



## ***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 9, 2022 – 5:30 pm

### **Public Hearing for Amendment of FY 2022 Budget at 5:35 p.m.**

#### **- 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 April 25, 2022 *pg 3-4*
  - 5.2 Review and Approval of Monthly Business Reports *pg 5-11*
  - 5.3 Service Agreements
    - 5.3.1 Educational Services Agreement with Boys Town for the 2021-2022 school year
  - 5.4 Trip Request
    - 5.4.1 IJAG to travel to Open Door Mission in Omaha Nebraska on May 12<sup>th</sup>, 2022
  - 5.5 Personnel Considerations
    - 5.5.1 Hiring of Jessie Bruning as Jr./Sr. High School Secretary for the 2022-2023 school year
    - 5.5.2 Hiring of Nolan Blackman and Alfredo Torres as Seasonal Tech for the summer months of 2022 pending background check
    - 5.5.3 Hiring of TLC Positions for the 2022-2023 school year: Coordinator; Leanne Fluckey, Student Interventionist Lead; Tracy Vannausdle and Courtney Madison, Instructional Lead; Sharon Allison, Mary Carlson, Dan DeGroot, Laura LaPrell, Terra Marsden, Spencer Plank, Brittany Wiig, Debbie Graber, Meshell Billings, Melinda Smits, Brandi Blackman, Kristina Chilton, Mark Haufle, Sonia Kunze, SueAnn Crouse, Connie Dentlinger, Jacki Viner, Assessment Lead; Kelsey Mangold, Tiegen Podliska, Kelly Jones, Andrea Wonio, Mentor Teacher; Curt Adams, Brett Eubank, Stacey Rolenc, Navada Meis, Ashley Gacke, SueAnne Crouse,

Student Interventionist; Darla Olinger, Brian Orr, Jewell Moore, Alex Nelson, Angie Montgomery

5.5.4 Hiring of Spencer Plank Fall, Josh Kippley Winter, Darla Olinger Spring as Activities Supervisors for the 2022-2023 school year

## 6.0 General Business for the Board of Directors

### 6.1 Old Business-None

### 6.2 New Business

6.2.1 Discussion/Approval of FY22 Budget Amendment as presented pg 12

6.2.2 Discussion/Approval of Increasing the 2022-2023 Daily Substitute Teacher Pay Rate from \$120.00 to \$130.00

6.2.3 Discussion/Approval of Increasing the 2022-2023 Substitute Pay Rate for Paraprofessionals, Secretaries, and Bus Drivers by \$1.00 per hour

6.2.4 Discussion/Approval of Graduation List for the class of 2022 Seniors pg 13-15

6.2.5 Discussion/Approval of 1<sup>st</sup> reading of board policies 403-405 pg 16-31

6.2.6 Discussion/Approval renewal of Infinite Campus Student Information System for the 2022-2023 school year in the amount of \$25,672 pg 32

6.2.7 Discussion of Facilities Assessment and Long-Range Planning Process

6.2.8 Discussion/Approval of Contracting with Engineering Technologies, Inc. (ETI) to Assess Jr/Sr High School STEAM Center Boilers, Prepare Plans and Specifications, Estimate Total Cost of Replacement, and Assist in the Posting and Notice to Potential Bidder

6.2.9 Discussion/Approval of Contracting with Larson Engineering Inc. to Assess the Condition of the Track, Identify Resurfacing Options, Estimate Costs, and Assist in Posting and Notice to Potential Bidder

6.2.10 Discussion/Approval of Leasing a Two-Room Portable Modular Classroom Unit for 39 Months at a Total Cost of \$136,902.80

6.2.11 Discussion of 2021-2022 School Improvement Advisory Committee Recommendations and Outcomes

## 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, May 23<sup>rd</sup>, 2022 – 5:30 pm  
Red Oak Virtual Learning Center  
Red Oak Jr./Sr. High

## 9.0 Adjournment

Red Oak Community School District  
Meeting of the Board of Directors  
Meeting Location: Virtual Classroom/ Phone/Internet  
Red Oak Junior Senior High School Campus  
April 25, 2022

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

**Present**

Directors: Bret Blackman via internet due to family event, Jackie DeVries, Bryce Johnson, Kathy Walker

Superintendent Ron Lorenz, Business Manager Deb Drey, Accounts Payable Clerk Heidi Harris

**Approval of Agenda**

Motion by Director Walker, second by Director Johnson 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**

Prom was successful with Kate Edie and Grayson Hewitt being crowned as queen and king.

High School vocal students participated in the Class 2A Solo/Ensemble Contest earning ten Superior Ratings, four Excellent Ratings, and two Good Ratings.

High School Choirs are preparing for their spring concert and Large Group District Contest.

**Presentations:**

The Music Boosters recently completed fundraising and grant project to purchase four-head timpani and a bass drum for the band. Trinity LaMar performed the solo on the timpani that she earned a near perfect score on at the recent solo/ensemble contest.

**Consent Agenda**

Motion by Director Walker, second by Director Johnson to approve the consent agenda as presented including meeting minutes, monthly business reports, open enrollment requests, sharing agreements, other agreements, class trip requests, and personnel considerations. Motion carried unanimously.

**Specialty Underwriters Insurance Renewal**

Motion by Director Walker, second by Director Johnson to approve the renewal bid from Specialty Underwriters Insurance for the FY23 in the amount of \$96,423. Motion carried unanimously.

**Adjournment**

Motion by Director Johnson, second by Director Walker to adjourn the regular meeting at 5:50 p.m. Motion carried unanimously.

**Page 2 from Red Oak School Board Minutes April 25, 2022**

**Work Session**

Vice President Jackie DeVries opened the work session at 5:50 p.m.

**Potential ROECC Expansion**

Laura Kloewer and Tim Werges presented information on a possible expansion at the Red Oak Early Childhood Center (ROECC). The Montgomery County Childhood Development Center (MCCDC) will be pursuing grants for this project. Werges expressed appreciation for the partnership between the School District and MCCDC.

Director Roger Carlson arrived at 6:06 p.m.

**Infrastructure Funding Sources**

Matt Gillaspie of Piper Sandler Company presented information regarding possible funding sources that the district has available at this time and the amount that can be legally borrowed. Information was provided on the steps necessary to use each of the funding sources.

**Space Limitations**

The Board discussed a variety of facilities issues, including the space limitations at Inman Elementary, the need to replace the roof at Inman, replacing the boilers in the STEAM wing of the Jr/Sr High School, and resurfacing the track. Building Crafts estimates it will cost approximately \$2,240,000 to add 4-5 additional classrooms at Inman.

Director Blackman left the work session at 7:18 p.m.

**Facilities Assessment and Long-Range Planning**

We are expecting a good response to our request for proposals for a comprehensive facilities assessment and long-range facilities plan. We reached out to 16 different firms across the state and met with several. Proposals are due this Friday afternoon. The Board Facilities Committee will meet in the next few weeks to select finalists who will be invited to present their proposal to the entire Board. The Board intends to act on the proposals in July.

Vice President DeVries closed the work session at 7:42 p.m.

Next Board of Directors Meeting

Monday, May 9, 2022 – 5:30 p.m.  
Virtual Classroom/Phone/Internet  
Red Oak Junior Senior High School Campus

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Jackie DeVries, Vice President

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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
AGRIVISION	1000119973	53.98
10 9010 2630 000 0000 618	Weed Trimmer Heads	53.98
Vendor Name AGRIVISION		<u>53.98</u>
AHLERS & COONEY	822806	75.00
10 9010 2310 000 0000 320	April 2022 Legal Webinar	75.00
Vendor Name AHLERS & COONEY		<u>75.00</u>
BATTEN SANITATION SERVICE	43022BS	5,715.00
10 9010 2630 000 0000 421	Admin/BB/Webster Sanitation 4/22	170.00
10 0109 2630 000 0000 421	Jr/Sr HS Sanitation 4/2022	1,833.33
10 0418 2630 000 0000 421	IES Sanitation 4/2022	1,833.34
10 0445 2630 000 0000 421	ROECC Sanitation 4/2022	1,878.33
Vendor Name BATTEN SANITATION SERVICE		<u>5,715.00</u>
BUSINESS SOLVER.COM INC	June2022	5,958.02
10 9010 1000 100 8018 270	Retiree Insurance Premium 6/2022	5,958.02
Vendor Name BUSINESS SOLVER.COM INC		<u>5,958.02</u>
CASEY'S BUSINESS MASTERCARD	050122CBM	42.94
10 9010 2700 000 0000 626	FFA Convention Fuel	42.94
Vendor Name CASEY'S BUSINESS MASTERCARD		<u>42.94</u>
CENTURY LINK	42522CL	592.55
10 9010 2490 000 0000 530	District Long Distance	592.55
Vendor Name CENTURY LINK		<u>592.55</u>
CHEMSEARCH	7776860	434.17
10 9010 2640 000 0000 433	Water Treatment for Boilers	434.17
Vendor Name CHEMSEARCH		<u>434.17</u>
CITY OF RED OAK	050122CORO	1,319.81
10 9010 2620 000 0000 411	Admin/BB/FBF Water 4/2022	83.15
10 0109 2620 000 0000 411	Jr/Sr HS Water 4/2022	448.94
10 0418 2620 000 0000 411	IES Water 4/2022	594.31
10 0445 2620 000 0000 411	ROECC Water 4/2022	193.41
Vendor Name CITY OF RED OAK		<u>1,319.81</u>
COUNCIL BLUFFS COMM SCHOOLS	2022469	1,628.70
10 9010 1200 217 3303 320	Sped Lvl III - 3/2022	1,628.70
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>1,628.70</u>
COUNSEL OFFICE & DOCUMENTS	23AR939293	1,644.41
10 9010 2520 000 0000 618	Steady Serve 4/2022	12.99
10 9010 2520 000 0000 618	Admin Office Copier Clicks 4/2022	58.13
10 0418 1000 100 0000 359	IES Copier Clicks 4/2022	841.16
10 0109 1000 100 0000 359	Jr/Sr HS Copier Clicks 4/2022	560.06
10 0445 1000 100 0000 359	ROECC Copier Clicks 4/2022	172.07
Vendor Name COUNSEL OFFICE & DOCUMENTS		<u>1,644.41</u>

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
CREXENDO BUSINESS SOLUTIONS, INC	24728	1,413.83
10 9010 2510 000 0000 532	Monthly Internet Svcs 4/2022	1,413.83
Vendor Name CREXENDO BUSINESS SOLUTIONS, INC		<u>1,413.83</u>
DEGROOT, DANIEL	41422DDD	151.00
10 9010 2310 000 0000 320	BOEE Licensure Fees	151.00
Vendor Name DEGROOT, DANIEL		<u>151.00</u>
DICKEL DUIT OUTDOOR POWER, INC.	42522RODIC1	74.88
10 9010 2640 000 0000 618	Mower Blades	74.88
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		<u>74.88</u>
DREY, DEB	42522DD	158.06
10 9010 2310 000 0000 580	IASBO Academy Fuel	158.06
Vendor Name DREY, DEB		<u>158.06</u>
FAREWAY FOOD STORES	50322FW	135.14
10 0109 1300 340 0000 612	FACS Groceries	135.14
Vendor Name FAREWAY FOOD STORES		<u>135.14</u>
FBG SERVICE CORPORATION	923184	548.25
10 9010 2630 000 0000 340	Additional April Cleaning	548.25
FBG SERVICE CORPORATION	923517	31,867.25
10 9010 2630 000 0000 340	April 2022 Janitorial Svcs	31,867.25
Vendor Name FBG SERVICE CORPORATION		<u>32,415.50</u>
FES	INV012895	405.00
10 9010 2236 000 0000 536	May 2022 Web Hosting	405.00
Vendor Name FES		<u>405.00</u>
H21 GROUP	214789	1,050.00
10 0109 2620 000 0000 432	Jr/Sr HS Bleacher Service	1,050.00
Vendor Name H21 GROUP		<u>1,050.00</u>
HERRICK, KEVIN	42822KH	70.80
10 9010 2235 000 0000 580	Mileage Reimbursement	70.80
Vendor Name HERRICK, KEVIN		<u>70.80</u>
MEDIACOM	41222MCPRI	77.43
10 9010 2236 000 0000 536	Jr/Sr HS PRI Lines	77.43
Vendor Name MEDIACOM		<u>77.43</u>
MIDAMERICAN ENERGY	42022MAE	13,171.62
10 0109 2620 000 0000 622	Jr/Sr HS Electricity 4/2022	6,555.68
10 0418 2620 000 0000 622	IES Electricity 4/2022	3,927.16
10 0445 2620 000 0000 622	ROECC Electricity 4/2022	1,730.95
10 9010 2620 000 0000 622	Admin Electricity 4/2022	112.23
10 9010 2620 000 0000 622	FBF/BBF Electricity 4/2022	237.94
10 9010 2620 000 0000 622	Bancroft Electricity 4/2022	425.45
10 9010 2620 000 0000 622	Bus Barn Electricity 4/2022	182.21
MIDAMERICAN ENERGY	524812398	21.01
10 9010 2620 000 0000 622	Webster Electricity 4/2022	21.01

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	MIDAMERICAN ENERGY	13,192.63
PIONEER MANUFACTURING CO	INV834914	1,088.40
10 9010 2630 000 0000 618	FBF Field Paint	1,088.40
Vendor Name	PIONEER MANUFACTURING CO	1,088.40
PRECISION DIESEL INC.	16582	97.20
10 9010 2700 217 3303 434	Bus Code Regen	97.20
Vendor Name	PRECISION DIESEL INC.	97.20
PRO LAWNS & LANDSCAPING, LLC	5393	705.00
10 9010 2630 000 0000 618	Skid Loader Rental IES Playground	705.00
Vendor Name	PRO LAWNS & LANDSCAPING, LLC	705.00
RED OAK DO IT CENTER	42522RODIC	16.99
10 9010 2630 000 0000 618	Grass Seed Soft Ball Field Repair	16.99
Vendor Name	RED OAK DO IT CENTER	16.99
RED OAK FABRICATION INC.	327528	873.51
10 0109 2620 000 0000 618	Exterior Door Wind Stops	873.51
Vendor Name	RED OAK FABRICATION INC.	873.51
RED OAK GLASS INC.	17092-1	78.03
10 9010 2620 000 0000 618	Office Door Upgrade	78.03
RED OAK GLASS INC.	18070	434.00
10 9010 2700 000 0000 434	Glass Replaced Lunch Van	434.00
Vendor Name	RED OAK GLASS INC.	512.03
RED OAK GRAND THEATER	1127	37.00
10 0109 1000 421 3227 618	Movie "Dog" for SBS	37.00
Vendor Name	RED OAK GRAND THEATER	37.00
RED OAK HARDWARE HANK	43022HH-1	29.68
10 9010 2630 000 0000 618	Track Paint	29.68
Vendor Name	RED OAK HARDWARE HANK	29.68
RED OAK PTO	50222	300.00
10 0418 1000 100 8001 612	PTO Cash Box Flower Sale	300.00
Vendor Name	RED OAK PTO	300.00
RED OAK SCHOOLS HOT LUNCH	50122GF	57.80
10 9010 1999 000 0000	Wrong Acct Deposit	57.80
Vendor Name	RED OAK SCHOOLS HOT LUNCH	57.80
REX'S PLUMBING AND HEATING LLC	9113	450.00
10 0109 2620 000 0000 432	Plumbing Work Jr/Sr HS	450.00
Vendor Name	REX'S PLUMBING AND HEATING LLC	450.00
RIVERSIDE TECHNOLOGIES, INC	0347885-IN	760.00
10 9010 2235 000 4045 359	May 2022 Managed Svcs	760.00
Vendor Name	RIVERSIDE TECHNOLOGIES, INC	760.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
SCHOLASTIC, INC.	3208694	150.00
10 0109 1000 100 4045 618	Star Girl Class Set	150.00
Vendor Name SCHOLASTIC, INC.		<u>150.00</u>
SCHOOL BUS SALES	01W3202	13,184.20
10 9010 2700 000 0000 434	Body and Repair Work Bus	13,184.20
Vendor Name SCHOOL BUS SALES		<u>13,184.20</u>
SCHOOL SPECIALTY LATTA DIV.	308103943941	95.20
10 0109 2120 000 0000 618	-1 BUSINESS SOURCE STANDARD VIEW BINDER, 1	95.20
Vendor Name SCHOOL SPECIALTY LATTA DIV.		<u>95.20</u>
SELLERS CONSTRUCTION	30422	175.00
10 9010 2620 000 0000 425	District Pest Control	175.00
Vendor Name SELLERS CONSTRUCTION		<u>175.00</u>
STANDARD INSURANCE COMPANY, THE	53122SD	373.80
10 9010 1000 100 8018 270	Retiree Dental Premium 5/2022	373.80
Vendor Name STANDARD INSURANCE COMPANY, THE		<u>373.80</u>
SW IA TIRE & SERVICE	119443	20.56
10 9010 2700 217 3303 434	Tire Repair	20.56
SW IA TIRE & SERVICE	119974	1,012.50
10 9010 2700 000 0000 434	New Tires for Bus #8	1,012.50
Vendor Name SW IA TIRE & SERVICE		<u>1,033.06</u>
TIMMERMAN, SUE	042622ST	171.30
10 0418 1000 100 8001 612	PTO Reimbursement	171.30
Vendor Name TIMMERMAN, SUE		<u>171.30</u>
US CELLULAR	42522USC	659.06
10 0418 2410 000 0000 532	IES SAM Phone	46.36
10 0109 2410 000 0000 532	Jr/Sr HS Princ/Asst Phones (2)	92.72
10 9010 2510 000 0000 532	SBO Phone	46.36
10 9010 2510 000 0000 532	Mifi FBF/BBF	56.38
10 9010 2490 000 0000 532	Maintenance Phones (4)	185.44
10 9010 2490 000 0000 532	Technology Phones (2)	92.72
10 9010 2490 000 0000 530	Bus Barn Phones (2)	92.72
10 9010 2490 000 0000 530	Nurse Phone	46.36
Vendor Name US CELLULAR		<u>659.06</u>
Wells Fargo Financial Leasing, Inc.	5019941992	1,215.50
10 0109 1000 100 0000 359	Jr/Sr HS Copier Lease	552.50
10 0418 1000 100 0000 359	IES Copier Lease	331.50
10 0445 1000 100 0000 359	ROECC Copier Lease	221.00
10 9010 2520 000 0000 618	Admin Office	110.50
Vendor Name Wells Fargo Financial Leasing, Inc.		<u>1,215.50</u>
WESTLAKE ACE HARDWARE	042622ACE	152.10



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2700 000 0000 618	Cleaning Supplies for Vehicles	152.10
WESTLAKE ACE HARDWARE	042622ACE-1	387.71
10 9010 2620 000 0000 618	District Maintenance Supplies 4/2022	151.30
10 0109 2620 000 0000 618	Jr/Sr HS Maintenance Supplies 4/2022	70.65
10 0418 2620 000 0000 618	IES Maintenance Supplies 4/2022	128.77
10 0445 2620 000 0000 618	ROECC Maintenance Supplies 4/2022	36.99
Vendor Name WESTLAKE ACE HARDWARE		<u>539.81</u>
Fund Number 10		<u>89,133.39</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
COUNCIL BLUFFS COMM SCHOOLS	2022469	259.08
36 9010 2620 000 0000 441	Rent 3/2022	259.08
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>259.08</u>
Fund Number 36		<u>259.08</u>
Checking Account ID 1		<u>89,392.47</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
RED OAK COMMUNITY SCHOOL DIST	050122CN	41.25
61 0418 1920 000 0000	Wrong Acct Deposit	41.25
Vendor Name RED OAK COMMUNITY SCHOOL DIST		<u>41.25</u>
Fund Number 61		<u>41.25</u>
Checking Account ID 2		<u>41.25</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
AUDUBON HIGH SCHOOL	042622AHS	100.00
21 0109 1400 920 6840 810	Boys Track Meet Entry	100.00
Vendor Name AUDUBON HIGH SCHOOL		<u>100.00</u>
County Line Design	13521	3,194.60
21 0109 1400 920 6600 618	Medals, Ribbons, Trophies	3,194.60
Vendor Name County Line Design		<u>3,194.60</u>
CR GRAPHICS LLC	13122CRG	450.00
21 0109 1400 950 7476 618	BB Cheer Jackets/Pants	450.00
CR GRAPHICS LLC	2322CRG	127.00
21 0109 1400 920 6600 618	VR Donations	127.00
Vendor Name CR GRAPHICS LLC		<u>577.00</u>
CRESTON COMMUNITY SCHOOLS	C50322	48.00
21 0109 1400 920 6790 810	JV Wrestling Entry	48.00
Vendor Name CRESTON COMMUNITY SCHOOLS		<u>48.00</u>
DONER, DANIEL	50322DD	70.00
21 9010 1400 920 6725 320	JV Soccer	70.00
Vendor Name DONER, DANIEL		<u>70.00</u>
GLENWOOD COMMUNITY SCHOOLS	50322GCS	325.00
21 0109 1400 920 6600 810	Coed Track/JV Soccer Entry Fee	325.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	GLENWOOD COMMUNITY SCHOOLS	325.00
GRISWOLD COMMUNITY SCHOOLS	50322GCS	100.00
21 0109 1400 920 6840 810	Boys Track Meet Entry Fee	100.00
Vendor Name	GRISWOLD COMMUNITY SCHOOLS	100.00
HARTIGAN, TOM	50322TH	150.00
21 0109 1400 920 6840 340	JH Track Starter	150.00
Vendor Name	HARTIGAN, TOM	150.00
IA HIGH SCHOOL ATHLETIC ASSOC	INV3427	75.00
21 0109 1400 920 6600 618	State BBB Plaques	75.00
Vendor Name	IA HIGH SCHOOL ATHLETIC ASSOC	75.00
IOWA FFA ASSOCIATION	25023	329.00
21 0109 1400 950 7407 618	Registrations	329.00
Vendor Name	IOWA FFA ASSOCIATION	329.00
LEWIS CENTRAL ACTIVITIES	50322LC	175.00
21 0109 1400 920 6840 810	Coed Track Meet Entry	175.00
Vendor Name	LEWIS CENTRAL ACTIVITIES	175.00
NATIONAL FFA ORGANIZATION	MDS264605/25 9380	40.75
21 0109 1400 950 7407 618	Greehand Pin Degree	4.75
21 0109 1400 950 7407 618	Chapter Degree	20.50
21 0109 1400 950 7407 618	Color Emblem Plaque	15.50
Vendor Name	NATIONAL FFA ORGANIZATION	40.75
RED OAK HARDWARE HANK	43022HH	599.40
21 0109 1400 920 6600 618	Softballs	599.40
Vendor Name	RED OAK HARDWARE HANK	599.40
RED OAK PTO	5522JR	25.98
21 0109 1400 950 7413 618	Prom Supplies	25.98
Vendor Name	RED OAK PTO	25.98
SAMSON EQUIPMENT, INC.	8124	4,865.59
21 0109 1400 920 6600 618	S&C Equipment	4,865.59
Vendor Name	SAMSON EQUIPMENT, INC.	4,865.59
SOUTHWEST VALLEY SCHOOLS	50322SWVS	100.00
21 0109 1400 920 6840 810	Girls Track Meet Entry	100.00
Vendor Name	SOUTHWEST VALLEY SCHOOLS	100.00
WILLIAMS, CINDY	050322CW	180.00
21 0109 1400 920 6840 340	HS Track Starter	180.00
Vendor Name	WILLIAMS, CINDY	180.00
WORLDS OF FUN	050322WOF	2,196.00
21 0109 1400 910 6121 618	Worlds of Fun Trip	2,196.00
Vendor Name	WORLDS OF FUN	2,196.00

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
YOUNG, GARY	50322GY	70.00
21 9010 1400 920 6725 320	JV Soccer Ref	<u>70.00</u>
Vendor Name YOUNG, GARY		70.00
Fund Number 21		<u>13,221.32</u>
Checking Account ID 3		<u>13,221.32</u>

**NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET**

RED OAK School District  
Fiscal Year July 1, 2021 - June 30, 2022

The RED OAK School District will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2022

**Meeting Date/Time:** 5/9/2022 05:35 PM

**Contact:** Deb Drey

**Phone:** (712) 623-6600

**Meeting Location:** Junior/Senior High School Virtual Classroom and via phone/internet

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

EXPENDITURES	Total Budget as Certified or Last Amended	Amendment Increase	Total Budget After Current Amendment	Reason
Instruction	9,058,179	200,000	9,258,179	ESSER Expenditures
Total Support Services	4,559,465	300,000	4,859,465	Additional Staff
Noninstructional Programs	751,790	0	751,790	
Total Other Expenditures	3,181,787	0	3,181,787	
<b>Total</b>	<b>17,551,221</b>	<b>500,000</b>	<b>18,051,221</b>	

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**TO:** Mr. Ron Lorenz, Board of Directors and Mr. Nate Perrien  
**FROM:** Counseling Department  
**DATE:** April 27, 2022  
**RE:** 2022 List of Graduating Seniors

We are pleased to present to the Board of Education these candidates for graduation. This list is subject to their fulfillment of graduation requirements as set forth by the Red Oak Community School Board of Directors. The candidates are: \*\*\*See attached list.

**List of graduates for the school year 2021-2022 as of 4-27-22**

<b>Last Name</b>	<b>First Name</b>		<b>Last Name</b>	<b>First Name</b>	
Adams	Tylor		Larson	Kaila	
Allison	Allie		Loftesness	Julie	
Bass	Camryn		Lukehart	Jessica	
Bass	Payten		McMillin	Gaven	
Baumfalk	Alecia		McRae	Davan	
Beam	Olivia		Metta	Livia	foreign exchange student
Bennett	Taylor		Nunez	Jessica	
Bergren	Baylor		O'Neal	Lennon	
Berkey	Kyle		Olson	Delaina	
Blackman	Ashlyn		Pappas	Airick	
Blackman	Nolan		Parkhurst	Emily	mid-year graduate
Bowen	Alexis		Perez	Jazmyn	
Bozwell	Macy		Piper	Jon	
Briggs	Jaden		Porter	Lindsey	
Carbaugh	Elizabeth		Ramos	Stephany	
Carlson	Jordan		Rensch	Karley	
Carrick	Tory		Rourke	Camren	
Christensen	Conner		Sallach	Gannon	
Coover	Joshua		Sandholm	Chase	
Daniel	Joseph		Sego	Kara	
Deitering	Mirissa		Sifford	James	
Edie	Kate		Sperling	Luke	
Elwood	Jasmine		Stephens	Mattie	
Fink	Novalea		Stickland	Truman	
Fouts	Nicholas		Stilen	Payten	
Fussell	Kaydence		Torres Lopez	Alfredo	
Gonzalez	Alina		Uhlmann	Jacob	
Graham	Aedynn		Vandrey	Anna	
Grizzard	Anna		VanHouten	Jaylyn	
Hale	Edward		Vasquez	Sebastian	
Hall	Delaney		Vera Ramos	Alexis	
Hathaway	Odin		Weston	Breckin	
Hayes	Joseph	mid-year graduate			
Heitman	Shelby				
Hewett	Grayson				
Hill	Audrey				
Hogberg	Alyssa				
Holste	Patrick				
Jackson	Haley				
Jackson	Reese				
Johnson	Abby	mid-year graduate			
Johnson	Alexis	mid-year graduate			
Johnson	Austin				
Johnson	Kaden				

Johnson	Ryan				
Klimek	Wyatt				
LaMar	Trinity				

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~~

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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.**

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### 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.

Approved: July 25, 2018

Reviewed: ~~July 25, 2018~~

Revised: ~~July 25, 2018~~

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#### 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~~

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#### 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 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~~

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~~

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#### 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.

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~~

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#### 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~~

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#### 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 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~~

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#### 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.

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~~

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#### 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.

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.

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

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#### 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.~~

#### 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~~

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~~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:-

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#### 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.

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~~

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#### 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~~

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#### 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

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#### 405.4 Dishonesty

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

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

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

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

Approved: March 8, 2021

Reviewed: ~~March 8, 2021~~

Revised: ~~March 8, 2021~~

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#### 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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2843 31st Avenue  
 Greeley, CO 80631  
 (800) 437-7457  
 www.cicesp.com

# INVOICE

Page: 1

## Computer Information Concepts

Invoice Number: PSI34305  
 Invoice Date: 5/1/2022

**Bill**

To: Red Oak Community School Dist  
 1901 N. Broadway Street  
 Suite A  
 Red Oak, IA 51566

**Ship**

To: Red Oak Community School Dist  
 1901 N. Broadway Street  
 Suite A  
 Red Oak, IA 51566

Tax Ident. Type                      Legal Entity

Ship Via  
 Ship Date                              2/10/2022  
 Due Date                                5/1/2022  
 Terms

Customer ID                            1065  
 P.O. Number  
 P.O. Date                                2/10/2022  
 Our Order No.  
 SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Peopleware Agreement May 01, 2022 - April 30, 2023					
Infinite Campus Base Application	Each	1	1	6,558.00	6,558.00
Hosting - Cloud Choice	Each	1	1	2,000.00	2,000.00
Messenger Voice Software	Each	1	1	984.00	984.00
Food Service Software	Each	1	1	2,186.00	2,186.00
Online Registration   Prime	Each	1	1	7,500.00	7,500.00
Campus Learning   Site License - Red Oak JH / HS	Each	1	1	505.00	505.00
Software Support - 12 Months	Each	1	1	3,989.00	3,989.00
Prorated 09/01/2022 - 04/30/2023 (8 Months):					
CIC Ongoing Learning Plan Package - 8 Month	Each	1	1	800.00	800.00
Learning Lab Subscription - Included + 3 Professional Services Hours					
Messenger Telecom Charges - Prorated 07/01/2022 - 04/30/2023 (10 Months)	Each	1	1	1,150.00	1,150.00

Amount Subject to Sales Tax USD 0  
 Amount Exempt from Sales Tax 25,672.00

**Subtotal:** 25,672.00  
 Invoice Discount: 0.00  
 Tax: 0.00

**Total USD:** 25,672.00

*302*