



Red Oak Community School District

604 S Broadway

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

Special Board of Directors Meeting

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

Monday, March 8th, 2021 – 5:00 pm

- Agenda –

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Student Proceedings
 - 2.1 Closed Session

The Board will enter closed session as provided by Iowa Code Section 21.5(1)a “to review or discuss records which are required or authorized to be kept confidential” and 21.5(1)e “to discuss whether to conduct a hearing to determine whether to suspend or expel student(s).”

- 2.2 Return to Open Session/Board Action on Student Disciplinary Matter
- 3.0 Adjourn

Regular Board of Directors Meeting

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

Monday, March 8th, 2021 – 5:30 pm

- Agenda –

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bryce Johnson

4.0 Communications

4.1 Good News from Red Oak Schools

4.2 Visitors and Presentations

4.2.1 Presentation from Curt Adams and Kristina Chilton on proposed revisions to the districts Teacher Leadership and Compensation Plan

5.0 Consent Agenda

5.1 Review and Approval of Minutes from February 22nd, 2021 pg 1-2

5.2 Review and Approval of Monthly Business Reports pg 3-10

5.3 Open Enrollment Requests Consideration

5.3.1 Open Enrollment for 9th grader Gavin Ford from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year

5.3.2 Open Enrollment for 7th grader Lillyan Ford from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year

5.3.3 Open Enrollment for 7th grader Rebel Thoren from Red Oak Community School District to CAM Community School District (Iowa Connections Academy) for the 2021-2022 school year

5.3.4 Open Enrollment for 2nd grader Easton Smith from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year

5.3.5 Open Enrollment for 8th grader Brodee Sowers from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year

5.3.6 Open Enrollment for 4th grader Elsie Vance from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year

5.3.7 Open Enrollment for 2nd grader Charles Vance from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year

5.3.8 Open Enrollment for 7th grader Tristan Potts from Red Oak Community School District to CAM Community School District (Iowa Connections Academy) for the 2021-2022 school year

5.3.9 Open Enrollment for 5th grader Rowyn Potts from Red Oak Community School District to CAM Community School District (Iowa Connections Academy) for the 2021-2022 school year

5.4 Personnel Considerations

5.4.1 Hiring of Nevada Meis as Elementary Special Education and JR High Volleyball Coach for the 2021-2022 school year

5.4.2 Hiring of Zoey Baker as Sr High School Head Tennis Coach pending appropriate licensure for the 2020-2021 school year

5.4.3 Hiring of Kevin Herrick as Technology Director for the 2021-2022 school year

5.4.4 Hiring of Taylor Wood as 6th-12th Grade Band Instructor with supplemental contracts: Sr HS Flag Corp Sponsor, Sr HS Instrumental Music, Sr HS Marching Band, Sr HS Jazz Band, Jr HS Instrumental Music, Jr HS Jazz Band and Jr HS Marching Band for the 2021-2022 school year

5.4.5 Resignation of Eldon Stiverson as Bus Driver effective 3-4-2021

6.0 General Business for the Board of Directors

6.1 Old Business

6.1.1 Discussion/Approval of Second Reading of Board Policies 100 Series pg 11-22

6.1.2 Discussion/Approval of Second reading of Board Policy 705.1R-Purchasing and Bidding Protest Procedure pg 23

6.1.3 Discussion/Approval of Second reading of Board Policies 405.3-Employee Complaints, 405.4-Dishonesty, and 405.5 Cooperation in Investigations

6.2 New Business

6.2.1 Discussion/Approval of School Improvement Advisory Committee (SIAC) Members for the 2020-2021 School Year pg 24-26

6.2.2 Discussion/Approval of bids for auditing services for Fiscal Years 21, 22, and 23 pg 27

6.2.3 Discussion/Approval of Updated Teacher Leadership and Compensation (TLC) Plan pg 28-29

6.2.4 Discussion/Approval of Using ESSER II funds to Install Additional Security Cameras at Red Oak Jr/Sr High School to Facilitate Contact Tracing Due to COVID-19

7.0 Reports

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

7.3 Other Announcements

7.4 Board Member Requested Item(s) for next meeting agenda

8.0 Next Board of Directors Meeting: Monday, March 22nd, 2021 – 5:30 pm
 Red Oak Inman Elementary
 Red Oak CSD Inman Elementary Campus

9.0 Adjournment

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

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Red Oak Inman Elementary/ Phone/Internet
Red Oak Inman Elementary Campus
February 22, 2021

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 5:31 p.m. at the Red Oak Inman Elementary School Media Center.

Present

Directors: Bret Blackman, Roger Carlson, Bryce Johnson, Kathy Walker (arrived at 5:38 p.m.), Jackie DeVries (via phone until arrival at 6:22 p.m.)
Superintendent Ron Lorenz, Business Manager Deb Drey

Approval of Agenda

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

Good News from Red Oak Schools

Three members of the High School Boys' bowling team were named to the 1-A All Western District Team: Nate Ernst (1st Team), John Piper (1st Team), and Corbin Wolfe (2nd Team). Corbin Wolfe placed 7th and received a medal at the Hawkeye 10 Bowling Tournament. The Large Group Speech Improv group of Araina Brummett, Alexa McCunn, Cami Porter, and Mya Southwell received All-State Honors. The high school musical, "Working," has performances scheduled for the weekend of February 26-28.

Presentation

Paul Beetner of Nolte, Cornman, & Johnson presented the results of the Fiscal Year 2020 Financial Audit and answered board members' questions.

Consent Agenda

Motion by Director Carlson, second by Director Blackman to approve the consent agenda as presented including meeting minutes, monthly business reports, open enrollment requests, and personnel considerations. Motion carried unanimously.

FY 20 Financial Audit

Motion by Director Blackman, second by Director Walker to approve the FY20 Financial Audit Report. Motion carried unanimously.

2021-2022 School Calendar Parameters

Motion by Director Carlson, second by Director Walker to approve the 2021-2022 School Calendar Parameters as presented. Motion carried unanimously.

E-Rate Cabling Project

Motion by Director Blackman, second by Director Walker to approve the E-Rate Cabling Project at the Junior/Senior High School STEAM area and Inman Elementary School. Motion carried unanimously.

Continuation of February 22, 2021 Meeting Minutes-Page 2

Disposition of Webster and Bancroft Buildings

Motion by Director Walker, second by Director Blackman to hold a public hearing on the disposition of the Webster and Bancroft Buildings. Motion carried unanimously.

Board Policy 100 Series

Motion by Director Carlson, second by Director Walker to approve the first reading of the Board Policy 100 Series. Motion carried unanimously.

Board Policy 705.1R

Motion by Director Blackman, second by Director Walker to approve the first reading of Board Policy 705.1R-Purchasing and Bidding Protest Procedure. Motion carried unanimously.

Board Policies 405.3, 405.4, 405.5

Motion by Director Carlson, second by Director Blackman to approve the first reading of Board Policy 405.3-Employee Complaints, 405.4- Dishonesty, and 405.5-Cooperation in Investigations. Motion carried unanimously.

Postage Machine Lease

Motion by Director Blackman, second by Director Walker to approve the lease with Quadient Lease for a postage machine. Motion carried unanimously.

Adjournment

Motion by Director Blackman, second by Director Walker to adjourn the meeting at 6:30 p.m. Motion carried unanimously.

Exempt Session

The Board entered an exempt session per Iowa Code section 20.17(3) to discuss negotiations strategy at 6:31 p.m. and exited exempt session at 8:00 p.m.

Next Board of Directors Meeting

Monday, March 8, 2021 – 5:30 p.m.
Red Oak Inman Elementary/Phone/Internet
Red Oak CSD Inman Elementary Campus

Bryce Johnson, President

Deb Drey, Board Secretary

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AHLERS & COONEY	798487	943.50
10 9010 2310 000 0000 342	February 2021 Legal Services	943.50
Vendor Name AHLERS & COONEY		<u>943.50</u>
AMERICAN FIRE PROTECTION	15152	99.00
10 9010 2670 000 0000 618	Fire Extinguisher Inspection/Fill	99.00
Vendor Name AMERICAN FIRE PROTECTION		<u>99.00</u>
BATTEN SANITATION SERVICE	22821BS	3,470.00
10 9010 2630 000 0000 421	Admin/BB Sanitation - 2/2021	110.00
10 0109 2630 000 0000 421	Jr/Sr HS Sanitation -2/2021	1,090.00
10 0418 2630 000 0000 421	IES Sanitation - 2/2021	1,210.00
10 0445 2630 000 0000 421	ROECC Sanitation - 2/2021	1,060.00
Vendor Name BATTEN SANITATION SERVICE		<u>3,470.00</u>
Board Game Cafe	202102RO	250.00
10 9010 1000 470 1118 612	Betrayal at Mystery Mansion	35.00
10 9010 1000 470 1118 612	Forbidden Island	20.00
10 9010 1000 470 1118 612	Treasurer Island Board Game	60.00
10 9010 1000 470 1118 612	Catan	55.00
10 9010 1000 470 1118 612	Catan 25th Anniversary Edistion	80.00
Vendor Name Board Game Cafe		<u>250.00</u>
CAMBLIN MECHANICAL INC	21-7801	75.00
10 0445 2620 000 0000 432	ROECC Heating Call	75.00
Vendor Name CAMBLIN MECHANICAL INC		<u>75.00</u>
CAPITAL SANITARY SUPPLY CO.	48113	1,807.89
10 9010 2630 000 0000 618	Black Trash Bags	174.85
10 9010 2630 000 0000 618	Natural Trash Bags	367.40
10 9010 2630 000 0000 618	20 - 30 Gal Trash Bags	265.30
10 9010 2630 000 0000 618	Mini-Jumbo Toilet Paper	320.00
10 9010 2630 000 0000 618	Toilet Paper	374.00
10 9010 2630 000 0000 618	Natural Paper Towels	126.65
10 9010 2630 000 0000 618	Foam Spa Soap	179.69
CAPITAL SANITARY SUPPLY CO.	48114	50.00
10 9010 2310 000 4055 618	Purell Pump for Jr/Sr HS	50.00
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>1,857.89</u>
CDW GOVERNMENT, INC.	8162633	63.08
10 9010 2235 000 0000 618	Chrome Cast Technology	63.08
Vendor Name CDW GOVERNMENT, INC.		<u>63.08</u>
CENTURY LINK	22521CL	555.17
10 9010 2490 000 0000 530	Districtwide Long Distance	555.17
Vendor Name CENTURY LINK		<u>555.17</u>
CHAT MOBILITY	022821CM	595.98
10 9010 2490 000 0000 530	Bus Phone (3)	139.52
10 9010 2490 000 0000 530	Nurse Phone	44.73
10 9010 2490 000 0000 532	Maintenance Phones (3)	134.19

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2490 000 0000 532	Technology Phones (2)	98.64
10 9010 2510 000 0000 532	Business Official Phone (1)	44.71
10 0418 2410 000 0000 532	IES SAM Phone (1)	44.73
10 0109 2410 000 0000 532	Jr/Sr HS Principal Phone (1)	44.73
10 0109 2410 000 0000 532	Jr/Sr HS Asst Principal Phone (1)	44.73
Vendor Name CHAT MOBILITY		<u>595.98</u>
CHEMSEARCH	7285430	421.59
10 9010 2640 000 0000 432	Water Treatment for Boilers	421.59
Vendor Name CHEMSEARCH		<u>421.59</u>
CITY OF RED OAK	022821CORO	1,081.23
10 0109 2620 000 0000 411	Jr/Sr HS Water - 2/2021	420.02
10 0418 2620 000 0000 411	IES Water - 2/2021	439.52
10 0445 2620 000 0000 411	ROECC Water - 2/2021	139.43
10 9010 2620 000 0000 411	Admin/BB/BBF Water - 2/2021	82.26
Vendor Name CITY OF RED OAK		<u>1,081.23</u>
CONTROL MASTERS	3932617	2,953.65
10 9010 2620 000 4055 618	Jr/Sr HS Damper/Fan Relay	271.15
10 9010 2620 000 4055 432	Jr/Sr HS Damper/Fan Labor	2,682.50
Vendor Name CONTROL MASTERS		<u>2,953.65</u>
COUNCIL BLUFFS COMM SCHOOLS	2021101	3,234.56
10 9010 1200 217 3303 320	Sped Level III x 1 9/2020	3,234.56
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>3,234.56</u>
CREXENDO BUSINESS SOLUTIONS, INC	2032269681	20,323.57
10 9010 1000 100 4055 739	District Phone Equipment	18,796.28
10 9010 1000 100 4055 739	1st Month Payment	1,527.29
Vendor Name CREXENDO BUSINESS SOLUTIONS, INC		<u>20,323.57</u>
FBG SERVICE CORPORATION	895562	31,867.25
10 9010 2630 000 0000 340	February 2020 Janitorial Service	31,867.25
FBG SERVICE CORPORATION	895835	1,462.00
10 9010 2630 000 0000 340	VB/BB Additional Svcs	1,462.00
Vendor Name FBG SERVICE CORPORATION		<u>33,329.25</u>
FES	11997	405.00
10 9010 2236 000 0000 536	March 2021 Web Hosting	405.00
Vendor Name FES		<u>405.00</u>
FIREFLY COMPUTERS	205420	159.98
10 9010 2235 000 0000 618	Lenovo 300e 1st Gen Keyboard Palmrest	159.98
FIREFLY COMPUTERS	206038	2,215.97
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen Motherboard	1,946.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen LCD Lid	105.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen Bottom Plate	105.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen Hinge Set	59.97

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	FIREFLY COMPUTERS	<u>2,375.95</u>
GENERAL FIRE AND SAFETY EQUIPMENT CO.	346384	596.69
10 0109 2670 000 0000 432	Semi-Annual Fire Inspection	<u>596.69</u>
Vendor Name	GENERAL FIRE AND SAFETY EQUIPMENT CO.	596.69
GLENWOOD COMMUNITY SCHOOLS	030321GCSD	3,278.01
10 9010 1200 217 3303 320	February 2021 Apex Level III x 2	3,278.01
Vendor Name	GLENWOOD COMMUNITY SCHOOLS	<u>3,278.01</u>
GREAT AMERICA FINANCIAL SERVICES	28875717	1,421.80
10 9010 2520 000 0000 618	Admin Copier Lease - 2/2021	250.78
10 0445 1000 100 0000 359	ROECC Copier Lease - 2/2021	248.40
10 0109 1000 100 0000 359	Jr/Sr HS Copier Lease - 2/2021	541.55
10 0418 1000 100 0000 359	IES Copier Lease - 2/2021	381.07
Vendor Name	GREAT AMERICA FINANCIAL SERVICES	<u>1,421.80</u>
GREEN TREE COMPANY, THE	8080	1,050.00
10 9010 2630 000 0000 432	2/13/21 Snow Removal	1,050.00
GREEN TREE COMPANY, THE	8098	1,325.00
10 9010 2630 000 0000 432	2/21/21 Snow Removal	1,325.00
Vendor Name	GREEN TREE COMPANY, THE	<u>2,375.00</u>
HALEY'S ELECTRIC	9382	301.51
10 0418 2620 000 0000 432	IES Light/Ballast Repair	301.51
Vendor Name	HALEY'S ELECTRIC	<u>301.51</u>
HAROLD, KEITH	030321KH	25.00
10 9010 2640 000 0000 618	Reimbursement for 911 Sign	25.00
Vendor Name	HAROLD, KEITH	<u>25.00</u>
ISFIS, INC.	15241	250.00
10 9010 2310 000 0000 320	2021 Budget Workshop	250.00
Vendor Name	ISFIS, INC.	<u>250.00</u>
JOHNSTONE SUPPLY	1362723/1362723A	566.94
10 0445 2620 000 0000 618	Cartridge Valve	537.84
10 0445 2620 000 0000 618	Freight	29.10
Vendor Name	JOHNSTONE SUPPLY	<u>566.94</u>
KCAV	9486	128,410.40
10 9010 1000 100 4055 739	Clear Touch 75" 6000K Series Interactive	89,100.00
10 9010 1000 100 4055 739	Clear Touch Extended Limited Warranty fo	2,260.45
10 9010 1000 100 4055 739	Clear Touch WIFI Module - Dual Band Wire	30,336.64
10 9010 1000 100 4055 739	BalanceBox BalanceBox 400-70 for touchsc	789.00
10 9010 1000 100 4055 739	BalanceBox BalanceBox® 400 Universal Fla	89.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2235 000 4055 739	CTI-PCMOD-PC45-ST	1,708.20
10 9010 2235 000 4055 739	SHIP-HANDLING	4,127.11
Vendor Name KCAV		<u>128,410.40</u>
MEDIA COM	022121MC	837.11
10 9010 2236 000 0000 536	Districtwide PRI Lines - 3/2021	837.11
Vendor Name MEDIA COM		<u>837.11</u>
MEDIACOM	021821MC	55.26
10 9010 2236 000 0000 536	Bancroft Disconnect	55.26
Vendor Name MEDIACOM		<u>55.26</u>
MERCER HEALTH & BENEFITS ADMIN LLC	30121M	4,364.86
10 9010 1000 100 8018 270	April 2021 Retiree Insurance	4,364.86
Vendor Name MERCER HEALTH & BENEFITS ADMIN LLC		<u>4,364.86</u>
MIDAMERICAN ENERGY	021921MAE	15,470.39
10 9010 2620 000 0000 621	Admin/BB Natural Gas - 1/2021	567.50
10 9010 2620 000 0000 622	Admin Electricity - 1/2021	137.59
10 9010 2620 000 0000 622	Admin/BB Electricity - 1/2021	384.26
10 9010 2620 000 0000 622	FB/BBF Electricity - 1/2021	264.17
10 9010 2620 000 0000 622	Bancroft Electricity - 1/2021	435.34
10 0445 2620 000 0000 622	ROECC Electricity - 1/2021	2,273.53
10 0109 2620 000 0000 622	Jr/Sr HS Electricity - 1/2021	8,152.42
10 0418 2620 000 0000 622	IES Electricity - 1/2021	3,255.58
Vendor Name MIDAMERICAN ENERGY		<u>15,470.39</u>
MONTGOMERY COUNTY EXT. SERVICE	CPAT030321	35.00
10 9010 2630 000 0000 340	Pesticide Course	35.00
Vendor Name MONTGOMERY COUNTY EXT. SERVICE		<u>35.00</u>
NOLTE, CORNMAN & JOHNSON P.C.	022421NCJ	75.00
10 9010 2310 000 0000 320	2/2021 Board Presentation	75.00
NOLTE, CORNMAN & JOHNSON P.C.	21721NCJ	850.00
10 9010 2310 000 0000 320	Audit Filing Fee FY2020	850.00
Vendor Name NOLTE, CORNMAN & JOHNSON P.C.		<u>925.00</u>
PLUMB SUPPLY/RIBACK SUPPLY	7116192	30.12
10 9010 2620 000 0000 618	Plumbing Tools	30.12
PLUMB SUPPLY/RIBACK SUPPLY	7131869	77.40
10 9010 2620 000 0000 618	Drain Cleaner	77.40
Vendor Name PLUMB SUPPLY/RIBACK SUPPLY		<u>107.52</u>
QUILL CORP.	13573744	47.49
10 0445 1000 460 3117 320	CD Player	47.49
QUILL CORP.	14004023	199.61
10 0445 1000 100 0000 611	Expo- Green	14.98
10 0445 1000 100 0000 611	Expo-Black	14.98
10 0445 1000 100 0000 611	Expo-Red	7.49
10 0445 1000 100 0000 611	Sharpie-Black	14.10

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0445 1000 100 0000 611	Steno Book	7.85
10 0445 1000 100 0000 611	Label Dividers	72.10
10 0445 1000 100 0000 611	Expo- Blue	14.98
10 0445 1000 100 0000 611	Sharpie	6.63
10 0445 1000 100 0000 611	Medium Binder Clips	5.50
10 0445 1000 100 0000 611	2" Binders	39.00
10 0445 1000 100 0000 611	Index Cards	2.00
QUILL CORP.	14009596	100.68
10 0445 1000 100 0000 611	Lamination Pouches	100.68
QUILL CORP.	14048529	16.58
10 0445 1000 100 0000 611	Whistles	16.58
QUILL CORP.	20210304	155.45
10 0418 1000 100 0000 612	Envelopes, Card Stock	47.45
10 0418 1000 100 0000 612	Envelopes, Card Stock	108.00
Vendor Name	QUILL CORP.	<u>519.81</u>
RED OAK GRAND THEATER	1030	107.50
10 0109 1000 421 3227 618	News of the World for SBS	107.50
Vendor Name	RED OAK GRAND THEATER	<u>107.50</u>
RIVERSIDE TECHNOLOGIES, INC	0313377-IN	520.00
10 9010 2235 000 0000 739	March 2021 Managed Services	520.00
Vendor Name	RIVERSIDE TECHNOLOGIES, INC	<u>520.00</u>
SCHOLASTIC BOOK FAIRS-8	W4690265BF	459.24
10 0109 2222 950 7415 618	Book Fair - Jr/Sr HS	459.24
SCHOLASTIC BOOK FAIRS-8	W5070935BF	299.94
10 0418 2222 950 7415 618	Book Fair - IES	299.94
Vendor Name	SCHOLASTIC BOOK FAIRS-8	<u>759.18</u>
SCHOOL SPECIALTY LATTA DIV.	308103710217	121.05
10 0445 1000 100 0000 611	Cardstock	75.70
10 0445 1000 100 0000 611	White Washable Paint	4.94
10 0445 1000 100 0000 611	Dino Stamp Set	14.42
10 0445 1000 100 0000 611	Avery Name Badge	25.99
Vendor Name	SCHOOL SPECIALTY LATTA DIV.	<u>121.05</u>
TIMMERMAN, SUE	022521ST	64.92
10 0418 1000 100 8001 612	PTO Books - Scholastic	64.92
Vendor Name	TIMMERMAN, SUE	<u>64.92</u>
US CELLULAR	042288277	316.62
10 9010 2236 000 4051 536	Student Mifi's - 2/2021	316.62
Vendor Name	US CELLULAR	<u>316.62</u>
WESTLAKE ACE HARDWARE	2479957	68.13
10 9010 2700 000 0000 618	Bags, Squeegee, Shop Rags	68.13
WESTLAKE ACE HARDWARE	2479957-2	30.36
10 0109 1200 211 3301 612	Door Wedges for Gym Usage	30.36
WESTLAKE ACE HARDWARE	2479957-3	189.48
10 0109 2620 000 0000 618	Jr/Sr HS Maintenance Supplies 2/20021	42.43
10 0418 2620 000 0000 618	IES Maintenance Supplies 2/2021	33.97



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0445 2620 000 0000 618	ROECC Maintenance Supplies 2/2021	89.99
10 9010 2620 000 0000 618	Districtwide Maintenance Supplies 2/2021	23.09
Vendor Name WESTLAKE ACE HARDWARE		<u>287.97</u>
WOODRIVER ENERGY LLC	239227	7,307.98
10 0445 2620 000 0000 621	ROECC Natural Gas - 1/2021	652.77
10 0418 2620 000 0000 621	IES Natural Gas - 1/2021	2,603.31
10 0109 2620 000 0000 621	Jr/Sr HS Natural Gas - 1/2021	4,051.90
Vendor Name WOODRIVER ENERGY LLC		<u>7,307.98</u>
Fund Number 10		<u>241,059.94</u>
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
SPECIALTY UNDERWRITERS LLC	SW3742-6	19,048.00
22 9010 2310 000 0000 520	Insurance Premium #4	19,048.00
Vendor Name SPECIALTY UNDERWRITERS LLC		<u>19,048.00</u>
Fund Number 22		<u>19,048.00</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
COUNCIL BLUFFS COMM SCHOOLS	2021101	549.75
36 9010 2600 000 0000 441	Rent - 9/2020	549.75
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>549.75</u>
Fund Number 36		<u>549.75</u>
Checking Account ID 1		<u>260,657.69</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
CASHATT, JENNIFER	5282019JC	11.15
61 483 000 0000 000	REISSUE - Sr Lunch Reimbursement	11.15
Vendor Name CASHATT, JENNIFER		<u>11.15</u>
JACK, MEGAN	06112018MJ	18.37
61 483 000 0000 000	REISSUE - Senior Lunch Account Reimburse	18.37
Vendor Name JACK, MEGAN		<u>18.37</u>
LAIRE, COREY	030321CL	4.05
61 483 000 0000 000	REISSUE Senior Lunch Reimburse	4.05
Vendor Name LAIRE, COREY		<u>4.05</u>
RICE, LISA	022521LR	43.80
61 483 000 0000 000	Lunch Refund	43.80
Vendor Name RICE, LISA		<u>43.80</u>
TAHER INC	0058649-IN	39,131.18
61 9010 3110 000 4557 631	January 2021 FFVP Program	3,036.21
61 9010 3110 000 0000 570	January 2021 Food Expenses	2,411.43
61 9010 3110 000 4056 570	January 2021 Covid Expenses	33,683.54
Vendor Name TAHER INC		<u>39,131.18</u>
WESTERLUND, MARLO	030321MW	38.30

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
61 483 000 0000 000	REISSUE - Sr Lunch Reimbursement	38.30
Vendor Name WESTERLUND, MARLO		<u>38.30</u>
Fund Number 61		<u>39,246.85</u>
Checking Account ID 2		39,246.85
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
CLARINDA COMMUNITY SCHOOLS	030321CCSD	99.00
21 0109 1400 920 6645 810	XC Meet Fee - HS B/G & 7 JH	99.00
Vendor Name CLARINDA COMMUNITY SCHOOLS		<u>99.00</u>
CLUB'S CHOICE	INV178205	3,848.69
21 0109 1400 910 6220 618	Band Fundraiser Items	3,848.69
Vendor Name CLUB'S CHOICE		<u>3,848.69</u>
FRENCH, DALE	021921DF	90.00
21 0109 1400 920 6710 345	JH Girls BB Official vs Clarinda	90.00
Vendor Name FRENCH, DALE		<u>90.00</u>
IA HIGH SCHOOL SPEECH ASSOC.	21021IHSSA	128.00
21 0109 1400 910 6110 618	District Speech Registrations	128.00
Vendor Name IA HIGH SCHOOL SPEECH ASSOC.		<u>128.00</u>
IOWA HIGH SCHOOL MUSIC ASSOC	1025	143.00
21 0109 1400 910 6220 618	Band Solo/Ensemble Festival Registration	143.00
IOWA HIGH SCHOOL MUSIC ASSOC	855	325.00
21 0109 1400 910 6210 618	Solo and Ensemble Vocal Registrations	325.00
Vendor Name IOWA HIGH SCHOOL MUSIC ASSOC		<u>468.00</u>
IRVIN, MICHAEL	022521MI	100.00
21 0109 1400 920 6790 340	JH Wrestling Official	100.00
Vendor Name IRVIN, MICHAEL		<u>100.00</u>
JOHNSON, CHRIS	022321CJ	90.00
21 0109 1400 920 6710 345	JH Girls Official vs Shenandoah	90.00
Vendor Name JOHNSON, CHRIS		<u>90.00</u>
OSBORN, CURTIS	022321CO	90.00
21 0109 1400 920 6710 345	JH Girls Official vs Shenandoah	90.00
Vendor Name OSBORN, CURTIS		<u>90.00</u>
PACE, RICK	021921RP	90.00
21 0109 1400 920 6710 345	JH Girls BB Official vs Clarinda	90.00
Vendor Name PACE, RICK		<u>90.00</u>
Porter, Josh	022521JP	100.00
21 0109 1400 920 6790 340	JH Wrestling Official	100.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name Porter, Josh		<u>100.00</u>
RED OAK HARDWARE HANK	022821ROHH	8.48
21 9010 1400 920 6600 738	Audio for Orange Gym	8.48
Vendor Name RED OAK HARDWARE HANK		<u>8.48</u>
RED OAK LANES	021021ROL	1,314.50
21 0109 1400 920 6845 618	Rental and Repair - Bowling	1,314.50
Vendor Name RED OAK LANES		<u>1,314.50</u>
SHENANDOAH COMMUNITY SCHOOLS	030321SCD	200.00
21 0109 1400 920 6645 810	XC Meet Fees	200.00
SHENANDOAH COMMUNITY SCHOOLS	22321SCD	80.00
21 0109 1400 920 6790 810	JV Wrestling Tourney Fee	80.00
SHENANDOAH COMMUNITY SCHOOLS	22321SCD-1	85.00
21 0109 1400 920 6815 810	JV VB Tourney Fee	85.00
Vendor Name SHENANDOAH COMMUNITY SCHOOLS		<u>365.00</u>
soccer.com	97913538	392.49
21 0109 1400 920 6725 618	Soccer Socks	392.49
Vendor Name soccer.com		<u>392.49</u>
SOUTHWEST VALLEY SCHOOLS	30321SWV	100.00
21 0109 1400 920 6790 810	Wrestling Tourney Fee	100.00
Vendor Name SOUTHWEST VALLEY SCHOOLS		<u>100.00</u>
THEATRICAL RIGHTS WORLDWIDE	66703	625.00
21 0109 1400 910 6110 618	JH Musical Rights	625.00
Vendor Name THEATRICAL RIGHTS WORLDWIDE		<u>625.00</u>
WESTLAKE ACE HARDWARE	2479957-1	7.96
21 9010 1400 920 6600 738	S&C Chain Coil	7.96
Vendor Name WESTLAKE ACE HARDWARE		<u>7.96</u>
Fund Number 21		<u>7,917.12</u>
Checking Account ID 3		<u>7,917.12</u>

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100 - Legal Status of the School District

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

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

Legal Reference:

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

Approved May 23, 2011

Reviewed ~~February 26, 2018~~

Revised ~~February 26, 2018~~

101 - Educational Philosophy of the School District

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

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

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

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

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

Legal Reference:

Iowa Code §§ 256.11.

Approved May 23, 2011

Reviewed February 26, 2018

Revised February 26, 2018

102 - Equal Educational Opportunity

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

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

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

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

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

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

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

Legal Reference:

20 U.S.C. §§ 1221 et seq.

20 U.S.C. §§ 1681 et seq.

20 U.S.C. §§ 1701 et seq.

29 U.S.C. § 206 et seq.

29 U.S.C. § 794

42 U.S.C. §§ 2000d and 2000e.

42 U.S.C. §§ 12101 et seq.

34 C.F.R. Pt. 100.

34 C.F.R. Pt. 104.

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

281 I.A.C. 12.

Approved October 13, 2014

Reviewed February 26, 2018

Revised February 26, 2018

102.R1 - Grievance Procedure

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

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Level One-Principal

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

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

Level Two-Compliance Officer

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

Level Three-Appeal to Board

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

The Compliance Officer is:

~~Name:~~ The Superintendent of Schools

~~Office Address:~~ Administrative Center, 4904 N. 604 S. Broadway St. Ste A, Red Oak, IA 51566

~~Phone Number:~~ (712) 623-6600

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

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Iowa Civil Rights Commission; the Equal Employment Opportunity Commission; the U.S. Department of Education, Office for Civil Rights; the U.S.

Department of Education, Office of Special Education Programs; or the Iowa Department of Education. Any inquiry or complaint to a state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

I, _____, am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets if necessary)

Signature _____
Address _____
Phone Number _____
If Student, Name _____ Grade Level _____
Attendance Center _____

102.E1 - Notice of Nondiscrimination

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

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

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

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

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

I, _____, am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets if necessary)

Signature _____

Address _____

Phone Number _____

If Student, Name _____ Grade Level _____

Attendance Center _____

102.E3 - Grievance Documentation

Name of Individual Alleging Discrimination or Non-Compliance

Name _____

Grievance Date _____

State the nature of the complaint and the remedy requested.

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

Signature of Principal or Supervisor _____

102.E4 - Section 504 Student and Parental Rights

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

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

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

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

~~(Title)~~ Superintendent of Schools

~~(Where Located)~~ Administrative Center, ~~1901 N.~~ **604 S.** Broadway St ~~Ste A,~~ Red Oak, IA 51566

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

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

102.E5 Witness Disclosure Form

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

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

Description of incident witnessed:

Additional information:

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

Signature:

_____ **Date:** _____

103 - Long-Range Needs Assessment Process

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

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

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

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

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

Legal Reference:

Iowa Code §§ 21; 256.7; 280.12.

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

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

103.R1 - Long-Range Needs Assessment Process

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

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

104 - Discrimination and Harassment Based on Sex Prohibited

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

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

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

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

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

Approved 8-24-2020

705.1R1 PURCHASING AND BIDDING PROTEST PROCEDURE

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

405.3 – Employee Complaints

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

Approved:

Reviewed:

Revised:

405.4 - Dishonesty

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

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

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

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

405.5 – Cooperation in Investigations

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

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

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

Josh Kippley
Sharon Allison
Barb Sims
Andrea Wonio
Kendall Candor
Zoey Baker
Kelly Jones
Leanne Fluckey
SueAnn Crouse
Ed Pedersen
Ryan Beesen
Amy Rydberg
Dr. William Butz
Corrine Jenkins
Tianna Fisher
Sam Beesen
Jen Lydon
David Rydberg
Justin Williams
Tracy Vannausdle
Debbie Graber
Richard Fisher
Jennie Westover
Nate Perrien
Janelle Erickson
Jacki DeVries
Kevin Herrick
Kevin Bruning
Lisa Schmid
Dave Jenkins
Ginny Kells
Christie Butz
Aaron Schmid
Kim Bond
Mark Kells
Stacy Query
Mallory Sampson
Jesse Bruning
Jed Westover
Joe Lydon
Dr. Edward Grass
Mabel Rico
Tessa Rolenc
Ashlyn Blackman
Kate Edie
Grayson Hewett
Chloie Bruce
Joshua LaRette

Chloe DeVries

AGREEMENT BETWEEN

RED OAK COMMUNITY SCHOOL DISTRICT

AND

NOLTE, CORNMAN & JOHNSON, P.C.

THIS AGREEMENT made and entered into this 24TH day of FEBRUARY, 2021, by and between RED OAK COMMUNITY SCHOOL DISTRICT, hereinafter called School District and NOLTE, CORNMAN, & JOHNSON, P.C., hereinafter called "CPA".

WHEREAS, the RED OAK COMMUNITY SCHOOL DISTRICT wishes to obtain the services of the CPA to perform the annual audit required by Section 11.6, Code of Iowa, for the one year ended June 30, 2021; and

WHEREAS, the CPA is equipped and staffed to assist in the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:

- A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.
- B. Begin work on the audit engagement as specifically agreed upon with the School District.
- C. Perform all work in accordance with generally accepted auditing standard, Chapter 11 of the Code of Iowa and applicable federal requirements.
- D. Immediately inform the School District, the Auditor of State and County Attorney if the audit discloses any irregularity in the collection or disbursement of public funds.
- E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the School District.
- F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.

2. Conditions of Payment:

- A. It is understood that the fees for the services set forth above shall be reimbursed at the following rates.

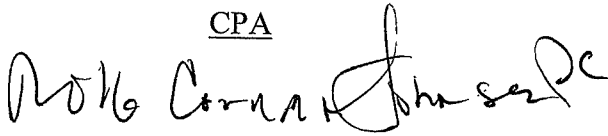
<u>Classification</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>
<u>Junior</u>	<u>54</u>	<u>70</u>
<u>In-charge</u>	<u>40</u>	<u>85</u>
<u>Audit Manager</u>	<u>25</u>	<u>100</u>
<u>Partner</u>	<u>15</u>	<u>125</u>
<u>Travel</u>	<u>Est. Cost</u>	<u>500</u>
<u>Secretarial</u>	<u>Est. Cost</u>	<u>500</u>

- B. The CPA shall present an invoice for services in the following manner: An invoice for 40% at the end of field work. An invoice for remainder at delivery of Audit Reports.
- C. Payment shall be made within 30 days of receipt of invoice.
- D. The total reimbursement for the audit shall not be for more than \$12,500 for the year ended June 30, 2021, except as specially agreed by the School District and the CPA.
- E. An additional fee will be charged at \$150 per hour for assistance with the Certified Annual Report.

3. Termination of Agreement:

- A. The School District may terminate this contract without notice if the CPA fails to perform the covenants or agreements contained herein.
- B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IN WITNESS THEREOF, RED OAK COMMUNITY SCHOOL DISTRICT AND CPA have executed this AGREEMENT as of the date indicated below.

CPA

 NOLTE, CORNMAN & JOHNSON, P.C.

Date 2/24/2021

RED OAK CSD

By _____
BOARD PRESIDENT

Date _____

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