximately July 1, 2020 through June 30, 2022.

SPECIFICATIONS

We agree to sell, at our pump, propane fuel at 100 cents per gallon. Price includes all tax of _____ cents per gallon. x 30/gal tax

Company submitting proposal: United Farmers Cooperative

Signature of company representative [Signature]

Address: 203 W Oak St Red Oak

Phone: 712-370-8051

Date: 7.21.2020

FUEL PROPOSAL

Ethanol, Diesel Fuel

Proposals will be received in the District Secretary's office of the Red Oak Community School District until noon on Wednesday July 22, 2020

The proposal shall be submitted on this page or an exact copy thereof. It shall be enclosed in an envelope with the notation, FUEL PROPOSAL.

The undersigned agrees, if this proposal is accepted to furnish any or all of the ethanol, and diesel fuel, upon which prices are quoted, subject to the following conditions.

1. Red Oak Community School District chooses to solicit bids for fuel that are tied to the wholesale price. The proposal will identify a per gallon cost for fuel based on the vendor's wholesale cost (determined and measured by the first trading Monday of each month) plus your bid mark-up – normally measured in “cents per gallon”.
2. All fuel proposals must quote self-service price less deduction for discount per gallon.
3. Evidence must accompany all bills submitted to the school district that the material was supplied.
4. The Board of Directors has the right to reject any or all proposals or any part thereof.
5. All supplies to be supplied commencing July 1, 2020 through June 30, 2021.

SPECIFICATIONS

We agree to sell, at our pump, gasoline at 3 cents per gallon above vendor's cost. Price includes all tax of ¢ cents per gallon.

We agree to sell, at our pump, diesel at 3 cents per gallon above vendor's cost. Price includes all tax of ¢ cents per gallon.

Company submitting proposal: Cubbi's Inc

Signature of company representative: Bob Schulte

Address: 9229 Mormon Bridge Plaza
Omaha NE 68152

Phone: (402) 453-2468 ext. 237 Cell (402) 660-3104

Date: 7.21.20

- Cubbi's to file Federal tax Reimbursement
- Red Oak CSD to file State EXCISE Tax Reimbursement

2020-2021

Red Oak Community School District

Hourly Rates for Snow Removal

Snow removal as per specifications:

RATES

Snowblower with walk behind skid loader	\$ <u>100</u> /hr.
Loader	\$ <u>200</u> /hr.
Pickup/Plow	\$ <u>125</u> /hr.
Skid Steer - Bucket - 100/hr	\$ _____ /hr.
Snow pusher - 150/hr	\$ _____ /hr.
Dump Truck	\$ <u>125</u> /hr.
4-wheeler	\$ <u>75</u> /hr.

Sand and salt applications:

Ice melt only: \$ 54115
Sand only: \$ 125.00 ton
Sand/Ice melt: \$ 150.00 ton

- Salt and sand will be spread as requested by administration

At the above rates, we hereby agree to furnish equipment and operators in accordance with bid specifications.

It is essential that the bidder give priority to the Red Oak Community School District snow removal contract as opposed to any other contract, other than one necessitated by community emergencies.

If you have any questions, please call Adam Wenberg (712)-621-3368

Dated: 7-21-20

Name: The Curran Tractor LLC

Phone: 712 623 8118

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2020-2021

Red Oak Community School District

Hourly Rates for Snow Removal:

Snow removal as per specifications:

RATES

Snowblower	\$ <u>50</u> /hr.
Loader	\$ <u>150</u> /hr.
Pickup/Plow	\$ <u>100</u> /hr.
Skid Steer /with snow pusher	\$ <u>125</u> /hr.
Dump Truck	\$ <u>100</u> /hr.
4-wheeler	\$ <u>65</u> /hr.
Skid loader with Bucket.	\$ <u>90</u>
Sand and salt applications:	
Ice melt only: .50 lbs spread	
Sand only: \$100 per ton	
Sand/Ice melt: \$125 per ton.	

- Salt and sand will be spread as requested by administration

At the above rates, we hereby agree to furnish equipment and operators in accordance with bid specifications.

It is essential that the bidder give priority to the Red Oak Community School District snow removal contract as opposed to any other contract, other than one necessitated by community emergencies.

If you have any questions, please call Adam Wenberg (712)-621-3368

Dated: July 21, 2020

Name: Justin Miner Miners Tree Service.

Phone: 712-621-4847

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TRASH DISPOSAL PROPOSAL FORM
2020-2021 School Year

Please complete the following proposal form and submit to the Red Oak Community School District Administrative Center, no later than noon on Wednesday July 22, 2020

<u>Location</u>	<u>Size of Bin(s)</u>	<u># of Bins</u>	<u># of Pick-ups/wk.</u>	<u>Cost/Pick-up</u>	<u>Please Specify Schedule</u>
High School	4-Dr. 6.5' x 3.5' x 5' 1-3Yd x 1-1/2Yd	1	Daily	<u>\$ 60.00</u>	<u>Tue thru Sat</u>
High School Tech Center	2-Dr. 5' x 3' x 3' 1/2Yd	1	Daily	<u>\$ 22.50</u>	<u>Tue thru Sat</u>
Washington	2-Dr. 5' x 3' x 3' 1/2Yd	1	Daily	<u>\$ 22.50</u>	<u>Tue thru Sat</u>
Inman	4-Dr. 6.5' x 3.5' x 5' 1-3Yd x 1-1/2Yd	1	Daily	<u>\$ 60.00</u>	<u>Tue thru Sat</u>
Bancroft (Bus Off)	2-Dr. 5' x 3' x 3' 1/2Yd	1	Weekly	<u>\$ 20.00</u>	<u>1X Lock</u>
Legion Field	2-Dr. 5' x 3' x 3' 1/2Yd	1	Call As Needed	<u>\$ 25.00</u>	<u>on call \$15.00 Mo Rent</u>

*Prices include
Dumpster
Rent*

Company Name: Batten Sanitation Serv. Inc. Phone: 712-623-3460
 Company Address: P.O. Box 415 Contact Person: Lynette Bruce
Red Oak, IA 51546
 Date: _____

Lynette Bruce



Quote# : 24264

Submitted: 7/22/2020

SalesPerson: Deb Gorat

For: Alley Poyner
 Attn: Daric O'Neal
 602 N 8th Street
 Red Oak, IA 51566

Project: Inman Elementary
 Phone:
 Misc:
 Email:

Delivery:
 PO#: 24264
 Date: 7/21/2020

Item#	Description:	Qty	UnitPrice	Total
1	West Elevation exterior display INSTALLED DURING THE WEEK 14"ht copy to read "INMAN ELEMENTARY" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 900 Inman Dr Red Oak IA	1	\$3,060.30	\$3,060.30
		Install:	Special	\$575.00
		Delivery:		\$0.00
		Total:		\$3,635.30

Item#	Description:	Qty	UnitPrice	Total
2	West Elevation exterior display SATURDAY INSTALLATION 14"ht copy to read "INMAN ELEMENTARY" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 900 Inman Dr Red Oak IA	1	\$3,060.30	\$3,060.30
		Install:	Special	\$775.00
		Delivery:		\$0.00
		Total:		\$3,835.30

Item#	Description:	Qty	UnitPrice	Total
3	North Elevation exterior display INSTALLED DURING THE WEEK 24"ht copy to read "RED OAK COMMUNITY SCHOOL DISTRICT" and 12"ht copy to read "INMAN ELEMENTARY" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 900 Inman Dr Red Oak IA	1	\$9,674.40	\$9,674.40
		Install:	Special	\$1,250.00
		Delivery:		\$0.00
		Total:		\$10,924.40

Item#	Description:	Qty	UnitPrice	Total
4	North Elevation exterior display SATURDAY INSTALLATION 24"ht copy to read "RED OAK COMMUNITY SCHOOL DISTRICT" and 12"ht copy to read "INMAN ELEMENTARY" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 900 Inman Dr Red Oak IA	1	\$9,674.40	\$9,674.40
		Install:	Special	\$1,650.00
		Delivery:		\$0.00
		Total:		\$11,324.40

*NOTE: Applicable city sales tax is not included in pricing above but will be added to final invoice upon completion of the job.

*NOTE: Regarding Local Installs: all installation costs are based upon normal conditions. In the case of unexpected problems, actual costs may change slightly.

*NOTE: 50% down payment required for completion of orders.

*NOTE: production time is approximately 4 - 6 weeks from date of signed contract.

*NOTE: quoted pricing valid for 90 days

_____ AUTHORIZED SIGNATURE	
_____ TITLE	_____ DATE

LEGAL NAME OF BUSINESS: _____
_____ FEDERAL ID #:

Metal Logos signs are covered by a limited warranty. We will repair or replace any properly installed sign or sign part found to be defective, exclusive of transportation and installation costs, for one year. Thanks for the opportunity to quote on your project!

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Quote# : 24266

Submitted: 7/22/2020

SalesPerson: Deb Gorat

For: Alley Poyner
 Attn: Daric O'Neal
 602 N 8th Street
 Red Oak, IA 51566

Project: Red Oak Jr. Sr. High School
 Phone:
 Misc:
 Email:

Delivery:
 PO#: 24266
 Date: 7/21/2020

Item#	Description:	Qty	UnitPrice	Total
1	South Elevation exterior display INSTALLED DURING THE WEEK			
	10"ht copy to read "SOUTH ENTRANCE" - fabricated 2" returns painted Matthews bronze - PLEASE SPECIFY MATTHEWS PAINT COLOR	1	\$2,089.36	\$2,089.36
	Stud mount flush to exterior wall		Install: Special	\$575.00
	Installation location: 2011 N. 8th St Red Oak IA		Delivery:	\$0.00
			Total:	\$2,664.36

Item#	Description:	Qty	UnitPrice	Total
2	South Elevation exterior display SATURDAY INSTALLATION			
	10"ht copy to read "SOUTH ENTRANCE" - fabricated 2" returns painted Matthews bronze - PLEASE SPECIFY MATTHEWS PAINT COLOR	1	\$2,089.36	\$2,089.36
	Stud mount flush to exterior wall		Install: Special	\$775.00
	Installation location: 2011 N. 8th St Red Oak IA		Delivery:	\$0.00
			Total:	\$2,864.36

Item#	Description:	Qty	UnitPrice	Total
3	East Elevation exterior display INSTALLED DURING THE WEEK			
	10"ht copy to read "EAST ENTRANCE" - fabricated 2" returns painted Matthews bronze - PLEASE SPECIFY MATTHEWS PAINT COLOR	1	\$9,919.50	\$9,919.50
	24"ht copy to read "RED OAK COMMUNITY SCHOOL DISTRICT" and 12"ht copy to read "JR-SR HIGH" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center		Install: Special	\$1,250.00
	Stud mount flush to exterior wall		Delivery:	\$0.00
	Installation location: 2011 N. 8th St Red Oak IA		Total:	\$11,169.50

Item#	Description:	Qty	UnitPrice	Total
4	East Elevation exterior display SATURDAY INSTALLATION			
	10"ht copy to read "EAST ENTRANCE" - fabricated 2" returns painted Matthews bronze - PLEASE SPECIFY MATTHEWS PAINT COLOR	1	\$9,919.50	\$9,919.50
	24"ht copy to read "RED OAK COMMUNITY SCHOOL DISTRICT" and 12"ht copy to read "JR-SR HIGH" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center		Install: Special	\$1,750.00
	Stud mount flush to exterior wall		Delivery:	\$0.00
	Installation location: 2011 N. 8th St Red Oak IA		Total:	\$11,669.50

Item#	Description:	Qty	UnitPrice	Total
5	East or South Elevation (alternate) exterior display INSTALLED DURING THE WEEK			
	24"ht copy to read "ACTIVITIES FIELDHOUSE" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center	1	\$5,147.90	\$5,147.90
	Stud mount flush to exterior wall		Install: Special	\$700.00
	Installation location: 2011 N. 8th St Red Oak IA		Delivery:	\$0.00
			Total:	\$5,847.90

Item#	Description:	Qty	UnitPrice	Total
6	East or South Elevation (alternate) exterior display SATURDAY INSTALLATION			
	24"ht copy to read "ACTIVITIES FIELDHOUSE" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center	1	\$5,147.90	\$5,147.90
	Stud mount flush to exterior wall		Install: Special	\$900.00
	Installation location: 2011 N. 8th St Red Oak IA		Delivery:	\$0.00
			Total:	\$6,047.90

45



Quote# : 24266

Submitted: 7/22/2020

SalesPerson: Deb Gorat

*NOTE: Applicable city sales tax is not included in pricing above but will be added to final invoice upon completion of the job.

*NOTE: Regarding Local Installs: all installation costs are based upon normal conditions. In the case of unexpected problems, actual costs may change slightly.

*NOTE: 50% down payment required for completion of orders.

*NOTE: production time is approximately 4 - 6 weeks from date of signed contract.

*NOTE: quoted pricing valid for 90 days

AUTHORIZED SIGNATURE	

TITLE	DATE

LEGAL NAME OF BUSINESS: _____

FEDERAL ID #: _____

Metal Logos signs are covered by a limited warranty. We will repair or replace any properly installed sign or sign part found to be defective, exclusive of transportation and installation costs, for one year. Thanks for the opportunity to quote on your project!

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ITEM 1 OR 2

RED OAK EARLY CHILDHOOD CENTER

ITEM 3 OR 4

RED OAK EARLY CHILDHOOD CENTER

ITEM 5 OR 6

CHILD CARE AND PRESCHOOL ENTRANCE



Quote# : 24263

Submitted: 7/22/2020

SalesPerson: Deb Gorat

For: Alley Poyner
 Attn: Daric O'Neal
 602 N 8th Street
 Red Oak, IA 51566

Project: Red Oak School District Cent Delivery:
 Phone: PO#: 24263
 Misc: Date: 7/21/2020
 Email:

Item#	Description:	Qty	UnitPrice	Total
Option #1				
1	4' x 8' single sided exterior sign panels INSTALLED DURING THE WEEK 1/4" white Alumacore with regular cut black vinyl copy applied to the face Flush mount to both sides of existing double sided ground sign with screws through the face (screw heads painted white) Installation location: 604 S Broadway Red Oak IA	2	\$499.10	\$998.20
		Install:	Special	\$650.00
		Delivery:		\$0.00
Option #1 Total:				\$1,648.20
Option #2				
1	4' x 8' single sided exterior sign panels SATURDAY INSTALLATION 1/4" white Alumacore with regular cut black vinyl copy applied to the face Flush mount to both sides of existing double sided ground sign with screws through the face (screw heads painted white) Installation location: 604 S Broadway Red Oak IA	2	\$499.10	\$998.20
		Install:	Special	\$875.00
		Delivery:		\$0.00
Option #2 Total:				\$1,873.20

**NOTE: Applicable city sales tax is not included in pricing above but will be added to final invoice upon completion of the job.*
**NOTE: Regarding Local Installs: all installation costs are based upon normal conditions. In the case of unexpected problems, actual costs may change slightly.*
**NOTE: 50% down payment required for completion of orders.*
**NOTE: production time is approximately 4 - 6 weeks from date of signed contract.*
**NOTE: quoted pricing valid for 90 days*

_____ AUTHORIZED SIGNATURE	
_____ TITLE	_____ DATE

LEGAL NAME OF BUSINESS: _____
_____ FEDERAL ID #:

Metal Logos signs are covered by a limited warranty. We will repair or replace any properly installed sign or sign part found to be defective, exclusive of transportation and installation costs, for one year. Thanks for the opportunity to quote on your project!

ITEM 1 OR TWO

SOUTH ELEVATION 10.15 m

ITEM 3 OR 4

EAST ENTRANCE 10.15 m

RED OAK COMMUNITY SCHOOL DISTRICT

JR-SR HIGH 10.15 m

ITEM 5 OR 6

ACTIVITIES FIELDHOUSE 10.15 m



Quote# : 24265

Submitted: 7/22/2020

SalesPerson: Deb Gorat

For: Alley Poyner
 Attn: Daric O'Neal
 602 N 8th Street
 Red Oak, IA 51566

Project: Red Oak Early Childhood Ce
 Phone:
 Misc:
 Email:

Delivery:
 PO#: 24265
 Date: 7/21/2020

Item#	Description:	Qty	UnitPrice	Total
1	East Elevation exterior display INSTALLED DURING THE WEEK			
	14"ht copy to read "RED OAK EARLY CHILDHOOD CENTER" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 400 W 2nd St Red Oak IA	1	\$4,941.05	\$4,941.05
	Install:		Special	\$650.00
	Delivery:			\$0.00
	Total:			\$5,591.05

Item#	Description:	Qty	UnitPrice	Total
2	East Elevation exterior display SATURDAY INSTALLATION			
	14"ht copy to read "RED OAK EARLY CHILDHOOD CENTER" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 400 W 2nd St Red Oak IA	1	\$4,941.05	\$4,941.05
	Install:		Special	\$950.00
	Delivery:			\$0.00
	Total:			\$5,891.05

Item#	Description:	Qty	UnitPrice	Total
3	West Elevation exterior display INSTALLED DURING THE WEEK			
	12"ht copy to read "RED OAK EARLY CHILDHOOD CENTER" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 400 W 2nd St Red Oak IA	1	\$4,384.60	\$4,384.60
	Install:		Special	\$650.00
	Delivery:			\$0.00
	Total:			\$5,034.60

Item#	Description:	Qty	UnitPrice	Total
4	East Elevation exterior display SATURDAY INSTALLATION			
	12"ht copy to read "RED OAK EARLY CHILDHOOD CENTER" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 400 W 2nd St Red Oak IA	1	\$4,384.60	\$4,384.60
	Install:		Special	\$950.00
	Delivery:			\$0.00
	Total:			\$5,334.60

Item#	Description:	Qty	UnitPrice	Total
5	South Elevation exterior display INSTALLED DURING THE WEEK			
	12"ht copy to read "CHILDCARE AND PRESCHOOL ENTRANCE" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 400 W 2nd St Red Oak IA	1	\$4,787.60	\$4,787.60
	Install:		Special	\$650.00
	Delivery:			\$0.00
	Total:			\$5,437.60

Item#	Description:	Qty	UnitPrice	Total
6	South Elevation exterior display SATURDAY INSTALLATION			
	12"ht copy to read "CHILDCARE AND PRESCHOOL ENTRANCE" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 400 W 2nd St Red Oak IA	1	\$4,787.60	\$4,787.60
	Install:		Special	\$950.00
	Delivery:			\$0.00
	Total:			\$5,737.60

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Quote# : 24265

Submitted: 7/22/2020

SalesPerson: Deb Gorat

*NOTE: Applicable city sales tax is not included in pricing above but will be added to final invoice upon completion of the job.

*NOTE: Regarding Local Installs: all installation costs are based upon normal conditions. In the case of unexpected problems, actual costs may change slightly.

*NOTE: 50% down payment required for completion of orders.

*NOTE: production time is approximately 4 - 6 weeks from date of signed contract.

*NOTE: quoted pricing valid for 90 days

AUTHORIZED SIGNATURE	

TITLE	DATE

LEGAL NAME OF BUSINESS: _____

FEDERAL ID #: _____

Metal Logos signs are covered by a limited warranty. We will repair or replace any properly installed sign or sign part found to be defective, exclusive of transportation and installation costs, for one year. Thanks for the opportunity to quote on your project!

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ITEM 1 OR TWO

SOUTH ELEVATION 19.15 in

ITEM 3 OR 4

EAST ENTRANCE 10.55 in

RED OAK COMMUNITY SCHOOL DISTRICT 12.57 in

JR-SR HIGH 10.55 in

ITEM 5 OR 6

ACTIVITIES FIELDHOUSE 12.57 in



Quote# : 24263

Submitted: 7/22/2020

SalesPerson: Deb Gorat

For: Alley Poyner
 Attn: Daric O'Neal
 602 N 8th Street
 Red Oak, IA 51566

Project: Red Oak School District Cent
 Phone:
 Misc:
 Email:

Delivery:
 PO#: 24263
 Date: 7/21/2020

Item#	Description:	Qty	UnitPrice	Total
Option #1				
1	4' x 8' single sided exterior sign panels INSTALLED DURING THE WEEK 1/4" white Alumacore with regular cut black vinyl copy applied to the face Flush mount to both sides of existing double sided ground sign with screws through the face (screw heads painted white) Installation location: 604 S Broadway Red Oak IA	2	\$499.10	\$998.20
	Install:		Special	\$650.00
	Delivery:			\$0.00
Option #1 Total:				\$1,648.20
Option #2				
1	4' x 8' single sided exterior sign panels SATURDAY INSTALLATION 1/4" white Alumacore with regular cut black vinyl copy applied to the face Flush mount to both sides of existing double sided ground sign with screws through the face (screw heads painted white) Installation location: 604 S Broadway Red Oak IA	2	\$499.10	\$998.20
	Install:		Special	\$875.00
	Delivery:			\$0.00
Option #2 Total:				\$1,873.20

**NOTE: Applicable city sales tax is not included in pricing above but will be added to final invoice upon completion of the job.*
**NOTE: Regarding Local Installs: all installation costs are based upon normal conditions. In the case of unexpected problems, actual costs may change slightly.*
**NOTE: 50% down payment required for completion of orders.*
**NOTE: production time is approximately 4 - 6 weeks from date of signed contract.*
**NOTE: quoted pricing valid for 90 days*

_____ AUTHORIZED SIGNATURE	
_____ TITLE	_____ DATE

LEGAL NAME OF BUSINESS: _____
_____ FEDERAL ID #:

Metal Logos signs are covered by a limited warranty. We will repair or replace any properly installed sign or sign part found to be defective, exclusive of transportation and installation costs, for one year. Thanks for the opportunity to quote on your project!

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Quote# : 24266

Submitted: 7/22/2020

SalesPerson: Deb Gorat

For: Alley Poyner
 Attn: Daric O'Neal
 602 N 8th Street
 Red Oak, IA 51566

Project: Red Oak Jr. Sr. High School
 Phone:
 Misc:
 Email:

Delivery:
 PO#: 24266
 Date: 7/21/2020

Item#	Description:	Qty	UnitPrice	Total
1	South Elevation exterior display INSTALLED DURING THE WEEK			
	10"ht copy to read "SOUTH ENTRANCE" - fabricated 2" returns painted Matthews bronze - PLEASE SPECIFY MATTHEWS PAINT COLOR Stud mount flush to exterior wall Installation location: 2011 N. 8th St Red Oak IA	1	\$2,089.36	\$2,089.36
	Install:		Special	\$575.00
	Delivery:			\$0.00
	Total:			\$2,664.36

Item#	Description:	Qty	UnitPrice	Total
2	South Elevation exterior display SATURDAY INSTALLATION			
	10"ht copy to read "SOUTH ENTRANCE" - fabricated 2" returns painted Matthews bronze - PLEASE SPECIFY MATTHEWS PAINT COLOR Stud mount flush to exterior wall Installation location: 2011 N. 8th St Red Oak IA	1	\$2,089.36	\$2,089.36
	Install:		Special	\$775.00
	Delivery:			\$0.00
	Total:			\$2,864.36

Item#	Description:	Qty	UnitPrice	Total
3	East Elevation exterior display INSTALLED DURING THE WEEK			
	10"ht copy to read "EAST ENTRANCE" - fabricated 2" returns painted Matthews bronze - PLEASE SPECIFY MATTHEWS PAINT COLOR 24"ht copy to read "RED OAK COMMUNITY SCHOOL DISTRICT" and 12"ht copy to read "JR-SR HIGH" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 2011 N. 8th St Red Oak IA	1	\$9,919.50	\$9,919.50
	Install:		Special	\$1,250.00
	Delivery:			\$0.00
	Total:			\$11,169.50

Item#	Description:	Qty	UnitPrice	Total
4	East Elevation exterior display SATURDAY INSTALLATION			
	10"ht copy to read "EAST ENTRANCE" - fabricated 2" returns painted Matthews bronze - PLEASE SPECIFY MATTHEWS PAINT COLOR 24"ht copy to read "RED OAK COMMUNITY SCHOOL DISTRICT" and 12"ht copy to read "JR-SR HIGH" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 2011 N. 8th St Red Oak IA	1	\$9,919.50	\$9,919.50
	Install:		Special	\$1,750.00
	Delivery:			\$0.00
	Total:			\$11,669.50

Item#	Description:	Qty	UnitPrice	Total
5	East or South Elevation (alternate) exterior display INSTALLED DURING THE WEEK			
	24"ht copy to read "ACTIVITIES FIELDHOUSE" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 2011 N. 8th St Red Oak IA	1	\$5,147.90	\$5,147.90
	Install:		Special	\$700.00
	Delivery:			\$0.00
	Total:			\$5,847.90

Item#	Description:	Qty	UnitPrice	Total
6	East or South Elevation (alternate) exterior display SATURDAY INSTALLATION			
	24"ht copy to read "ACTIVITIES FIELDHOUSE" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 2011 N. 8th St Red Oak IA	1	\$5,147.90	\$5,147.90
	Install:		Special	\$900.00
	Delivery:			\$0.00
	Total:			\$6,047.90

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Quote# : 24266

Submitted: 7/22/2020

SalesPerson: Deb Gorat

*NOTE: Applicable city sales tax is not included in pricing above but will be added to final invoice upon completion of the job.

*NOTE: Regarding Local Installs: all installation costs are based upon normal conditions. In the case of unexpected problems, actual costs may change slightly.

*NOTE: 50% down payment required for completion of orders.

*NOTE: production time is approximately 4 - 6 weeks from date of signed contract.

*NOTE: quoted pricing valid for 90 days

AUTHORIZED SIGNATURE	

TITLE	DATE

LEGAL NAME OF BUSINESS: _____

FEDERAL ID #: _____

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Quote# : 24264

Submitted: 7/22/2020

SalesPerson: Deb Gorat

For: Alley Poyner
 Attn: Daric O'Neal
 602 N 8th Street
 Red Oak, IA 51566

Project: Inman Elementary
 Phone:
 Misc:
 Email:

Delivery:
 PO#: 24264
 Date: 7/21/2020

Item#	Description:	Qty	UnitPrice	Total
1	West Elevation exterior display INSTALLED DURING THE WEEK			
	14"ht copy to read "INMAN ELEMENTARY" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 900 Inman Dr Red Oak IA	1	\$3,060.30	\$3,060.30
	Install:		Special	\$575.00
	Delivery:			\$0.00
	Total:			\$3,635.30

Item#	Description:	Qty	UnitPrice	Total
2	West Elevation exterior display SATURDAY INSTALLATION			
	14"ht copy to read "INMAN ELEMENTARY" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 900 Inman Dr Red Oak IA	1	\$3,060.30	\$3,060.30
	Install:		Special	\$775.00
	Delivery:			\$0.00
	Total:			\$3,835.30

Item#	Description:	Qty	UnitPrice	Total
3	North Elevation exterior display INSTALLED DURING THE WEEK			
	24"ht copy to read "RED OAK COMMUNITY SCHOOL DISTRICT" and 12"ht copy to read "INMAN ELEMENTARY" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 900 Inman Dr Red Oak IA	1	\$9,674.40	\$9,674.40
	Install:		Special	\$1,250.00
	Delivery:			\$0.00
	Total:			\$10,924.40

Item#	Description:	Qty	UnitPrice	Total
4	North Elevation exterior display SATURDAY INSTALLATION			
	24"ht copy to read "RED OAK COMMUNITY SCHOOL DISTRICT" and 12"ht copy to read "INMAN ELEMENTARY" - fabricated 2" returns painted white - face to have black inline around edges with white showing in the center Stud mount flush to exterior wall Installation location: 900 Inman Dr Red Oak IA	1	\$9,674.40	\$9,674.40
	Install:		Special	\$1,650.00
	Delivery:			\$0.00
	Total:			\$11,324.40

*NOTE: Applicable city sales tax is not included in pricing above but will be added to final invoice upon completion of the job.

*NOTE: Regarding Local Installs: all installation costs are based upon normal conditions. In the case of unexpected problems, actual costs may change slightly.

*NOTE: 50% down payment required for completion of orders.

*NOTE: production time is approximately 4 - 6 weeks from date of signed contract.

*NOTE: quoted pricing valid for 90 days

AUTHORIZED SIGNATURE	
_____	_____
TITLE	DATE

LEGAL NAME OF BUSINESS: _____

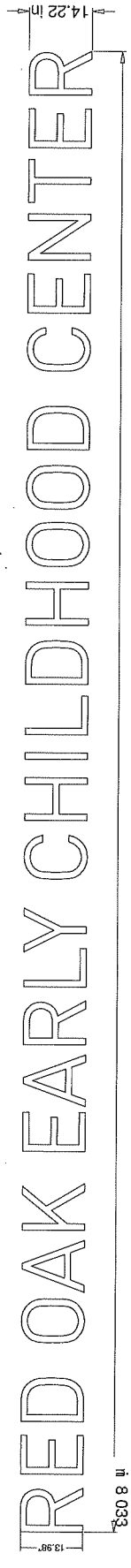
FEDERAL ID #: _____

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ITEM 1 OR 2

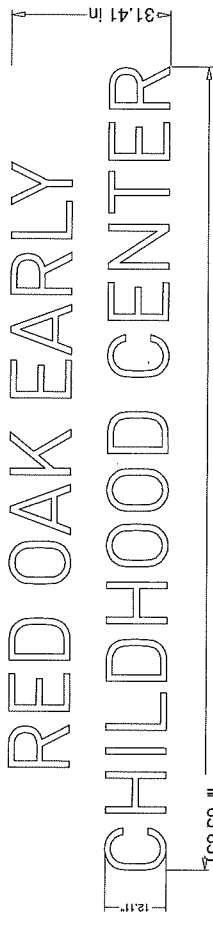
RED OAK EARLY CHILDHOOD CENTER



14.22 in

ITEM 3 OR 4

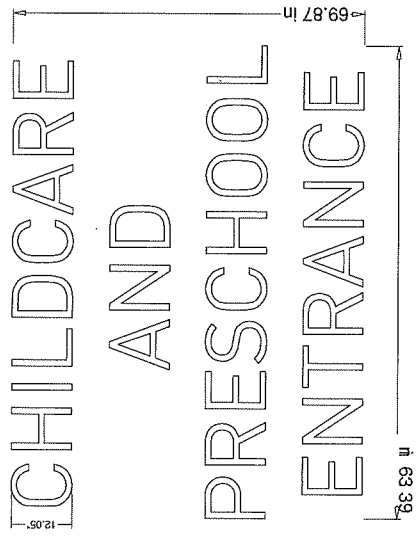
RED OAK EARLY CHILDHOOD CENTER



31.41 in

ITEM 5 OR 6

CHILD CARE AND PRESCHOOL ENTRANCE



69.87 in

SIGNS
SIGNS
SIGNWORKS INC

4713 F Street Omaha, NE 68117 402-346-5447 402-346-9250 fax

signworksomaha.com

PROPOSAL

July 23, 2020

Mr. Daric O'Neil
Alley Poyner Macchietto Architecture
602 N 8th Street
Red Oak, IA 51566

Project: Red Oak Community School District

Signworks Inc., Proposes the following:

INMAN ELEMENTARY

Furnish and installation of (1) set of 24" high non-illuminated, stud mounted fabricated letters, painted white with black outlines; reading "RED OAK COMMUNITY SCHOOL DISTRICT", (1) set of 14" high non-illuminated, stud mounted fabricated letters, painted white with black outlines; reading "INMAN ELEMENTARY" and (1) set of 12" high non-illuminated, stud mounted fabricated letters, painted white with black outlines; reading "INMAN ELEMENTARY", all per sheet A2.1 revision date 12/20/19

PRICE \$15,350.00

If Saturday installation is required, additional \$738.00 required to above pricing

RED OAK EARLY CHILDHOOD CENTER

Furnish and installation of (1) set of 14" high non-illuminated, stud mounted fabricated letters, painted white with black outlines; reading "RED OAK EARLY CHILDHOOD CENTER", (1) set of 12" high non-illuminated, stud mounted fabricated letters, painted white with black outlines; reading "RED OAK EARLY CHILDHOOD CENTER" and (1) set of 12" high non-illuminated, stud mounted fabricated letters, painted white with black outlines; reading "CHILDCARE AND PRESCHOOL ENTRANCE", all per sheets A2.1 /A9.3 date 9/4/19

PRICE \$16,350.00

If Saturday installation is required, additional \$1,047.00 required to above pricing

SIGNS
SIGNS
SIGNWORKS INC

4713 F Street Omaha, NE 68117 402-346-5447 402-346-9250 fax

signworksomaha.com

PROPOSAL - *continued*

JR-SR HIGH SCHOOL CAMPUS

Furnish and installation of (2) sets of 24" high non-illuminated, stud mounted fabricated letters, painted white with black outlines; reading "RED OAK COMMUNITY SCHOOL DISTRICT", (2) sets of 12" high non-illuminated, stud mounted fabricated letters, painted white with black outlines; reading "JR-SR HIGH", (1) set of 10" high non-illuminated, stud mounted fabricated letters, dark bronze finish; reading "SOUTH ENTRANCE" and (1) set of 10" high non-illuminated, stud mounted fabricated letters, dark bronze finish; reading "EAST ENTRANCE" all per sheets A2.1/A2.5 date 12/20/19 and A10.3 date 3/20/10

PRICE \$27,525.00

JR-SR HIGH SCHOOL CAMPUS - ALT #2

Furnish and installation of (2) sets of 24" high non-illuminated, stud mounted fabricated letters, painted white with black outlines; reading "ACTIVITIES FIELDHOUSE" all per sheets A2.5 date 12/20/19 and A10.3 date 3/20/10

PRICE \$13,000.00

CENTRAL OFFICE

Manufacture and installation of (2) 8' x 4' white dibond panels with black vinyl installed on existing double-sided ground sign, all per emailed .pdf
(shop drawings to be done for final approval)

PRICE \$1,850.00

shop drawings to be done for final approval

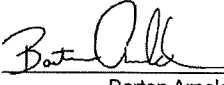
50% Deposit Required, balance on final invoice

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Salesperson: 
Barton Arnold

Authorized Signature: _____

Note: This proposal may be withdrawn by Signworks, Inc. if not accepted within 30 days.

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Quote No. OMAH 87083-03

Thursday, July 23, 2020

Page 1 of 5



Customer NE Contractor: RFP/Bid Recipient
Location Primary Location
Reference Red Oak Schools

Bill to
 NE Contractor: RFP/Bid Recipient
 Accounts Payable
 TBD
 Omaha, NE
 US

Ship to
 NE Contractor: RFP/Bid Recipient
 TBD
 Omaha, NE
 US

Valid Until	09/23/2020	Revision Date	07/23/2020	Lead Time	7 - 8 Weeks	SR	Erin Carey
F.O.B.	Job Site	Revision No	3	Ship Method	Installed	PM	Ronda Geurts
Terms	1/2 Deposit balance Net 30						
Estimator	Eric Kingery						

No.	Item	Description	Qty	UOM	Unit Price	Extension
1.	INMAN ELEMENTARY	INMAN ELEMENTARY 14" x 2" LF Fabricated Aluminum letters Color: White with Black Outline to read: INMAN ELEMENTARY 24" X 2" LF Fabricated Aluminum Letters Color: White with Black Outline to read: RED OAK COMMUNITY SCHOOL DISTRICT 12" X 2" LF Fabricated Aluminum Letters Color: White with Black Outline to read: INMAN ELEMENTARY	1	Each	8,245.00	8,245.00
2.	Installation	Standard Installation at Inman Elementary NOTE: Local Sign Permit Fees Not Included * Possible Saturday install on this location.	1	Each	3,210.00	3,210.00

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continued on next page

Quote No. OMAH 87083-03

Thursday, July 23, 2020

Page 2 of 5



Customer NE Contractor: RFP/Bid Recipient
Location Primary Location
Reference Red Oak Schools

No.	Item	Description	Qty	UOM	Unit Price	Extension
3.	RED OAK EARLY CHILDHOOD CENTER (WASHINGTON)	<p>RED OAK EARLY CHILDHOOD CENTER (WASHINGTON)</p> <p>14" x 2" LF Fabricated Aluminum letters Color: White with Black Outline to read:</p> <p>RED OAK EARLY CHILDHOOD CENTER</p> <p>12" X 2" LF Fabricated Aluminum Letters Color: White with Black Outline to read:</p> <p>CHILDCARE AND PRESCHOOL ENTRANCE</p> <p>RED OAK EARLY CHILDHOOD CENTER</p>	1	Each	6,955.00	6,955.00
4.	Installation	<p>Standard Installation at Red Oak Early Childhood Center (Washington)</p> <p>NOTE: Local Sign Permit Fees Not Included</p> <p>* Possible Saturday install on this location.</p>	1	Each	4,610.00	4,610.00
5.	RED OAK Jr/Sr HIGH SCHOOL CAMPUS	<p>RED OAK Jr/Sr HIGH SCHOOL CAMPUS</p> <p>24" X 2" LF Fabricated Aluminum Letters Color: White with Black Outline to read:</p> <p>RED OAK COMMUNITY SCHOOL DISTRICT (X2)</p> <p>12" X 2" LF Fabricated Aluminum Letters Color: White with Black Outline to read:</p> <p>JR-SR HIGH (X2)</p> <p>10" x 2" LF Fabricated Aluminum Letters Color: Dark Bronze to read:</p> <p>SOUTH ENTRANCE EAST ENTRANCE</p>	1	Each	13,964.00	13,964.00

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Customer NE Contractor: RFP/Bid Recipient
Location Primary Location
Reference Red Oak Schools

No.	Item	Description	Qty	UOM	Unit Price	Extension
6.	Installation	Standard Installation Red Oak Jr./Sr. High School	1	Each	4,945.00	4,945.00
		NOTE: Local Sign Permit Fees Not Included				
7.	ALTERNATE #1 - RED OAK Jr/Sr HIGH SCHOOL CAMPUS	ALTERNATE #1 - RED OAK Jr/Sr HIGH SCHOOL CAMPUS	1	Each	8,664.00	8,664.00
		24" X 2" LF Fabricated Aluminum Letters Color: White with Black Outline to read: RED OAK COMMUNITY SCHOOL DISTRICT 12" X 2" LF Fabricated Aluminum Letters Color: White with Black Outline to read: JR-SR HIGH *** Install is included in this line item. NOTE: Local Sign Permit Fees Not Included				
8.	ALTERNATE #2 - RED OAK Jr/Sr HIGH SCHOOL CAMPUS	ALTERNATE #2 - RED OAK Jr/Sr HIGH SCHOOL CAMPUS	1	Each	10,253.00	10,253.00
		24" X 2" LF Fabricated Aluminum Letters Color: White with Black Outline to read: ACTIVITIES FIELDHOUSE (X2) *** Install is included in this line item. NOTE: Local Sign Permit Fees Not Included				
9.	RED OAK CENTRAL OFFICE	RED OAK CENTRAL OFFICE	1	Each	453.00	453.00
		48" x 96" x 1/4" Alumaticore panel, Double Sided Copy: Blank Vinyl Mounting: existing ground sign location				
10.	Installation	Standard Installation*	1	Each	285.00	285.00
		NOTE: Local Sign Permit Fees Not Included				

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Customer NE Contractor: RFP/Bid Recipient
Location Primary Location
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No.	Item	Description	Qty	UOM	Unit Price	Extension
11.	OPTION- JR. - SR. High Campus	OPTION- JR. - SR. High Campus Digital Monument sign, double faced Fabricated aluminum cabinet. Double faced. Painted 1 standard color. CNC cut graphics backed with white acrylic. LED illumination. Direct embed mounting. 3 ft. x 5 ft. Electronic Message Center 19 mm color Sizes of the sign: Height: 4 Ft 4 In Length: 8 Ft Depth: 2 Ft 6 In *** Brick base by others. *** Electric and Data to location by others. * Installation of monument sign = \$4,825.00	0	Each	25,634.00	0.00

Subtotal	61,584.00
Sales Tax (0 %)	0.00
Deposit Required	30,792.00
Total	61,584.00

Quote Valid Until: Wednesday, September 23, 2020

By signing below, I approve and authorize this quote and acknowledge that I have read and agree to the attached terms and conditions.

Eric Kingery

Submitted by _____ Date 07/23/2020

Approved by _____ Date _____

Print Name _____

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Customer NE Contractor: RFP/Bid Recipient
Location Primary Location
Reference Red Oak Schools

Conditions

All pricing requires the customer provide final, usable, artwork in electronic form (i.e. Adobe Illustrator file in outlines). Additional services for artwork touch-up or altering may incur additional charges.

ASI Signage Innovations (Latimer Associates, Inc.) will add a PROJECT CHANGE FEE on any order, project, or contract job whereby a material change to the product is requested after receipt of approved submittals & release to production. Overall charges will vary based on a case-by-case basis but it will be determined on materials & labor already consumed along with \$100 per hour for administrative time.

Lead times are defined as the period of time to complete fabrication and delivery of product. This time period follows final approval of all details required to make the product. Lead times do not include time for design services, approvals, price negotiations, message schedule development, location plan development, etc.

ASI will charge customers \$75 for each paint color (swatch) request and \$100 for digital print ink color matching requests. This includes all of our standard colors along with any Pantone or CMYK color requests.

Pricing of installation services is an estimate based on numerous assumptions. Final Invoicing amount may differ.

Pricing is based on exact quantities shown. Changes in services, quantities or delivery timeline may alter the per unit price.

This quotation is valid for 60 days from the date of its creation.

ASI is responsible for connecting existing wiring to digital signage and ensuring all digital units are operational.

ASI assumes no responsibility for installing infrastructure, wiring or cable. If this is required, there will be an additional labor and material cost associated. Our quote is based on the assumption that cabling and power are in place at the time of installation.

Customer is responsible for ensuring all electrical requirements are in-place prior to installation, and final hook-up.

Final delivery dates are determined by ASI PROJECT MANAGEMENT. The final date is estimated upon receipt of the order via an electronic order acknowledgment, and finalized after the LAUNCH DATE.

The customer is responsible for providing a knowledgeable contact on the day of installation in order to provide locations / elevations and any other questions that may arise.

Shipping/Freight will be charged on all items not installed by ASI.

City and state permit costs are not included in this quotation. Securing permits is an added service of ASI and costs are billed to the customer directly.

1/2 Deposit required for order to proceed, balance net 30 from date of invoice.

PLEASE REMIT TO:

ASI Signage Innovations
PO Box 187
Grinnell, IA 50112

Standard purchaser credit agreement applicable to all customers and projects.

A minimum order charge may apply and will be added to the final invoice.

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