



Red Oak Community School District

604 S Broadway

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

Regular Board of Directors Meeting

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

Monday, May 23, 2022 – 5:30 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Bret Blackman
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bret Blackman
- 4.0 Communications
 - 4.1 Good News from Red Oak Schools
 - 4.2 Visitors and Presentations
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from May 9, 2022
 - 5.2 Review and Approval of Monthly Business Reports *pg 3-5*
 - 5.3 Personnel Considerations *pg 6-15*
 - 5.3.1 Hiring of Tristin Johnson as Sr High School Assistant Baseball Coach for the 2021-2022 school year
 - 5.3.2 Termination of Nikki Brown as Para Professional at Early Childhood Center effective immediately
 - 5.4 Use of Title 1 Funds
 - 5.4.1 Geodes Classroom Kits for Level K - 2 with 3 Teacher Guides at the cost of \$7,830.00
 - 5.5 Open Enrollment Requests Consideration
 - 5.5.1 Open Enrollment for 1st grader Deavyn Aherns for open enrollment from Southwest Valley Community School District to Red Oak Community School District for the 2021-2022 school year due to a move on 5-12-2022
 - 5.5.2 Open Enrollment for 2nd grader Deacon Ahrens for open enrollment from Southwest Valley Community School District to Red Oak Community School District for the 2021-2022 school year due to a move on 5-12-2022
 - 5.5.3 Open Enrollment for 3rd grader Dominic Ahrens for open enrollment from Southwest Valley Community School District to Red Oak Community School District for the 2021-2022 school year due to a move on 5-12-2022

6.0 General Business for the Board of Directors

6.1 Old Business

6.1.1 Discussion/Approval of 2nd reading of board policies 403-405

pg 16-31

6.2 New Business

6.2.1 Discussion of Adopting Online Cashless Ticketing for 2022-2023 Interscholastic Events and Increasing Ticket Prices by \$1.00

6.2.2 Discussion/Approval of awarding custodial contract for FY23

6.2.3 Discussion/Approval of Finalists and Interview Process for Facilities Assessment and Long-Range Planning Proposals

6.2.4 Discussion/Approval of setting adult activity ticket fees at \$80.00 for single and \$130.00 for a couple for the 2022-2023 school year

6.2.5 Discussion/Approval of setting registration fees for the 2022-2023 school year at \$40.00 for kindergarten through sixth grade and \$60.00 for seventh grade through twelfth grade

6.2.6 Discussion/Approval of Revising Guidance Counselor Sharing Agreement with the East Mills CSD for the 2022-2023 school year

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, June 13th, 2022 – 5:30 pm
Red Oak Virtual Learning Center
Red Oak Jr./Sr. High

9.0 Adjournment

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Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Virtual Classroom/ Phone/Internet
Red Oak Junior Senior High School Campus
May 9, 2022

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

Present

Directors: Bret Blackman, Roger Carlson via phone due to work, Jackie DeVries, Kathy Walker
Superintendent Ron Lorenz, Business Manager Deb Drey

Board Member Recognition

Superintendent Ron Lorenz recognized the board members for the work that they do. Each board member received a certificate.

FY22 Budget Amendment Public Hearing

President Blackman opened the public hearing for the FY22 Budget Amendment at 5:35 p.m. There were no comments.

The hearing was closed at 5:36 p.m.

Good News from Red Oak Schools

Josie Rengstorf won the Green Hills Area Education Earth Day Poster Contest.

Joey Daniel attended the National Career Development Conference in Dallas TX where he and his team placed first in the Creative Decision-Making competition.

Both the varsity choir and concert band received Superior 1 ratings at the Iowa High School Music Association's Large Group Competition.

The Junior High Choir received a 1 Rating at the Worlds of Fun Music Festival.

Several band and vocal concerts were held recently.

The boys' and girls' tennis teams participated in the Hawkeye 10 Conference Meet. The #1 doubles team of Merced Ranirez and Tessa Rolenc and the #2 doubles team of Jessica Lukehart and Grace Wingfield placed second in their division. Stephany Ramos placed seventh in the #2 singles bracket. Max DeVries placed seventh in the #1 singles and Brett Erickson placed seventh in the #2 singles bracket. The #1 doubles team of Braden Woods and Jonah Wemhoff placed eighth.

The varsity track teams participated in the Hawkeye 10 meet with the boys' team finishing fifth and the girls' team finishing tenth.

The boys' and girls' golf teams participated in the Hawkeye 10 meet. Adelia Lydon finished second and Brynn Knaus finished tenth.

Sonia Kunze's fifth grade class received a Project Jack Grant which allows the class to "pay it forward" by donating to the Montgomery County Food Pantry.

Approval of Agenda

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

Continuation of May 9, 2022, Meeting Minutes-Page 2

Consent Agenda

Motion by Director Walker, second by Director DeVries to approve the consent agenda as presented including meeting minutes, monthly business reports, and personnel considerations. Motion carried 3-0 with Director Blackman abstaining.

Director Carlson left the meeting at 5:43 p.m.

FY22 Budget Amendment

Motion by Director DeVries, second by Director Walker to approve the FY22 Budget Amendment as presented. Motion carried unanimously.

Substitute Teacher Rate

Motion by Director Walker, second by Director DeVries to increase the substitute teacher rate to \$130.00 per day for the 2022-22023 school year. Motion carried unanimously.

Support Staff Substitute Rate

Motion by Director DeVries, second by Director Walker to increase the substitute paraprofessional, secretary, and bus driver rates by \$1.00 per hour for the 2022-2023 school year. Motion carried unanimously.

2022 Graduation List

Motion by Director Walker, second by Director DeVries to approve the 2022 Graduate List as presented pending completion of requirements. Motion carried unanimously.

Board Policy Series 403-405

Motion by Director Walker, second by Director DeVries to approve the first reading of Board Policy Series 403-405. Motion carried unanimously.

Infinite Campus Renewal

Motion by Director Walker, second by Director DeVries to approve the 2022-2023 renewal of the Infinite Campus Student Information System in the amount of \$25,672.00. Motion carried unanimously.

Facilities Assessment & Long-Range Planning Process

Discussion regarding the process for facilities assessment and long-range planning included the request for proposal process and space considerations and utilization. Superintendent Lorenz will evaluate and rate the requests for proposals that have been received.

Engineering Technologies Inc. Contract

Motion by Director Walker, second by Director DeVries to approve contracting with Engineering Technologies Inc. to assess, prepare plans and specifications, estimate cost, and assist in posting the boiler replacement project at the STEAM Center. Motion carried unanimously.

Larson Engineering Inc. Contract

Motion by Director DeVries, second by Director Walker to approve contracting with Larson Engineering Inc. to assess the condition of the track, identify resurfacing options, and assist in posting the project. Motion carried unanimously.

Portable Modular Classroom

Motion by Director Walker, second by Director DeVries to approve the lease of a two-room portable modular classroom for 39 months in the amount of \$136,902.80. Motion carried unanimously.

Continuation of May 9, 2022, Meeting Minutes-Page 3

SIAC Committee Meeting Discussion

Superintendent Lorenz informed the board regarding the recent School Improvement Advisory Committee recommendations and outcomes.

Adjournment

Motion by Director Walker, second by Director DeVries to adjourn the meeting at 6:32 p.m.

Motion carried unanimously.

Next Board of Directors Meeting

Monday, May 23, 2022 – 5:30 p.m.
Virtual Classroom/Phone/Internet
Red Oak Junior Senior High School Campus

Bret Blackman, President

Deb Drey, Board Secretary

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AGRIVISION	154943	70.44
10 9010 2640 000 0000 618	John Deere Mowing Blades	70.44
Vendor Name AGRIVISION		<u>70.44</u>
CAMBLIN MECHANICAL INC	40247	237.50
10 0109 2620 000 0000 432	Jr/Sr HS Boiler Repair	237.50
Vendor Name CAMBLIN MECHANICAL INC		<u>237.50</u>
CAPITAL SANITARY SUPPLY CO.	056075	2,467.20
10 9010 2620 000 0000 618	Black Trash Bags	424.40
10 9010 2620 000 0000 618	Natural Trash Bags - 60 Gals	221.10
10 9010 2620 000 0000 618	Natural Trash Bags - 20-30 Gals	320.00
10 9010 2620 000 0000 618	Mini Jumbo Toilet Paper	320.00
10 9010 2620 000 0000 618	White Toilet Paper	374.00
10 9010 2620 000 0000 618	Natural Paper Towels	253.30
10 9010 2620 000 0000 618	Urinal Screens	195.00
10 9010 2620 000 0000 618	Spa Foam Soap	359.40
CAPITAL SANITARY SUPPLY CO.	057133A	424.40
10 9010 2620 000 0000 618	Black Trash Bags	424.40
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>2,891.60</u>
CENTURY LINK	050122CL	176.00
10 9010 2490 000 0000 530	Two-Way Transmitter	176.00
Vendor Name CENTURY LINK		<u>176.00</u>
CHANEY ELECTRONICS, INC.	90907A	233.38
10 0109 1300 370 0000 612	Project Kits	233.38
Vendor Name CHANEY ELECTRONICS, INC.		<u>233.38</u>
CHAT MOBILITY	51522CM	104.16
10 9010 2510 000 0000 532	Admin Mifi's	104.16
Vendor Name CHAT MOBILITY		<u>104.16</u>
CHEMSEARCH	7782132	492.23
10 9010 2640 000 0000 433	Water Treatment for Boilers	492.23
Vendor Name CHEMSEARCH		<u>492.23</u>
COCA-COLA BTLG OF OMAHA	10776658	135.00
10 0418 3200 000 8901 618	Coca Cola IES	135.00
Vendor Name COCA-COLA BTLG OF OMAHA		<u>135.00</u>
COUNSEL OFFICE & DOCUMENTS	23AR953570	45.94
10 0418 1000 100 0000 359	IES Staples for Printer	45.94
Vendor Name COUNSEL OFFICE & DOCUMENTS		<u>45.94</u>
CRAIG, PEGGY	050422PC	15.41
10 0418 2110 490 8027 618	Reimbursement Yes Mentoring	15.41
Vendor Name CRAIG, PEGGY		<u>15.41</u>
FAREWAY FOOD STORES	051022FW	352.29
10 0109 1300 340 0000 612	FACS Groceries	352.29

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
FAREWAY FOOD STORES	051022FW-1	135.00
10 0109 1300 340 0000 612	Containers for FACS	135.00
FAREWAY FOOD STORES	051022FW-2	140.15
10 9010 2321 000 0000 618	Supplies for Teacher Appreciation Day	140.15
FAREWAY FOOD STORES	051722FW	409.48
10 0418 1000 100 8001 612	Supplies for PTO Carnival-Fareway	162.37
10 0418 1000 100 8001 612	Supplies for PTO Carnival-Fareway	36.85
10 0418 1000 100 8001 612	Supplies for PTO Carnival-Fareway	210.26
FAREWAY FOOD STORES	051822FW	65.73
10 0109 1300 340 0000 612	Groceries for FACS	65.73
Vendor Name FAREWAY FOOD STORES		<u>1,102.65</u>
FASTENAL COMPANY	iaered87147	7.14
10 0109 2620 000 0000 618	Drill Bits	7.14
Vendor Name FASTENAL COMPANY		<u>7.14</u>
FBG SERVICE CORPORATION	923968	326.25
10 9010 2630 000 0000 340	Add'l Janitorial Svcs 4/22	326.25
Vendor Name FBG SERVICE CORPORATION		<u>326.25</u>
FIRST BANKCARD - DEB DREY	51122FBCDD	248.35
10 9010 2310 000 0000 580	IASBO Spring Academy Accommodations	219.60
10 9010 2310 000 0000 580	IASBO Spring Academy Meals	28.75
FIRST BANKCARD - DEB DREY	51122FBCDD-1	1,999.97
10 9010 2235 000 0000 618	Fluke Networks LinkIQ Cable Tester	1,999.97
FIRST BANKCARD - DEB DREY	51122FBCDD-2	657.82
10 9010 2700 000 0000 618	#24 Transit Keys/Cut/Program	657.82
Vendor Name FIRST BANKCARD - DEB DREY		<u>2,906.14</u>
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-1	41.96
10 0418 1000 100 8001 612	Dolch/PTO Tiles/Easels	41.96
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-11	7.38
10 0109 2410 000 0000 531	Certified Mail	7.38
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-12	505.98
10 0418 1000 100 8001 612	PTO 2nd Gr./Bubbles/Sidewalk Chalk	505.98
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-13	288.15
10 9010 2310 000 0000 611	2022 Service Awards	288.15
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-14	37.80
10 9010 2310 000 0000 611	Add'l Service Award Pins	37.80
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-15	140.63
10 9010 2700 000 0000 618	Transportation Cleaning Supplies	140.63
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-16	32.10
10 9010 2310 000 0000 611	Teacher Awards	32.10
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-	51.98

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
	17	
10 0418 1000 100 8001 612	Money Boxes - PTO Carnival	51.98
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-18	16.99
10 0418 1000 100 8001 612	Dolch PTO-Photo Albums	16.99
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-2	71.93
10 0109 2120 000 0000 618	2 PACK SIMPLE HOUSE 5 SECTION UPRIGHT FI	50.96
10 0109 2120 000 0000 618	HILIFE STEAMER FOR CLOTHES. TO GET THE	20.97
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-3	203.56
10 9010 2235 000 4045 618	Cable Raceway Kit 125"	19.49
10 9010 2235 000 4045 618	AC Universal server rack shelf	29.99
10 9010 2235 000 4045 618	Large Cable Raceway 31.5"	9.49
10 9010 2235 000 4045 618	10 Pack wall plates	11.99
10 9010 2235 000 4045 618	25 Pack Cat 6 Keystone Jacks	34.99
10 9010 2235 000 4045 618	APC Battery Backup	97.61
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-4	27.07
10 0109 2620 000 0000 618	Door Bumpers	27.07
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-5	9.99
10 9010 2310 000 0000 611	Plate Holders for Retiree Awards	9.99
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-6	13.48
10 9010 2310 000 0000 611	Office Name Plate	13.48
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-7	91.95
10 9010 2235 000 0000 618	iFixit Essentials Tool Kit	49.98
10 9010 2235 000 0000 618	iFixit Anti-Static Tray	6.99
10 9010 2235 000 0000 618	iFixit Minnow Driver Kit	14.99
10 9010 2235 000 0000 618	iFixit Moray Driver Kit	19.99
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-8	34.79
10 0109 2620 000 0000 618	INOX DSIX08-32 Door Bumpers	34.79
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH-9	493.53
10 9010 2310 000 0000 580	IASBO Spring Academy Accommodations	461.44
10 9010 2310 000 0000 580	IASBO Spring Academy Meals	32.09
Vendor Name FIRST BANKCARD - HEIDI HARRIS		<u>2,069.27</u>
FIRST BANKCARD - OFFICE CARD 1	51122FBC1	12.45
10 9010 2620 000 0000 618	Motor Capacitor	12.45
FIRST BANKCARD - OFFICE CARD 1	51122FBC1-1	157.05
10 9010 2620 000 0000 618	Activity Center Adhesive	157.05
FIRST BANKCARD - OFFICE CARD 1	51122FBC1-2	43.99
10 9010 2620 000 0000 618	Activity Center Adhesive	43.99
Vendor Name FIRST BANKCARD - OFFICE CARD 1		<u>213.49</u>
FIRST BANKCARD - OFFICE CARD 2	51122FBC2-1	7.38
10 0109 2410 000 0000 531	Jr/Sr HS Certified Mail	7.38
Vendor Name FIRST BANKCARD - OFFICE CARD 2		<u>7.38</u>
FIRST BANKCARD - OFFICE CARD 3	51122FBC3	119.88
10 9010 2310 000 0000 611	Teacher Appreciation Week Supplies	119.88
Vendor Name FIRST BANKCARD - OFFICE CARD 3		<u>119.88</u>
HOLT WOODWORKING, INC. BDA LEADING EDGE LAMINATING	49967	279.92

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0418 1000 100 4045 618	Lamination - Summer School	279.92
Vendor Name	HOLT WOODWORKING, INC. BDA LEADING EDGE LAMINATING	279.92
HY VEE FOOD STORES	051022HV	32.98
10 9010 2310 000 0000 611	Board Recognition/Appreciation	32.98
HY VEE FOOD STORES	051022HV-1	152.31
10 0109 1000 421 3227 618	SBS Cooking Night	152.31
HY VEE FOOD STORES	051022HV-4	304.12
10 0109 1300 340 0000 612	FACS Groceries	304.12
HY VEE FOOD STORES	051022HV-5	40.29
10 0109 1300 340 0000 612	FACS Groceries	40.29
HY VEE FOOD STORES	051022HV-6	84.93
10 0109 1300 340 0000 612	FACS Groceries	84.93
HY VEE FOOD STORES	051022HV-7	315.38
10 0109 1300 340 0000 612	FACS Groceries	315.38
Vendor Name	HY VEE FOOD STORES	930.01
LEWIS CENTRAL ACTIVITIES	H10-2021-2022	129.50
10 0109 2410 000 0000 618	H-10 Banquet	129.50
Vendor Name	LEWIS CENTRAL ACTIVITIES	129.50
MEDIACOM	051222MC	77.43
10 9010 2236 000 0000 536	Jr/Sr HS PRI Lines	77.43
Vendor Name	MEDIACOM	77.43
MIDAMERICAN ENERGY	525737250	416.71
10 0109 2620 000 0000 622	Field House Electricity 4/2022	416.71
MIDAMERICAN ENERGY	525748626	32.84
10 9010 2620 000 0000 622	Webster Electricity 4/2022	32.84
MIDAMERICAN ENERGY	525929726	249.19
10 9010 2620 000 0000 622	Sports Complex Elec - 4/2022	249.19
Vendor Name	MIDAMERICAN ENERGY	698.74
MONTGOMERY CO. MEMORIAL HOSP.	7000000617	270.00
10 9010 2700 000 0000 271	DOT Physicals	230.00
10 9010 2700 000 0000 346	Mandatory Drug Testing	40.00
Vendor Name	MONTGOMERY CO. MEMORIAL HOSP.	270.00
NEBRASKA AIR FILTER, INC.	0401109-IN	1,073.53
10 9010 2620 000 0000 618	District Air Filters	1,073.53
Vendor Name	NEBRASKA AIR FILTER, INC.	1,073.53
ONESOURCE THE BACKGROUND CHECK COMPANY	IASB3330-20220430	97.50
10 9010 2310 000 0000 340	Background Checks - 4/2022	97.50
Vendor Name	ONESOURCE THE BACKGROUND CHECK COMPANY	97.50
PERFECTION LEARNING CORP.	277481	156.98
10 0109 2222 000 0000 643	Book Purchase	156.98
Vendor Name	PERFECTION LEARNING CORP.	156.98

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
QUADIENT	51722QUAD	2,093.41
10 9010 2410 000 0000 531	March/April Postage Refill	2,093.41
Vendor Name QUADIENT		<u>2,093.41</u>
QUILL CORP.	24750194	54.57
10 0109 2120 000 0000 618	2 X 4 LABELS NEON ORANGE FOR TRANSITION	11.03
10 0109 2120 000 0000 618	2 X 4 LABELS NEON PINK FOR TRANSITION DA	11.03
10 0109 2120 000 0000 618	2 X 4 LABELS NEON YELLOW FOR TRANSITION	11.03
10 0109 2120 000 0000 618	2 X 4 LABELS NEON GREEN FOR TRANSITION D	11.03
10 0109 2120 000 0000 618	2 X 4 LABELS BROWN FOR TRANSITION DAY	10.45
Vendor Name QUILL CORP.		<u>54.57</u>
RED OAK DO IT CENTER	103153	140.15
10 0109 1000 108 0000 618	Archery Wire	140.15
Vendor Name RED OAK DO IT CENTER		<u>140.15</u>
RED OAK EXPRESS	43022ROE	457.47
10 9010 2572 000 0000 540	Board Claims 4/2022	457.47
Vendor Name RED OAK EXPRESS		<u>457.47</u>
SCHOOL SPECIALTY LATTA DIV.	30810398733	569.05
10 0445 1000 100 8002 618	PTO School Supplies	569.05
Vendor Name SCHOOL SPECIALTY LATTA DIV.		<u>569.05</u>
STANEK FIRE PROTECTION	35632	221.00
10 0418 2640 000 0000 433	IES Extinguisher Inspection	221.00
Vendor Name STANEK FIRE PROTECTION		<u>221.00</u>
UNITED FARMERS COOPERATIVE	43022UFMC	2.79
10 9010 2620 000 0000 618	District Maintenance Supplies 4/2022	2.79
UNITED FARMERS COOPERATIVE	43022UFMC-1	4,882.94
10 9010 2700 000 0000 626	Ethanol - 4/2022	3,534.86
10 9010 2700 000 0000 626	Truck/Utility Ethanol - 4/2022	85.06
10 9010 2700 000 0000 627	Diesel - 4/2022	112.96
10 9010 2700 217 3303 626	Sped Ethanol - 4/2022	739.89
10 9010 2700 217 3303 627	Sped Diesel - 4/2022	410.17
Vendor Name UNITED FARMERS COOPERATIVE		<u>4,885.73</u>
UNITY POINT CLINIC	050222	42.00
10 9010 2700 000 0000 346	Mandatory Drug Testing	42.00
Vendor Name UNITY POINT CLINIC		<u>42.00</u>
Fund Number 10		<u>23,330.85</u>
Checking Account ID 1		23,330.85
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
OPAA! FOOD MANAGEMENT INC	40365	68,794.20
61 9010 3110 000 0000 570	Food Services 4/2022	68,794.20
OPAA! FOOD MANAGEMENT INC	40368	465.12

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
61 9010 3110 000 4557 631	FFVP Program - 4/2022	465.12
Vendor Name	OPAA! FOOD MANAGEMENT INC	<u>69,259.32</u>
Fund Number	61	<u>69,259.32</u>
Checking Account ID	2	69,259.32
Checking Account ID	3	
	Fund Number 21	STUDENT ACTIVITY FUND
APPLE AWARDS, INC.	25951	768.25
21 0109 1400 920 6600 618	Senior Sports Awards	768.25
Vendor Name	APPLE AWARDS, INC.	<u>768.25</u>
BW GRAPHICS INC	203862	104.00
21 0109 1400 920 6600 618	Hall Off Fame Tiles	104.00
Vendor Name	BW GRAPHICS INC	<u>104.00</u>
CDW GOVERNMENT, INC.	W411431	276.80
21 0109 1400 920 6600 618	S&C iPad Cases	276.80
Vendor Name	CDW GOVERNMENT, INC.	<u>276.80</u>
CR GRAPHICS LLC	110	70.00
21 0109 1400 920 6600 618	Tennis Brackets	70.00
Vendor Name	CR GRAPHICS LLC	<u>70.00</u>
FIRST BANKCARD - HEIDI HARRIS	51122FBCHH	132.40
21 0109 1400 950 7413 618	Prom Supplies	132.40
Vendor Name	FIRST BANKCARD - HEIDI HARRIS	<u>132.40</u>
FIRST BANKCARD - OFFICE CARD 2	51122FBC2	45.00
21 0109 1400 910 6221 618	JH Band Engraving	45.00
Vendor Name	FIRST BANKCARD - OFFICE CARD 2	<u>45.00</u>
FIRST BANKCARD - OFFICE CARD 4	51122FBC4	1,685.63
21 0109 1400 950 7407 618	Hotel	1,685.63
Vendor Name	FIRST BANKCARD - OFFICE CARD 4	<u>1,685.63</u>
GLANZ, STEVE	051222SG	70.00
21 9010 1400 920 6725 320	JV Soccer Official	70.00
Vendor Name	GLANZ, STEVE	<u>70.00</u>
GRAPHIC EDGE, LLC, THE	1580039	2,045.26
21 0109 1400 920 6600 618	Baseball Hats	2,045.26
GRAPHIC EDGE, LLC, THE	1585426	1,234.28
21 0109 1400 920 6600 618	Youth Baseball Hats	1,234.28
Vendor Name	GRAPHIC EDGE, LLC, THE	<u>3,279.54</u>
HY VEE FOOD STORES	051022HV-2	131.14
21 0109 1400 920 6600 618	H10 Tennis Breakfast	56.24
21 0109 1400 950 7413 618	Prom Flowers	74.90
HY VEE FOOD STORES	051022HV-3	37.96
21 0109 1400 920 6600 618	Breakfast - H-10 B Golf/B Tennis Dist	37.96
Vendor Name	HY VEE FOOD STORES	<u>169.10</u>

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
IOWA FFA ASSOCIATION	051622IAFFA	14.00
21 0109 1400 950 7407 810	Leadership Conference Remainder	14.00
Vendor Name IOWA FFA ASSOCIATION		<u>14.00</u>
MALCOM, CAROL	051222CM	70.00
21 9010 1400 920 6725 320	JV Soccer Official	70.00
Vendor Name MALCOM, CAROL		<u>70.00</u>
MONTGOMERY CO. MEMORIAL HOSP.	51022MCMH	157.50
21 0109 1400 920 6600 618	H-10 B Golf and B District Tennis Meals	157.50
Vendor Name MONTGOMERY CO. MEMORIAL HOSP.		<u>157.50</u>
PIZZA RANCH	51022PR	86.41
21 0109 1400 920 6600 618	Senior Awards	86.41
Vendor Name PIZZA RANCH		<u>86.41</u>
RASMUSSEN, JOSH	51222JR	180.00
21 0109 1400 920 6840 340	HS Coed Track Official	180.00
Vendor Name RASMUSSEN, JOSH		<u>180.00</u>
REA, ANDY	51222AR	400.00
21 0109 1400 950 7413 618	Prom DJ	400.00
Vendor Name REA, ANDY		<u>400.00</u>
RIEMAN MUSIC, INC.	3367531/3375 271	215.02
21 0109 1400 910 6220 348	JH Band Repair	215.02
Vendor Name RIEMAN MUSIC, INC.		<u>215.02</u>
ROWLES, CARL	051222CR	256.96
21 0109 1400 910 6221 618	JH Band Judge	256.96
Vendor Name ROWLES, CARL		<u>256.96</u>
STADIUM 34 INC	2218	3,139.75
21 0109 1400 950 7413 618	Prom Food and Building Rental	3,139.75
Vendor Name STADIUM 34 INC		<u>3,139.75</u>
TALUKDER, KAMAL	51222KT	348.76
21 0109 1400 910 6221 618	JH Band Judge	348.76
Vendor Name TALUKDER, KAMAL		<u>348.76</u>
Fund Number 21		<u>11,469.12</u>
Checking Account ID 3		<u>11,469.12</u>

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RED OAK COMMUNITY SCHOOLS 2022 APRIL RECONCILIATION REPORT

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT AND DEBT SERVICE	SAVE TAXES/REV BONDS	BEFORE/AFTER SCHOOL
Beg. Balance 4-01-2022	\$ 4,694,793.93	\$ 1,402,181.81	\$ 3,094,862.50	\$ 2,205,738.95	\$ 8,049.79
Revenue	\$ 2,171,734.30	\$ 59,509.65	\$ 213,703.44	\$ 90,750.55	
Expenditure	\$ 934,512.79			\$ 73,807.16	
Balance 4-30-2022	\$ 5,932,015.44	\$ 1,461,691.46	\$ 3,308,565.94	\$ 2,222,682.34	\$ 8,049.79
Balance 4-30-2021	\$ 4,544,624.47	\$ 1,627,817.52	\$ 3,145,243.00	\$ 1,897,545.28	\$ 8,049.79

Checking Account .20%
 Checking Account \$ 14,971,834.19
 Outstanding Deposit \$ 26,307.00 State Taxes Double Paid in March

ISJIT
 Petty Cash \$ 100.00
 Outstanding Checks \$ 22,918.39
 \$ 14,975,322.80

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 4-01-2022	\$ 149,609.08	\$ 417,579.43
Revenue	\$ 9,694.04	\$ 82,504.82
Expenditure	\$ 14,002.93	\$ 51,873.39
Balance 4-30-2022	\$ 145,300.19	\$ 448,210.86

Balance 4-30-2021 \$ 159,422.08 \$ 219,394.45

Checking Account .20%
 Petty Cash Boxes \$ 148,928.19 \$ 448,210.86
 Outstanding cks \$ 1,200.00 \$ -
 \$ 4,828.00 \$ -
 \$ 145,300.19 \$ 448,210.86

PHYSICAL PLANT AND EQUIPMENT LEVY

	2019-2020	2020-2021	2021-2022
Beginning Balance (July 1)	\$1,890,230.76	\$2,329,854.73	\$ 2,726,998.24
Add: Revenue			
Property Taxes	\$133,465.25	\$137,149.56	\$ 127,790.38
Voted PPEL	\$463,024.13	\$420,570.90	\$ 437,048.43
Voted PPEL Surtax	\$513,685.81	\$493,222.30	\$ 174,559.79
Utility Replacement Tax	\$4,013.32	\$3,864.00	\$ 3,566.87
Utility Replacement Tax (SAVE)	\$14,682.89	\$13,925.08	\$ 16,751.07
Mobile Home Tax	\$45.09	\$61.01	\$ 41.11
Voted PPEL Mobile Home	\$217.11	\$188.87	\$ 252.19
Military Credit	\$34.53	\$41.22	\$ 31.27
Military Credit (SAVE)	\$126.30	\$115.82	\$ 0.56
Commercial Industrial tax	\$2,315.42	\$2,160.74	\$ 2,101.92
Commercial Ind. Voted PPEL	\$8,470.90	\$7,786.86	\$ 3,814.88
Interest	\$6,330.03	\$5,392.12	\$ 4,902.85
MS Sale	\$5,000.00		\$ 2,000.00
Prior Year Expenditure			
ERATE Reimbursement			
Subtotal	\$1,151,410.78	\$1,084,478.48	\$ 772,861.32
TOTAL AVAILABLE	\$3,041,641.54	\$3,414,333.21	\$ 3,499,859.56

LESS: Expenditures			
School Dude	\$2,669.44		\$ 17,052.94
Frontline Technology	\$24,311.80	\$84,589.28	\$ 84,897.28
Forecast5	\$11,225.00	\$16,264.13	\$ 14,426.00
Software Unlimited	\$7,900.00	\$22,158.00	\$ 8,195.00
Ray Martin-HVAC Service Agreement	\$1,330.98	\$61,602.40	\$ 5,120.00
Riverside Tech-Fiber	\$2,000.00	\$33,987.85	\$ 61,602.40
Boland Rec-Playground	\$5,386.32	\$308.00	
School Dude	\$2,000.00	\$728.08	
Miracle Recreation-Playground	\$965.75	\$732.80	
Infinite Campus	\$3,596.00	\$759.74	
Aug/Sept Rent Council Bluffs Sp Ed	\$1,101.82	\$791.55	
School Dude	\$732.69	\$1,346.07	
Oct Rent Council Bluffs Sp Ed	\$2,445.50	\$23,233.00	
Electronic Contracting-IES Intercom	\$1,000.00	\$803.32	
CIC-Infinite Campus Assessment Import	\$16,234.00	\$805.95	
BI State Electronics-Trans Radios	\$694.44	\$803.80	
Nov Rent Council Bluffs Sp Ed	\$680.40		
Dec Rent Council Bluffs Sp Ed	\$1,403.91		
Jan Feb Rent Council Bluffs Sp Ed	\$1,500.00		
Lee Jensen-Fork Lift	\$713.16		
Mar Rent Council Bluffs Sp Ed	\$23,492.00		
Infinite Campus	\$9,873.06		
Inpro Corp-JSHS Wall Protectors	\$37,850.00		
Midwest Tennis & Track			
Subtotal	\$235,487.51	\$248,913.37	\$ 191,295.62
Cash Balance	\$2,806,154.03	\$3,165,419.84	\$ 3,308,565.94

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Capital Projects Fund

	2019-2020		2020-2021		2021-2022
Beg Balance (July 1)	\$11,775,798	Beg Balance (July 1)	\$1,888,719	Beg Balance (July 1)	\$1,830,921
Add: Revenue		Add: Revenue		Add: Revenue	
1¢ Sales Tax	\$980,624	1¢ Sales Tax	\$950,493	1¢ Sales Tax	\$1,072,548
Interest	\$101,122	Interest	\$3,688	Interest	\$3,485
Insurance-ROECC	\$25,000				
AOI Refund	\$3,069				
Subtotal	\$12,885,613	Subtotal	\$2,842,900	Subtotal	\$2,906,955
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures	
Construction Expense	\$2,069,959	Chrome Book Lease	\$10,097	Chromebook Lease	\$10,097
Alley Pynor	\$10,564	ROECC Construction Exp	\$7,768	Record FB/BB Fields Deed	\$22
Boyd Jones	\$167,405	Admin Office Const Exp	\$7,696	Revenue Bond Payment	\$73,807
YMCA-Rent	\$800	District Signage	\$28,312	Revenue Bond Payment	\$73,807
Mickey Anderson Rent	\$1,200	Trans Office Const Exp	\$1,998	Revenue Bond Payment	\$73,801
Wilson Rent	\$3,700	Trans Office Const Exp	\$5,600	Revenue Bond Payment	\$73,807
Construction Expense	\$853,942	Rev Bond Pymt Transfer	\$221,920	District Signage	\$9,895
Alley Pynor	\$17,561	Jerry's Basement Waterproof	\$821	Revenue Bond Payment	\$73,807
Boyd Jones	\$171,740	Trans Office Const Exp	\$984	Revenue Bond Payment	\$73,807
Mickey Anderson Rent	\$1,200	Rev Bond Pymt Transfer	\$73,973	Revenue Bond Payment	\$73,807
Wilson Rent	\$2,500	Trans Office Const Exp	\$1,521	Revenue Bond Payment	\$73,807
Omni Partners-Rent Plaza	\$2,400	ROECC Abstract	\$345	Revenue Bond Payment	\$73,807
604 S Broadway Purchase	\$219,542	ROECC Construction Exp	\$5,785		
Mickey Anderson Rent	\$1,200	Chrome Book Lease	\$30,620		
Construction Expense	\$1,957,595	Rev Bond Pymt Transfer	\$147,946		
Alley Pynor	\$108,508	Boyd Jones-Admin Center	\$6,755		
Boyd Jones	\$272,955	Rev Bond Pymt Transfer	\$73,973		
Boyd Jones	\$149,361	ROECC Lighting	\$822		
Mickey Anderson Rent	\$1,200	Consession Stand Breaker	\$852		
Alley Pynor	\$6,357	Rev Bond Pymt Transfer	\$73,973		
Construction Expense	\$245,190	Rev Bond Pymt Transfer	\$73,973		
Construction Expense	\$100,241	Rev Bond Pymt Transfer	\$73,973		
Boyd Jones	\$75,195	ASI Signage	\$1,236		
Alley Pynor	\$7,875	Rev Bond Pymt Transfer	\$73,973		
ROECC Constrution Exp	\$82,892	ASI Signage	\$13,090		
ROECC Alley Poyner	\$2,500	Rev Bond Pymt Transfer	\$73,973		
Mickey Anderson Rent	\$1,200				
Berens Tate-Bond Fund Rep	\$3,000				
Chrome Book Lease	\$30,620				
Mickey Anderson Rent	\$1,200				
Debt Service Fund Transfer	\$885,364				
Alley Pynor	\$18,127				
Boyd Jones	\$72,412				
Construction Expense	\$260,353				
Alley Pynor	\$12,226				
Construction Expense	\$258,651				
Mickey Anderson Rent	\$1,200				
Audit Adjustment-Interest Pa	\$100,682				
Construction Expense	\$15,556				
Trans Wash Bay Curtains	\$3,740				
Mickey Anderson Rent	\$1,200				
Construction Expense	\$918,001				
Boyd Jones	\$51,511				
Mickey Anderson Rent	\$1,200				
Construction Expense	\$481,052				
Mickey Anderson Rent	\$1,200				
Boyd Jones	\$77,893				
Alley Pynor	\$16,976				
Alley Pynor	\$3,532				
Boyd Jones	\$85,933				
Construction Expense	\$269,605				
Alley Pynor	\$333				
Construction Expense	\$115,154				
Revenue Bond Payment	\$792,099				
Subtotal	\$11,013,600	Subtotal	\$1,011,979	Subtotal	\$684,273
Fund Balance	\$1,872,013	Fund Balance	\$1,830,921	Fund Balance	\$2,222,682

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Board Policies 403-405

403.1 - Release or Credit Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

It is the responsibility of the board secretary or superintendent to respond to inquiries from creditors.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~

Revised: ~~July 25, 2018~~

403.2 - Child Abuse Reporting

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. ~~Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.~~ **All licensed school employees, teachers, coaches and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.**

When a mandatory reporter suspects a student is the victim of child abuse, ~~the mandatory reporter will orally or in writing notify~~ **shall make an oral report of the suspected child abuse** the Iowa Department of Human Services **within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report.** If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. ~~Within forty-eight hours of the oral report, the mandatory reporter will file a written report with the Iowa Department of Human Services.~~

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse or submit evidence they've taken the course within the previous five years. ~~The course will be retaken at least every five years.~~ **After July 1, 2019, employees who have previously taken mandatory reporter training will be required to take the two-hour training course before the expiration of their current training certificate. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the post-July 1, 2019 two-hour training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate.**

403.2R1 - Child Abuse Reporting Regulation

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse which they become aware of within the scope of their professional duties.

The law further specifies that a licensed employee who is a mandatory reporter who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report, are immune from liability.

Child Abuse Defined

“Child abuse” is defined as:

- Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- Any mental injury to a child’s intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child’s ability to function within the child’s normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional as defined by Iowa law.
- The commission of a sexual offense with or to a child pursuant to Iowa law, as a result of the acts or omissions of the person responsible for the care of the child.
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child’s health and welfare when financially able to do so or when offered financial or other reasonable means to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child.
- The acts or omissions of a person responsible for the care of a child which allow, permit, or encourage the child to engage in acts of prostitution.
- An illegal drug is present in a child’s body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.
- The person responsible for the care of a child has, in the presence of the child, manufactured a dangerous substance, or in the presence of the child possesses a product containing ephedrine, its salts, optical isomers, salts of optical isomers, or pseudoephedrine, its salts,

optical isomers, salts of optical isomers, with the intent to use the product as a precursor or an intermediary to a dangerous substance.

- The commission of bestiality in the presence of a minor by a person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child.
- Knowingly allowing a person custody or control of, or unsupervised access to a child or minor, after knowing the person is required to register or is on the sex offender registry.

Teachers in public schools are not “persons responsible for the care of the child” under this definition. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.

Reporting Procedures

All licensed **school employees, including teachers, coaches, nurses, and paraeducators**, are required to report, ~~either orally, within 24 hours or~~ and in writing, within ~~twenty-four~~ **48** hours to the Iowa Department of Human Services (DHS) when the employee reasonably believes a child has suffered from abuse within the scope of employment. ~~Within forty-eight hours of an oral report, a written report must be filed with DHS.~~

Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the following information:

- name, age, and home address of the child;
- name and home address of the parents, guardians or other persons believed to be responsible for the care of the child;
- the child’s present whereabouts if not the same as the parent’s or other person’s home address;
- description of injuries, including evidence of previous injuries;
- name, age, and condition of other children in the same home;
- any other information considered helpful; and,
- name and address of the person making the report.

It is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. DHS is responsible for investigating the incident of alleged abuse.

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Approved: July 25, 2018
Reviewed: ~~July 25, 2018~~
Revised: ~~July 25, 2018~~

403.3 - Abuse of Students by School District Employees

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Approved: July 25, 2018
Reviewed: ~~July 25, 2018~~
Revised: ~~July 25, 2018~~

403.4 - Gifts to Employees

Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or

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on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or

- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction?

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to an employee's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;

- Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or
- Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee.
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or
- A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but, rather, because of some special expertise or other qualification.

It is the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium. An employee who violates this policy may be subject to disciplinary action up to and including termination.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~

Revised: ~~July 25, 2018~~

403.5 - Employee Outside Employment

The primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district. If an employee is on leave from his/her position in the school district and is engaged in outside employment, the board may request the employee to cease the outside employment, provided such request is reasonable.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~

Revised: ~~July 25, 2018~~

404.1 - Employee Physical Examinations

Employees may be required to submit to a pre-employment physical examination after an offer of employment has been made and before the beginning of service. The district will provide the standard examination form to be completed by an appropriately licensed health care provider who performs the physical examination. A written report of the physical examination shall be submitted to the district. The date by which any such physical examination report shall be submitted to the district shall be determined by the superintendent, but in no case shall be any less than five (5) business days prior to the first working day.

Bus drivers will be examined using all applicable state and federal criteria at the beginning of employment and every two (2) years thereafter.

Fitness-for-duty examinations may be required following an absence from work due to illness, if there is a reasonable belief that the employee is unable to perform the essential functions of the job, or if there is a reasonable belief that the employee poses a direct threat to the employee or others because of a health condition. A direct threat occurs when an individual poses a significant risk of substantial harm to him/herself or others, and the risk cannot be reduced below the direct threat level through reasonable accommodations. The district also reserves the right to request additional physical or mental evaluation as deemed by a licensed physician for job performance.

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The school district will provide the standard examination form to be completed by Heartland Occupational Medicine. Failure to use our designated doctor, Heartland Occupational Medicine, will result in loss of reimbursement.

The cost of the initial physical examination will be paid by the employee. The cost of bus driver renewal physicals will be paid by the district up to a maximum set by the district provider.

All new employees will be reimbursed \$50.00 out of pocket expense by the Red Oak Community School District.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~

Revised: ~~July 25, 2018~~

404.2 - Employee Injury on the Job

When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It is the responsibility of the employee injured on the job to inform the superintendent within twenty-four (24) hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four (24) hours after the employee reported the injury. An employee who fails to follow this policy may be subject to disciplinary action up to and including termination.

It is the responsibility of the board secretary to file worker's comp claims.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~

Revised: ~~July 25, 2018~~

404.3 - Communicable Diseases-Employees

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a direct threat and/or a substantial risk of illness or transmission to students or other employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. A "direct threat" occurs when an

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individual poses a significant risk of substantial harm to him/herself or others, and the risk cannot be reduced below the direct threat level through reasonable accommodations.

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

An employee shall notify the superintendent or the school nurse when the employee learns a communicable disease exists. It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health.

The health risk to immunoexpressed employees is determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease is determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials.

Health data of an employee is confidential, and it will not be disclosed to third parties. Employee medical records are kept in a file separate from their personal file.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Approved: July 25, 2018
Reviewed: ~~July 25, 2018~~
Revised: ~~July 25, 2018~~

404.4 - Hazardous Chemical Disclosure

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The superintendent will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

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Employees who will be instructing or otherwise working with students will disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

It is the responsibility of the superintendent to develop administrative regulations regarding this program.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~

Revised: ~~July 25, 2018~~

404.5 - Substance-Free Workplace

The board expects the school district and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is charged with and/or convicted of a violation of any criminal drug or alcohol offense, the employee will notify the employee's supervisor of the charge and/or conviction within five (5) days of the charge and/or conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent is responsible for publication and dissemination of this policy to each employee. In addition, the superintendent will oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

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

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Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~

Revised: ~~July 25, 2018~~

404.6 - Drug and Alcohol Testing Program

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate school vehicles.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing pursuant to state and federal law. Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations.

Employees who violate the terms of this policy are subject to discipline up to and including termination. **The district is required to keep a record of all drug or alcohol violations by employees for a minimum of five years. Employees are put on notice that information related to drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse. Additionally, the district will conduct FMCSA Clearinghouse queries for employees annually. Employees must provide written consent for the district to conduct FMCSA Clearinghouse queries; however, employees who choose to withhold consent will be prohibited from performing any safety sensitive functions**

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent will also be responsible for publication and dissemination of this policy and its supporting administrative regulations and forms to employees operating school vehicles. The superintendent will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Employees with questions about the drug and alcohol testing program may contact the school district contact person, the school nurse at Inman ~~Primary~~ **Elementary** School, 900 Inman Drive, Red Oak, IA 51566, OR the superintendent of schools at the Red Oak Administrative Center, ~~1901 N. 604 S.~~ **Broadway** St. Red Oak, IA 51566.

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Reviewed: July 25, 2018
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404.7 - Licensed Employee Family and Medical Leave

Unpaid family and medical leave will be granted up to twelve (12) weeks per year for qualifying leave to assist employees in balancing family and work life. For purposes of this policy, year is defined as a "rolling" twelve (12) month period measured backward from the date of any FMLA leave usage. Requests for family and medical leave will be made to the superintendent.

Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. Employees shall be required to complete all necessary Family and Medical Leave Act documentation prior to any leave being approved as family and medical leave. The required documentation shall be as outlined in this policy and as required by the Department of Labor. All documentations and forms shall be available on the district's website. If the employee fails to complete and return all necessary Family and Medical Leave Act documentation, and the leave is such that would be covered as approved family and medical leave, administration may designate the leave as approved family and medical leave.

The district may require, or employees may request, to run concurrently applicable paid leave during any family and medical leave by meeting the requirements set out in the family and medical leave administrative rules.

The requirements stated in the Master Contract between employees in the various collective bargaining units, if applicable, and the board and/or district regarding family and medical leave of such employees and the requirements stated in any other contract, collective or individual, between any employees and the board and/or district regarding family and medical leave of such employees will be followed. This policy provision, as well as all policy provisions, concerning family and medical leave may be applied differently to classified, non-classified, certified, non-certified and other classifications of employees. It is the responsibility of the superintendent/designee to develop administrative rules to implement this policy.

Approved: July 25, 2018
Reviewed: July 25, 2018
Revised: July 25, 2018

404.8 - Employee Vaccinations/Testing for COVID-19

~~In compliance with federal Occupational Safety and Health Administration requirements, the district is requiring all employees to become fully vaccinated against COVID-19, or in the alternative to produce weekly evidence of negative COVID-19 testing and utilize face coverings at work sites.~~

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Vaccination

All employees are required to become fully vaccinated against COVID-19. Full vaccination occurs when an employee has received both primary COVID-19 vaccination doses, or one single dose if the vaccine only requires one dose, and have waited two weeks following the last dose administered. This requirement will become effective no later than December 6, 2021. Employees who have received full vaccination against COVID-19 must submit proof of vaccination no later than December 6, 2021. Employees who have not received both (if a vaccine requires a 2-dose regimen) primary doses of a COVID-19 vaccine will be required to comply with the testing and face covering requirements of the section below. Employees who have received both primary doses of the COVID-19 vaccine on or before December 6, 2021, but who have not yet passed the two-week waiting period for full vaccination efficacy are not required to comply with the testing and face covering requirements of the section below.

Face Coverings and Testing

Beginning December 6, 2021, employees who do not wish to obtain vaccination against COVID-19 must wear face coverings at all times while indoors, in a vehicle, or in another enclosed space. Beginning January 4, 2022, employees who are not fully vaccinated must also provide proof of negative COVID-19 test results every 7 days.

Reasonable Accommodations

The vaccine requirement does not apply to employees for whom a vaccine is medically contraindicated; for whom medical necessity requires a delay in vaccination; or who are legally entitled to a reasonable accommodation due to a disability or sincerely held religious beliefs, practices, or observances. If an employee requires accommodation from any other part of the policy for medical or religious reasons, the employee may request one. Qualifying employees will be expected to submit verification of one of these exemptions in order to receive an accommodation.

Employees who fail to abide by the requirements of this policy may face disciplinary action up to and including termination. It is the obligation of the Superintendent to establish appropriate procedures necessary to enforce this policy.

Approved: January 3, 2022

Reviewed:-

Revised:-

405.1 - Employee Conduct and Appearance

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

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Employees will conduct themselves in a professional manner. Employees will act appropriately, professionally, and respectful in their roles as employees of the district. As role models for the students of the district, employees must recognize that their failure to act appropriately reflects negatively upon them and upon the district.

Employees will dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Licensed employees of the school district, including administrators, will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~

Revised: ~~July 25, 2018~~

405.2 - Professionalism and Courtesy in the Workplace/Communications

To promote professionalism and collegial interaction in the workplace, the board expects its employees to communicate in the workplace in a professional and courteous manner.

Collaborative meetings and discussions among employees about educational issues may involve confidential information. Such meetings and discussions also are normally most productive and best conducted in an atmosphere of trust and respect.

To engender effective professional communication about educational issues, employees should not record meetings or communications without the knowledge of other participants. Recording of any professional communication should normally also be done by mutual consent of the parties.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~

Revised: ~~July 25, 2018~~

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.

This policy is designed to create an appropriate process for pursuing general employee complaints. Employees wishing to address a complaint on a topic with a more specialized procedure such as master contract grievances, or bullying or harassment claims should follow the appropriate process set forth in the master contract, employee handbook or other board policies specific to that topic.

Approved: March 8, 2021

Reviewed: March 8, 2021

Revised: March 8, 2021

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.

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Approved: March 8, 2021

Reviewed: ~~March 8, 2021~~

Revised: ~~March 8, 2021~~

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.

Approved: March 8, 2021

Reviewed: ~~March 8, 2021~~

Revised: ~~March 8, 2021~~

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