



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, September 13, 2021 – 5:30 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bryce Johnson
- 4.0 Communications
 - 4.1 Visitors and Presentations
 - 4.1.1 Mr. George Duncan of Gold Nugget Properties L.L.C. will present his company's proposals to purchase the Webster and Bancroft buildings
 - 4.1.2 Red Oak City Manager Mr. Brad Wright on zoning requirements relative to the proposed sale of the Bancroft and Webster buildings
 - 4.2 Good News from Red Oak Schools
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from August 23, 2021
 - 5.2 Review and Approval of Monthly Business Reports
 - 5.3 Open Enrollment Requests Consideration
 - 5.3.1 Open Enrollment for 6th grader Kennedy Stites from Stanton Community School District to Red Oak Community School District for the 2021-2022 school year due to a move on 8-1-2021
 - 5.3.2 Open Enrollment for Kindergartner Maizey Stites from Stanton Community School District to Red Oak Community School District for the 2021-2022 school year due to a move on 8-1-2021
 - 5.3.3 Open Enrollment for 1st Grader Ryder Heinen from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year due to a move on 7-12-2021
 - 5.3.4 Open Enrollment for Kindergartner Kade Dolph from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year due to a move on 7-12-2021
 - 5.3.5 Open Enrollment for Kindergartner Benjamin Mass from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year due to a move on 8-27-2021

- 5.3.6 Open Enrollment for 4th grader Graclyn Mass from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year due to a move on 8-27-2021
- 5.3.7 Open Enrollment for 2nd grader Amelia Mass from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year due to a move on 8-27-2021
- 5.3.8 Open Enrollment for 3rd grader Jeremiah Mass from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year due to a move on 8-27-2021
- 5.3.9 Open Enrollment for 9th grader James Bair from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year due to a move on 7-26-2021
- 5.3.10 Open Enrollment for 10th grader Stephanie Bair from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year due to a move on 7-26-2021
- 5.3.11 Open Enrollment for 1st grader Zeke Polsley from Red Oak Community School District to Stanton Community School District for the 2021-2022 school year due to a move on 3-15-2021
- 5.3.12 Open Enrollment for Kindergartner Racine Bierbaum from Stanton Community School District to Red Oak Community School District for the 2021-2022 school year
- 5.3.13 Open Enrollment for 8th grader Christopher Ranney from Southwest Valley Community School District to Red Oak Community School District for the 2021-2022 school year due to a move on 8-28-2021

5.4 Personnel Considerations

- 5.4.1 Hiring of the following for Sub Bus Drivers for the 2021-2022 school year; Michelle Cockburn, Mark Johnson, Barb Lombard, Bob Peterson, Amanda Serna and Justin Williams
- 5.4.2 Hiring of Cliff Owens as Sr HS Girls Basketball Head Coach for the 2021-2022 school year pending certification
- 5.4.3 Hiring of Adam Hietbrink as Sr HS Girls Basketball Assistant Coach for the 2021-2022 school year pending certification
- 5.4.4 Hiring of Justin Williams as Jr HS Assistant Football Coach for the 2021-2022 school year
- 5.4.5 Hiring of Sarah Williams as Para Educator at the Jr./Sr. High for the 2021-2022 school year
- 5.4.6 Hiring of Bevin Anderzhon as Sr. HS Fall Play Assistant Director for the 2021-2022 school year

5.5 Use of Esser Funds

- 5.5.1 Use of ESSER funds to purchase hands-free toilet flush mechanisms to limit the spread of the coronavirus (\$14,900.00) pg 11

6.0 General Business for the Board of Directors

6.1 Old Business

6.1.1 Discussion/Approval of the sale of real property Webster Building
904 Broad Street

6.1.2 Discussion/ Approval of the sale of real property Bancroft Building 209 E
Prospect Street

6.2 New Business

6.2.1 Discussion/Approval of Revisions to Activity Fund Handbook pg 12-30

6.2.2 Discussion/Approval of Bid to Purchase and Install Technology Equipment
to provide Internet Access to Outdoor Activities Facilities (ESSER
Expenditure) pg 31-38

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, September 27, 2021 – 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
August 23, 2021

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 5:30 p.m. at the Red Oak Jr./Sr. High School Virtual Classroom.

Present

Directors: Roger Carlson, Jackie DeVries, Bryce Johnson, Kathy Walker, Bret Blackman arriving at 6:10 p.m.

Superintendent Ron Lorenz, Business Manager Deb Drey

Public Hearing on Conveyance of an Interest in Real Property-Webster

President Johnson opened the public hearing on the conveyance of an interest in real property of the Webster Building at 5:30 p.m. Several community members expressed their concerns relating to the sale of the Webster Building. President Johnson closed the public hearing at 5:51 p.m.

Public Hearing on Conveyance of an Interest in Real Property-Bancroft

President Johnson opened the public hearing on the conveyance of an interest in real property of the Bancroft Building at 5:51 p.m. There was discussion by community members relating to the sale of the Bancroft Building. President Johnson declared the public hearing closed at 5:56 p.m.

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.

Good News from Red Oak Schools

Teachers have participated in a very productive professional development and are ready to begin school on August 25.

OPAA has provided delicious meals for the staff.

Consent Agenda

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

IES Playground Equipment

Motion by Director Carlson, second by Director Walker to accept the option two bid from Boland Recreation for Inman Elementary Playground Equipment in the amount of \$45,005. Motion carried unanimously.

Press Box Renovation

Motion by Director DeVries, second by Director Carlson to accept the bid from Sellers Construction to renovate the Press Box to provide internet access in the amount of \$28,518.50. Motion carried unanimously.

Director Blackman arrived at 6:10 p.m.

Continuation of August 23, 2021, Meeting Minutes-Page 2

Board Policy 505.5 Second Reading

Motion by Director Carlson, second by Director Walker to approve the second reading of Board Policy 505.5-Student Fund Raising. Motion carried unanimously.

Board Policy 704.1 Second Reading

Motion by Director Walker, second by Director DeVries to approve the second reading of Board Policy 704.1-Local, State, Federal, and Miscellaneous Revenue. Motion carried unanimously.

Board Policy 704.6 Second Reading

Motion by Director Walker, second by Director Blackman to approve the second reading of Board Policy 704.6-Online Fund-Raising Campaigns-Crowd Funding. Motion carried unanimously.

Board Policy 401.5 Second Reading

Motion by Director Carlson, second by Director DeVries to approve the second reading of Board Policy 401.5-Employee Contract Release-Licensed Employees. Motion carried unanimously.

Resolutions for the Sale of Webster and Bancroft Buildings

Motion by Director Carlson, second by Director DeVries to table action on the resolutions for the sale of Webster and Bancroft buildings until the next meeting. Motion carried unanimously.

High School Course Handbook Amendment

Motion by Director Walker, second by Director DeVries to amend the High School Course Handbook as presented. Motion carried unanimously.

2021-2022 Student/Parent Handbooks

Motion by Director Carlson, second by Director DeVries to approve the 2021-2022 Student/Parent Handbooks with a grammatical change per Nate Perrien. Motion carried unanimously.

MCCDA Renovations to ROECC

Motion by Director Blackman, second by Director Walker to approve the Montgomery County Child Development Association to replace the non-ballasted portion of the Red Oak Early Childhood Center roof and install new doors and window at the west entrance. Motion carried unanimously.

Adjournment

Motion by Director Blackman, second by Director Walker to adjourn the meeting at 6:50 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, September 13, 2021 – 5:30 p.m.
Virtual Classroom/Phone/Internet
Red Oak Junior Senior High School Campus

Bryce Johnson, President

Deb Drey, Board Secretary

09/08/2021 03:30 PM

User ID: HARRISH

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AHLERS & COONEY	808670	331.50
10 9010 2310 000 0000 342	August 2021 Legal Fees	331.50
AHLERS & COONEY	808831	1,389.50
10 9010 2310 000 0000 342	Legal Fees - Real Estate	1,389.50
Vendor Name AHLERS & COONEY		1,721.00
AMERICAN FIRE PROTECTION	15366	1,090.00
10 9010 2670 000 0000 490	Annual Fire Extinguisher Inspection	1,090.00
Vendor Name AMERICAN FIRE PROTECTION		1,090.00
BATTEN SANITATION SERVICE	83121BS	5,643.56
10 0109 2630 000 0000 421	Jr/Sr HS Sanitation 8/2021	1,750.00
10 0418 2630 000 0000 421	IES Sanitation 8/2021	1,750.00
10 0445 2630 000 0000 421	ROECC Sanitation 8/2021	1,750.00
10 9010 2630 000 0000 421	Admin/BB/BBF/Bancroft/Webster Sanitation	393.56
Vendor Name BATTEN SANITATION SERVICE		5,643.56
BLACKMAN, BRANDI	82021BB	127.41
10 0418 1000 100 8001 612	PTO Reimbursement-IES	127.41
Vendor Name BLACKMAN, BRANDI		127.41
BUSINESS SOLVER.COM INC	REDOAK1021	4,649.04
10 9010 1000 100 8018 270	9/2021 Retiree Insurance Premium	4,649.04
Vendor Name BUSINESS SOLVER.COM INC		4,649.04
CAPITAL SANITARY SUPPLY CO.	052057	1,629.20
10 9010 2620 000 0000 618	Janitorial Supplies	1,629.20
Vendor Name CAPITAL SANITARY SUPPLY CO.		1,629.20
CARROLL SEATING SCIENCES SCHOOLS SERVICE	1016184	8,872.94
10 9010 1000 100 4055 739	Media Platform for Gymnasiums	8,872.94
Vendor Name CARROLL SEATING SCIENCES SCHOOLS SERVICE		8,872.94
CENTURY LINK	082521CL	555.52
10 9010 2490 000 0000 530	Districtwide Long Distance	555.52
CENTURY LINK	090121CL	176.00
10 9010 2490 000 0000 530	Two-Way Transmitter	176.00
Vendor Name CENTURY LINK		731.52
CHAT MOBILITY	90121CM	103.68
10 9010 2510 000 0000 532	Admin Mifi's	103.68
Vendor Name CHAT MOBILITY		103.68
CHEMSEARCH	7495830	434.17
10 9010 2640 000 0000 433	Water Treatment	434.17
CHEMSEARCH	7500068	432.13
10 9010 2640 000 0000 433	Water Treatment	432.13
Vendor Name CHEMSEARCH		866.30

3

09/08/2021 03:30 PM

User ID: HARRISH

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
CITY OF RED OAK	090121CORO	1,267.79
10 9010 2620 000 0000 411	Admin/BB/BBF/BBF Water - 8/2021	284.30
10 0109 2620 000 0000 411	Jr/Sr HS Water - 8/2021	408.44
10 0418 2620 000 0000 411	IES Water - 8/2021	405.76
10 0445 2620 000 0000 411	ROECC Water - 8/2021	169.29
Vendor Name CITY OF RED OAK		<u>1,267.79</u>
COCA-COLA BTLG OF OMAHA	10634029	246.32
10 0418 3200 000 8901 618	IES Coca Cola Pop Order	246.32
Vendor Name COCA-COLA BTLG OF OMAHA		<u>246.32</u>
COMMITTEE FOR CHILDREN	2023951	7,219.83
10 0418 1000 100 4055 618	2nd Step Gr K-8 5-Year License	7,219.83
Vendor Name COMMITTEE FOR CHILDREN		<u>7,219.83</u>
CREXENDO BUSINESS SOLUTIONS, INC	2041067807	318.56
10 9010 2510 000 0000 532	Monthly Phone Svc - 7/2021	318.56
Vendor Name CREXENDO BUSINESS SOLUTIONS, INC		<u>318.56</u>
DICKEL DUIT OUTDOOR POWER, INC.	52645	33.99
10 9010 2630 000 0000 618	Weed Trimmer Head	33.99
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		<u>33.99</u>
DISCOUNT SCHOOL SUPPLY	40656200001	818.38
10 0445 1000 100 0000 618	PreK Class Supplies	818.38
Vendor Name DISCOUNT SCHOOL SUPPLY		<u>818.38</u>
FAREWAY FOOD STORES	082621FW	32.17
10 9010 2310 000 0000 611	Staff Luncheon	32.17
Vendor Name FAREWAY FOOD STORES		<u>32.17</u>
FBG SERVICE CORPORATION	907779	31,867.25
10 9010 2630 000 0000 340	August 2021 Custodial	31,867.25
Vendor Name FBG SERVICE CORPORATION		<u>31,867.25</u>
GLENWOOD COMMUNITY SCHOOLS	090321GCSD	908.85
10 9010 1200 217 3303 320	August 2021 Apex x 1	908.85
Vendor Name GLENWOOD COMMUNITY SCHOOLS		<u>908.85</u>
GRAINGER	9023486518	128.60
10 0418 2620 000 0000 618	14 Ga Wire Whip	128.60
Vendor Name GRAINGER		<u>128.60</u>
HEARTLAND AEA #1	83021HAEA	270.00
10 0109 2410 000 0000 618	ENVELOPE PRINTING	270.00
Vendor Name HEARTLAND AEA #1		<u>270.00</u>
iJAG, INC.	27599	45,000.00
10 9010 2213 420 1119 330	2021-2022 iJag Fees	45,000.00
Vendor Name iJAG, INC.		<u>45,000.00</u>

4

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
IMPACT 7G	22288	1,710.00
10 9010 2310 000 0000 350	Asbestos Inspection Mgmt Plan	1,710.00
Vendor Name IMPACT 7G		<u>1,710.00</u>
IOWA TESTING PROGRAM	210238-c	185.00
10 9010 2240 100 0000 325	IA Statewide Assessment ISASP	185.00
Vendor Name IOWA TESTING PROGRAM		<u>185.00</u>
JB I DISTRIBUTORS LLC	1519	4,274.00
10 0418 2620 000 4055 618	ECO Wipes for Classrooms	3,824.00
10 0418 2620 000 4055 618	Buckets for Wipes	450.00
JB I DISTRIBUTORS LLC	1520	4,274.00
10 0109 2620 000 4055 618	Disinfecting Wipes w/Disposal Buckets	4,274.00
Vendor Name JB I DISTRIBUTORS LLC		<u>8,548.00</u>
JOHNSON AUTO PARTS	6177-247399	41.15
10 9010 2640 000 0000 618	Trailer Plug	41.15
Vendor Name JOHNSON AUTO PARTS		<u>41.15</u>
KELLY'S CARPET LTD	93021KC	213,000.00
10 0418 1000 100 4055 618	IES Flooring Esser III	213,000.00
Vendor Name KELLY'S CARPET LTD		<u>213,000.00</u>
LINCOLN ELECTRIC	910493250	142.32
10 0109 1300 370 0000 612	Welding Electrodes	142.32
Vendor Name LINCOLN ELECTRIC		<u>142.32</u>
LORENZ, RONALD	083121RL	166.44
10 9010 2321 000 0000 580	8/2021 Mileage Reimburement	166.44
Vendor Name LORENZ, RONALD		<u>166.44</u>
McGraw-Hill	118886178001	101.40
10 9010 1000 100 8017 641	Glencoe Chemistry - 5 1-Yr Online Subs	101.40
Vendor Name McGraw-Hill		<u>101.40</u>
MEDIACOM	082121MC	1,550.00
10 9010 2236 000 0000 536	District Internet LEAF 9/2021	1,550.00
MEDIACOM	082121MC-1	842.49
10 9010 2236 000 0000 536	District PRI Lines 9/2021	842.49
MEDIACOM	81221MC	79.02
10 9010 2236 000 0000 536	Jr/Sr PRI Lines	79.02
Vendor Name MEDIACOM		<u>2,471.51</u>
MIDAMERICAN ENERGY	081921MAE	29,729.34
10 0109 2620 000 0000 622	Jr/Sr HS Electricity 8/2021	15,167.88
10 9010 2620 000 0000 622	Admin Electricity 8/2021	84.77
10 9010 2620 000 0000 622	FBF/BBF Electricity 8/2021	23.28
10 9010 2620 000 0000 622	Bancroft Electricity 8/2021	159.71
10 9010 2620 000 0000 622	Bus Barn Electricity 8/2021	743.42

5

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0418 2620 000 0000 622	IES Electricity 8/2021	9,393.63
10 0445 2620 000 0000 622	ROECC Electricity 8/2021	4,156.65
Vendor Name MIDAMERICAN ENERGY		<u>29,729.34</u>
MIDWEST TECH PRODUCTS	2123360-02	222.00
10 0109 1300 370 0000 612	Welding Supplies	222.00
Vendor Name MIDWEST TECH PRODUCTS		<u>222.00</u>
NASCO	139609	149.00
10 0109 1000 100 4055 618	Instructional Materials - Cubelets Kits	149.00
Vendor Name NASCO		<u>149.00</u>
NEBRASKA AIR FILTER, INC.	392999-IN	742.12
10 9010 2620 000 0000 618	District Air Filters	742.12
Vendor Name NEBRASKA AIR FILTER, INC.		<u>742.12</u>
ONESOURCE THE BACKGROUND CHECK COMPANY	20210831	67.50
10 9010 2310 000 0000 340	Background Checks	67.50
Vendor Name ONESOURCE THE BACKGROUND CHECK COMPANY		<u>67.50</u>
PAPER CORPORATION	199111-00	7,131.86
10 0418 1000 100 0000 612	IES 1st Semester Paper	7,131.86
PAPER CORPORATION	199644-00	3,377.53
10 0109 1000 100 0000 612	Jr/SR HS 1st Sem Paper	3,377.53
PAPER CORPORATION	200008-00	650.04
10 9010 2310 000 0000 611	Summer/Fall Paper Order - Admin Office	650.04
Vendor Name PAPER CORPORATION		<u>11,159.43</u>
PELZER, ELAINE	83121EP	161.70
10 0418 1000 100 0000 580	IES Mileage Reimburement	161.70
Vendor Name PELZER, ELAINE		<u>161.70</u>
PIONEER MANUFACTURING CO	803320	805.20
10 9010 2630 000 0000 618	FBF Field Paint	805.20
Vendor Name PIONEER MANUFACTURING CO		<u>805.20</u>
PIZZA RANCH	090121PR	261.00
10 9010 2321 000 0000 618	New Teacher Orientation	261.00
Vendor Name PIZZA RANCH		<u>261.00</u>
QUADIENT	813210829	1,000.00
10 9010 2410 000 0000 531	District Postage Refill	1,000.00
Vendor Name QUADIENT		<u>1,000.00</u>
QUILL CORP.	18953615	20.33
10 0445 1000 100 0000 612	Cable Ties	20.33
Vendor Name QUILL CORP.		<u>20.33</u>
RED OAK EXPRESS	82921STMT	531.11
10 9010 2572 000 0000 540	July/Aug 2021 Board Claims	531.11

6

09/08/2021 03:30 PM

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name RED OAK EXPRESS		531.11
RIVERSIDE TECHNOLOGIES, INC	0329186-IN	520.00
10 9010 2235 000 4055 359	Managed Services 9/2021	520.00
Vendor Name RIVERSIDE TECHNOLOGIES, INC		520.00
RURAL SCHOOL ADVOCATES OF IOWA	RSAI20021-22	750.00
10 9010 2310 000 0000 810	RSAI 2021-2022 Membership	750.00
Vendor Name RURAL SCHOOL ADVOCATES OF IOWA		750.00
SCHOOL ADMINISTRATORS OF IOWA	300010395	568.00
10 0109 2410 000 0000 810	JR/SR HS PRINCIPAL MEMBERSHIP	568.00
SCHOOL ADMINISTRATORS OF IOWA	300010417	568.00
10 0418 2410 000 0000 810	Membership SAI - IES Principal	568.00
Vendor Name SCHOOL ADMINISTRATORS OF IOWA		1,136.00
SCHOOL BUS SALES	01P12501	25.64
10 9010 2700 000 0000 618	Power SWT Starquest	25.64
Vendor Name SCHOOL BUS SALES		25.64
SCHOOL SPECIALTY LATTA DIV.	208128276501	55.88
10 0445 1000 100 0000 618	Kindergarten Supplies	55.88
SCHOOL SPECIALTY LATTA DIV.	208128393205	12.20
10 0418 1000 100 0000 618	4th Grade School Supplies/School Specia	12.20
SCHOOL SPECIALTY LATTA DIV.	208128412479	32.88
10 0418 1000 100 0000 612	Summer School Supplies	32.88
SCHOOL SPECIALTY LATTA DIV.	308103824404	1,124.69
10 0418 1000 100 0000 618	2nd Grade School Supplies	1,124.69
SCHOOL SPECIALTY LATTA DIV.	308103824428	929.33
10 0418 1000 100 0000 618	4th Grade School Supplies/School Specia	929.33
Vendor Name SCHOOL SPECIALTY LATTA DIV.		2,154.98
SELLERS PEST CONTROL-ART SELLERS	29665	175.00
10 9010 2620 000 0000 425	District Pest Control	175.00
Vendor Name SELLERS PEST CONTROL-ART SELLERS		175.00
SOUTHSIDE SALES & SERVICE	1159	269.50
10 9010 2630 000 0000 618	Playground Mulch Equip.	269.50
SOUTHSIDE SALES & SERVICE	1161	136.49
10 9010 2620 000 4055 618	Media Platforms Equip.	136.49
Vendor Name SOUTHSIDE SALES & SERVICE		405.99
STANDARD INSURANCE COMPANY, THE	81621ST	373.80
10 9010 1000 100 8018 270	Retiree Dental Premium 9/2021	373.80
Vendor Name STANDARD INSURANCE COMPANY, THE		373.80
SW IA TIRE & SERVICE	114044	13.50
10 9010 2630 000 0000 618	Mower Repair	13.50
Vendor Name SW IA TIRE & SERVICE		13.50

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
ULINE	136445456	1,909.39
10 0418 2620 000 0000 618	Six Heavy Duty Shelving Unites	1,909.39
Vendor Name ULINE		<u>1,909.39</u>

US CELLULAR	456066799	22.08
10 9010 2490 000 0000 530	Bus Barn Phones (2)	3.68
10 9010 2490 000 0000 530	Nurse Phone (1)	1.84
10 9010 2490 000 0000 532	Maintenance Phones (3)	5.52
10 9010 2490 000 0000 532	Technology Phones (2)	3.68
10 0418 2410 000 0000 532	IES SAM Phone (1)	1.84
10 0109 2410 000 0000 532	Jr/Sr HS Asst Principal Phone (1)	1.84
10 0109 2410 000 0000 532	Jr/Sr HS Principal Phone (1)	1.84
10 9010 2510 000 0000 532	SBO Phone (1)	1.84
Vendor Name US CELLULAR		<u>22.08</u>

Wells Fargo Financial Leasing, Inc.	5016538045	1,290.50
10 9010 2520 000 0000 618	Admin Office Copier Lease - 9/2021	117.30
10 0445 1000 100 0000 359	ROECC Copier Lease - 9/2021	234.64
10 0109 1000 100 0000 359	Jr/Sr HS Copier Lease - 9/2021	586.60
10 0418 1000 100 0000 359	IES Copier Lease - 9/2021	351.96
Vendor Name Wells Fargo Financial Leasing, Inc.		<u>1,290.50</u>

WESTLAKE ACE HARDWARE	2525616	410.16
10 0418 2620 000 0000 618	IES Maintenance Supplies 8/2021	218.12
10 0445 2620 000 0000 618	ROECC Maintenance Supplies 8/2021	55.94
10 0109 2620 000 0000 618	Jr/Sr HS Maintenance Supplies 8/2021	59.57
10 9010 2620 000 0000 618	District General Maintenance Supplies 8/	76.53
WESTLAKE ACE HARDWARE	2525616-1	35.98
10 0418 2620 000 0000 618	Tools for Chair Leg Pads	35.98
WESTLAKE ACE HARDWARE	2525616-3	104.11
10 9010 2700 000 0000 618	Cleaning Supplies for Buses/Vehicles	104.11
Vendor Name WESTLAKE ACE HARDWARE		<u>550.25</u>

WILLIAM V. MACGILL & CO.	768180	706.37
10 0418 1000 108 0000 612	Nurse Office Supplies	706.37
Vendor Name WILLIAM V. MACGILL & CO.		<u>706.37</u>

YOUNG AUTO PARTS INC.	236994	82.56
10 9010 2700 000 0000 618	Synthetic Oil/ Fuse #17	82.56
Vendor Name YOUNG AUTO PARTS INC.		<u>82.56</u>

Fund Number 10		<u>394,877.00</u>
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
SPECIALTY UNDERWRITERS LLC	SW3892-2	21,710.50
22 9010 2310 000 0000 520	Quarterly Premium Installment	21,710.50
Vendor Name SPECIALTY UNDERWRITERS LLC		<u>21,710.50</u>

8

09/08/2021 03:30 PM

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Fund Number 22		21,710.50
Checking Account ID 1		416,587.50
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
OPAA! FOOD MANAGEMENT INC	35477	18,125.88
61 9010 3110 000 0000 570	SFSP Food 8/2021	18,125.88
Vendor Name OPAA! FOOD MANAGEMENT INC		18,125.88
Fund Number 61		18,125.88
Checking Account ID 2		18,125.88
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
BATES, MAKINZEY	082321MB	206.56
21 0109 1400 950 7407 580	State Fair Travel Reimbursement	206.56
Vendor Name BATES, MAKINZEY		206.56
Bernard, Kevin	90721KB	120.00
21 0109 1400 920 6720 340	V FB Official	120.00
Vendor Name Bernard, Kevin		120.00
BONDURANT-FARRAR HIGH SCHOOL	90721BFHS	125.00
21 0109 1400 920 6815 810	VB Entry Fee	125.00
Vendor Name BONDURANT-FARRAR HIGH SCHOOL		125.00
BROTHERS, KEITH	82421KB	75.00
21 0109 1400 920 6720 340	V FB Scrimmage Official	75.00
BROTHERS, KEITH	90721KB	90.00
21 0109 1400 920 6720 340	JV Football Official	90.00
Vendor Name BROTHERS, KEITH		165.00
GLENWOOD COMMUNITY SCHOOLS	082821GCSD	120.00
21 0109 1400 920 6645 810	Cross Country Entry Fee	120.00
Vendor Name GLENWOOD COMMUNITY SCHOOLS		120.00
HITT, JESSE	82421JH	75.00
21 0109 1400 920 6720 340	V FB Scrimmage Official	75.00
HITT, JESSE	90721JH	90.00
21 0109 1400 920 6720 340	JV Football Official	90.00
Vendor Name HITT, JESSE		165.00
IOWA HIGH SCHOOL MUSIC ASSOC	20212022	25.00
21 0109 1400 910 6210 810	2021-2022 Membership Form	25.00
IOWA HIGH SCHOOL MUSIC ASSOC	58	150.00
21 0109 1400 910 6220 618	Marching Band Registration	150.00
Vendor Name IOWA HIGH SCHOOL MUSIC ASSOC		175.00
JOSTENS	1267981	2,171.76
21 0109 1400 950 7426 618	Yearbooks	2,171.76
Vendor Name JOSTENS		2,171.76
LAUGHLIN, NICHOLAS	090721NL	120.00
21 0109 1400 920 6720 340	V FB Official	120.00

9

09/08/2021 03:30 PM

User ID: HARRISH

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name LAUGHLIN, NICHOLAS		120.00
MILLER, JUSTIN	90721JM	120.00
21 0109 1400 920 6720 340	V FB Official	120.00
Vendor Name MILLER, JUSTIN		120.00
Mount Vernon High School	90721MVHS	100.00
21 0109 1400 920 6815 810	VB Entry Fee	100.00
Vendor Name Mount Vernon High School		100.00
Nordyke, Aaron	090721AN	90.00
21 0109 1400 920 6720 340	JV Football Official	90.00
Vendor Name Nordyke, Aaron		90.00
PEPPER & SON, INC.	2349403	170.00
21 0109 1400 910 6221 618	JH Band Concert Music	170.00
PEPPER & SON, INC.	82621STMT	549.99
21 0109 1400 910 6210 618	Fall Music Concert Sheet Music	549.99
Vendor Name PEPPER & SON, INC.		719.99
QUILL CORP.	19112181	16.41
21 0109 1400 950 7421 618	Window Markers	16.41
Vendor Name QUILL CORP.		16.41
SHENANDOAH COMMUNITY SCHOOLS	090721SCSD	50.00
21 0109 1400 920 6645 810	Cross Country Entry Fee	50.00
Vendor Name SHENANDOAH COMMUNITY SCHOOLS		50.00
Stange, Hunter	90721HS	120.00
21 0109 1400 920 6720 340	V FB Official	120.00
Vendor Name Stange, Hunter		120.00
WESTLAKE ACE HARDWARE	2525616-2	45.37
21 0109 1400 920 6600 618	Cleaning Supplies	45.37
Vendor Name WESTLAKE ACE HARDWARE		45.37
WOHLERS, KEITH	90721KW	120.00
21 0109 1400 920 6720 340	V FB Official	120.00
Vendor Name WOHLERS, KEITH		120.00
Woods, Josh	082421JW	75.00
21 0109 1400 920 6720 340	V FB Scrimmage Official	75.00
Vendor Name Woods, Josh		75.00
Fund Number 21		4,825.09
Checking Account ID 3		4,825.09

10



120 Pennsylvania Ave • Oakmont, PA 15139
412-781-9100 • Fax 412-781-3085
www.equiparts.net

QUOTE

Bill To:	Ship To:	Quote #
Red Oak Community Schools 1901 N Broadway St Suite A Red Oak, IA 51566	Heidi Harris Red Oak Community Schools 1901 N Broadway St Suite A Red Oak, IA 51566	198278.1
		Date
		9/8/2021

ContactID	Sales Rep	Terms	Quote Terms	Ship Via		
17493	RJ	Credit Card	30 days			
Qty	Part #	Description	Unit Price		Extension	
40	08330	ROYAL CLOSET FLUSHOMETER 1-1/2 VB 1.6 GPF	145.86 each		5,834.40	
52	85606	RETROFIT SIDE MT FV SINGLE FLUSH	156.50 each		8,138.00	
12	08331	ROYAL URINAL FLUSHOMETER 3/4 VB 1.0 GPF	145.86 each		1,750.32	

Comments

SubTotal : **\$15,722.72**

Total Tax: **\$0.00**

Plus shipping and tax, if applicable. If you are tax exempt, please be sure to send your tax exempt certificate.
Equiparts Corp collects sales tax for the following states: CA, CT, DC, IN, KY, MD, ME, MI, NC, NJ, NY, OH, PA, VA & WV.
Any applicable taxes to any other state must be paid directly to that local tax authority by the end user.

Grand Total: **\$15,722.72**

Thank You!

Please Note: Due to current fluctuations and conditions,
pricing is subject to change until order is confirmed by Equiparts.
All returns require prior authorizations and may be subject to a restocking fee.
Toll Free 800-442-6622

Client Signature

Date Accepted

Page 1 of 1

11



Activity Fund Manual

A GUIDE TO CASH HANDLING, ALLOWABLE EXPENDITURES,
PURCHASING PROCEDURES AND OTHER INTERNAL CONTROL
AND COMPLIANCE MATTERS

Table of Contents

Introduction	3
Guiding Principles	3
Public Purpose.....	3
Expenditures	4
Cash Handling.....	4
Purchasing Procedures	5
Purchase Orders.....	5
Check Procedures	5
Registration Fees	5
Employee Reimbursement.....	5
Mileage Reimbursement	6
ATHLETIC/ACTIVITY EVENTS	6
Athletic Gate Receipts and Activity Event Activities Admissions.....	6
Payment of Officials	7
Meal Money for State Events	7
Red Oak High School Activity Receipt Sheet.....	8
FUND RAISING	9
Student Fund Raising (Board Policy 505.5).....	9
Fund Raising Approval	10
RED OAK COMMUNITY SCHOOL DISTRICT FUND RAISER APPROVAL FORM.....	11
RED OAK COMMUNITY SCHOOL DISTRICT FUND RAISER FINAL SUMMARY REPORT	12
Camps and Clinics.....	13
School-Sponsored Camps/Clinics	13
Privately Sponsored Camps/Clinics.....	13
RED OAK CSD CAMP/CLINIC REQUEST FORM.....	14
RED OAK CSD CAMP/CLINIC FINAL SUMMARY.....	15
Ethical Issues.....	16
Iowa Gift Law.....	16
Purchase of Coaches Attire.....	16
Miscellaneous	16
Donations	16

<i>Establishing Personal Checking Account</i>	<i>16</i>
<i>Personal Responsibility</i>	<i>17</i>
<i>Acknowledgement of Receipt</i>	<i>18</i>

Introduction

All Student Activity funds are considered “public funds” regardless of their source. As such, they are subject to the same statutory requirements of all other district funds. Public funds are governed by Article III of the Constitution of the State of Iowa and may only be spent for public benefit.

Student Activity funds are under the fiduciary control and responsibility of the Red Oak Board of Education. The Board is ultimately responsible for the prudent and proper accounting of these funds. Policies are created by the Board and procedures developed by the District Administration to establish internal controls over these funds and to ensure that those handling the funds maintain compliance with all local and state laws, regulations, and policies.

This manual has been developed to clarify Student Activity fund requirements and to outline the compliance procedures established by the Red Oak Community School District.

Guiding Principles

- Student Activity funds are public funds regardless of their source
- A Student Activity fund must be created in every school district receiving money from student-related activities, including, admissions, activity fees, student dues, fundraising events, donations, and other sources
- All funds collected by a school district through school sanctioned activities are under the financial control and responsibility of the School Board
- All official records of the Student Activity fund must be maintained in the district-wide Uniform Financial Accounting system
- Districts may maintain subsidiary records for student activities, but all subsidiary records must be reconciled to the official records monthly
- The Board may regulate fundraising activities during school and school-sponsored events, and it may regulate the use of funds derived from those sources
- Revenue sources include income derived from student activities and interest on the investment of these moneys, including gate receipts, ticket sales, admissions, student club dues, donations, fundraising proceeds, and other receipts

Public Purpose

All expenditures of Student Activity funds (and other district funds) must have a public purpose or serve the broader public interest. There is no clear statutory definition of “public purpose,” so determinations must be made on a case-by-case basis with documentation of the public purpose in Board minutes, policy, and/or strategic goals. This goes beyond the Board simply stating it believes there is a public purpose to include a thoughtful analysis, based on wisdom and policy, that the present and future public welfare is served by an expenditure of public money.

This is not a determination that can be made by district employees beyond clear board policy. It cannot be based on what district personnel or other decision makers prefer to happen. The more difficult it is to document a public purpose, the less likely one exists.

Generally, public funds that are used to benefit individuals or incentivize individual responses do not meet the "public purpose" standard. The Iowa Department of Education has indicated that Student Activity funds "should not be used for rewards, prizes, or other private benefit." This means school districts are prohibited from using public funds for a variety of things including but not limited to:

- Purchasing meals and/or snacks, which are generally regarded as personal costs*
- Purchasing optional equipment
- Customizing uniforms or purchasing special uniforms jerseys, singlets, or other attire to specifically reward athletic accomplishments
- Purchasing gift cards or using cash to reward students, staff, or volunteers
- Paying for a charter bus for athletic teams
- Paying for team camps out of season or sending students to competitions out of season
- Voluntarily waiving established fees for reasons other than those supported by Board policy

It is also important to note that booster clubs and other auxiliary organizations should not be asked to provide items directly to students that do not meet public purpose requirements or cannot be purchased from school district funds. "The restrictions on school district funds are within law; it would be inappropriate for the local district [or district representatives] to use its booster clubs for the purpose of circumventing law." (Iowa Department of Education)

* Food/snacks can only be purchased if the Board has established a public purpose and the district's independent auditor supports the expense. No such public purpose has been established, so please do not request (or unilaterally spend) activity funds for food or snacks.

Expenditures

Appropriate expenditures include the ordinary and necessary expenses of operating district sponsored and supervised student cocurricular and extracurricular activities. Inappropriate expenditures include any expenditure more appropriate to other funds.

It is never appropriate for a school districts to give cash to student members of activity groups. The student activity fund may not be used as a clearing account for any other fund.

Student activity funds may not, in any event, be devoted or allocated to any private organization nor may they be transferred to the General Fund. These funds shall be maintained in a student activity fund supervised by the board (OAG. #46-3-26).

Cash Handling

Whenever possible cash collections should be received directly from students in the building or Activities Director's office and issued a receipt by the building secretary or Activity Director. If a coach/sponsor or teacher collects money directly from students for any purpose, these proceeds should be turned in to the building secretary or Activity Director daily and a receipt issued to the coach/sponsor.

If the coach/sponsor or teacher collects money, a log or spreadsheet should be kept listing at a minimum the student's name, amounts received, and check number or amount of cash. Student activity money collected should be taken to the main office the same day it is collected. Money should never be kept overnight in a desk drawer, file cabinet, etc. Money must be always locked, in the main office safe, and should be deposited within a few days by the building secretary or Activity Director. The building secretary or Activity Director must then immediately forward a copy of the deposit summary sheet to the business office. The Accounting Clerk will verify the amount on the deposit slip from the bank with the deposit summary and entered into the district's accounting software. Deposits are reconciled on a weekly basis and the Student Activity fund bank account is reconciled each month by the School Business Official.

Purchasing Procedures

Purchase Orders

All purchases made through an account in the Student Activity fund must follow the same purchase procedures and guidelines established for all school district funds. A purchase order must be completed and approved by the Activity Director or Building Principal prior to any purchase or order. Failure to follow appropriate purchasing procedures may result in the employee being held personally responsible for incurred expenses.

Check Procedures

The Business Office will issue payment once an invoice is confirmed against an approved purchase order and a packing slip, invoice, or other verification of receipt of goods or services. Once this verification is complete the invoice will be placed on the board report for approval at the next school board meeting. All payments issued by the district, including payments from the Student Activity fund, require board approval.

Registration Fees

To request payment for an entry fee or registration, attach a copy of the completed registration form with the purchase order. The district does not pay based on purchase orders, so this is required for verification purposes. Please indicate whether the registration form has been sent or needs to be mailed along with the payment.

Employee Reimbursement

Employees should avoid personally paying for items. If the vendor will not accept a Purchase Order, contact the Activities Director for other purchasing options. Copies of the Travel and Reimbursement Claim Form are in the main office of each building. The Travel and Reimbursement Claim Form should be completed by the employee and approved, coded, and signed by the building Principal or Activities Director. Receipts must be attached to all Travel and Reimbursement Claim Forms. Reimbursement

checks will be sent through inter-office mail. Please note that a credit card slip is not sufficient documentation for a reimbursement. An itemized receipt will be required for all claims including reimbursement request for meals. Sales tax will not be reimbursed by the district. The completed and approved Travel and Reimbursement Claim Form and documentation should then be sent to the Business Office for processing.

Mileage Reimbursement

Every attempt should be made to drive a school vehicle when employees travel on District business. Vehicle reservations are made online through Trip Direct and the Transportation Department. A valid driver's license is required before employees are allowed to drive a school vehicle. Only school employees are allowed to drive school vehicles.

For approved travel, an employee may request reimbursement for mileage. The Travel and Reimbursement Claim Form should be used for this request. The forms should be completed with the actual miles indicated on the form. Please include the date, destination, and purpose of the travel on the form. The Travel and Reimbursement Claim Form should then be approved, coded, and signed by the Activities Director or Principal and sent to the Business Office for processing. If the request is for multiple trips, a log may be kept and attached to the Travel and Reimbursement Claim Form.

ATHLETIC/ACTIVITY EVENTS

Athletic Gate Receipts and Activity Event Activities Admissions

The Red Oak District has established internal control procedures for handling cash for all athletic/activity events. Cash or change boxes should be established with a specified amount. The amount of the required change will be at the discretion of the Activities Director or Principal and generally follow these guidelines:

- The Activities Director will provide a cash box for athletic events. The beginning cash will be used for all games during the season. The beginning cash will be locked in a safe in the Activities Director's office when not in use.
- For special activity events where admission is charged, the amount of change needed will be determined by the Activities Director or Activity Sponsor.
- Pre-numbered tickets will be used for all athletic or activity events.
- Whenever possible, two or more individuals should be involved in the ticket sales process.
- At no time should the ticket seller use the cash to make change or cash checks for individuals.
- At the end of the event, cash should be counted and reconciled to the pre-numbered tickets sold including the amount of the beginning cash.
- A reconciliation form should be completed and signed off by the individuals responsible for counting and reconciling the cash.
- The cash and change box should be turned in to the Activities Director, Sponsor, Principal, or designee to be deposited immediately after the event.

18

Payment of Officials

Athletic officials and contest judges are paid after the service is performed. The Statement of Claim should be completed for each official after each event. Social Security numbers must be on file before payment to an official is made. The completed request forms are signed by the Activities Director and forwarded to the Business Office for processing. Payment to contest judges and officials will follow these same general guidelines.

Meal Money for State Events

Students and coaches receive an allowance not to exceed \$10 per meal when they participate in state athletic events. The Coach/Sponsor must check out a district credit card from the Business Office. A list of students and coaches attending the event should be completed. Receipts for each and every expenditure must be returned with the district credit card.

Red Oak High School Activity Receipt Sheet

_____ 9th FB _____ JV FB _____ V FB _____ JV VB. _____ V VB
 _____ 9th BB, Girls'/Boys'. _____ JV BB, Girls'/Boys'. _____ V BB, Girls'/Boys'. _____ WR
(Circle One) (Circle One) (Circle One)
 _____ TR, Girls'/Boys' _____ V BB _____ V Softball
(Circle One)

Money started with: \$ _____ (Ones: _____)
 (Fives: _____)
 (Tens: _____)

First Ticket # of Adult Tickets _____
 Last Ticket # of Adult Tickets _____
 Total Tickets _____ x \$5.00 = _____

First Ticket # of Student Tickets _____
 Last Ticket # of Student Tickets _____
 Total Tickets _____ x \$4.00 = _____

Total Sales: \$ _____

Ticket Takers Record on This Side * This Side for Office Use Only

_____ x \$100.00 = _____	*	_____ x \$100.00 = _____
_____ x \$50.00 = _____	*	_____ x \$50.00 = _____
_____ x \$20.00 = _____	*	_____ x \$20.00 = _____
_____ x \$10.00 = _____	*	_____ x \$10.00 = _____
_____ x \$5.00 = _____	*	_____ x \$5.00 = _____
_____ x \$1.00 = _____	*	_____ x \$1.00 = _____
_____ x \$.50 = _____	*	_____ x \$.50 = _____
_____ x \$.25 = _____	*	_____ x \$.25 = _____
_____ x \$.10 = _____	*	_____ x \$.10 = _____
_____ x \$.05 = _____	*	_____ x \$.05 = _____
_____ x \$.01 = _____	*	_____ x \$.01 = _____

Subtotal Cash = _____	*	Subtotal Cash = _____
Checks + _____	*	Checks + _____
Beginning Cash - \$500	*	Beginning Cash. - \$500
Total Receipts = _____	*	Total Receipts = _____

This receipt was counted by: _____ Date: _____
 (Ticket Taker Worker Sign Here)

2nd Ticket Taker If Have One: _____ Date: _____

20

FUND RAISING

Student Fund Raising (Board Policy 505.5)

Students may raise funds for school-sponsored events with the permission of the principal and superintendent. Fund raising by students for events other than school-sponsored activities is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property or district-sponsored events.

District-sponsored student organizations may have no more than three fund raising projects per year. Only one fund raising project may be a direct person-to-person sales campaign. There is to be no duplication of direct person-to-person sales projects within the school year. Two organizations may not sell the same project at different times during the same year.

Other fund-raising projects, such as dances, dinners, or car washes may be duplicated, but may not involve the solicitation of funds in any person-to-person manner. For example, the FFA club could have a dance as could the student council, but neither group could solicit people individually to purchase tickets.

A request for authorization to engage in a fund-raising project must be submitted well in advance on an appropriate form from the building principal's office. Such authorization must be obtained before any fund raising may take place. The authorization of the building principal must be forwarded to the superintendent for final approval. In general, no more than one fund raising project is to occur within the district at any given time, other than dances, dinners, car washes, or similar service types of projects. Exceptions may be approved due to seasonal constraints or for other unusual circumstances.

All monies are to be turned in to the principal on a daily basis and forwarded to the district central office. The checks will be issued from the central office for the expenses incurred. Monies collected in buildings on a daily basis are to be kept in a building vault. If no vault exists in a building, the monies are to be forwarded to the district central office daily. Monies must never be kept overnight in desk drawers, file cabinets, or other classroom/office furnishings.

Any person or entity acting on behalf of the district and wishing to conduct any fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the Superintendent. Any fundraising efforts conducted using the district's name, symbols, or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district.

A record of each organization's projects will be maintained by the building principal, along with a calendar of all approved fund-raising dates/activities. The building principals shall coordinate their calendars to ensure compliance with this policy. The superintendent will appraise the Board of all scheduled fund-raising activities at least once per semester.

It is the responsibility of the superintendent, in conjunction with the principal and activities director, to develop administrative regulations regarding this policy.

Fund Raising Approval

All fund-raising activities require prior approval of the Building Principal and Superintendent. Coaches/Sponsors must follow the guidelines listed below

- Obtain prior approval using the Fundraiser Approval form. These forms must be completed and signed by the building Principal or AD and the Superintendent/Designee before the fundraiser begins.
- Each fundraiser shall have a specific purpose which can be clearly articulated by everyone involved (e.g., sponsors, students, approvers).
- Students and parents should be informed of the purpose and goal of the fundraiser.
- District personnel should not establish an amount that students are expected to raise.
- District representatives cannot provide cash prizes or rewards to individual students.
- All revenues collected shall be accounted for in the Student Activity Fund and deposited and recorded as outlined in this Handbook.
- All purchases for the fundraiser shall follow the purchasing and reimbursement procedures outlined in this handbook.

Following completion of all fundraisers, a Fundraiser Final Summary Report should be completed. This report should be given to the Activities Director or Principal and then forwarded to the Business Office. This report will be maintained with the approval form and maintained for review by district auditors at year-end.

22

RED OAK COMMUNITY SCHOOL DISTRICT FUND RAISER APPROVAL FORM

Student Group or Athletic Account _____

Coach/Sponsor/Supervisor _____

Date(s) of Fundraiser _____

Purpose of Fundraiser _____

Fundraising Activity _____

If merchandise is to be sold

Items to be Sold _____

Price of Items _____

Selling to Whom _____

Why is this Fund Raiser Necessary? _____

(What need or public purpose is not _____

being met with existing funds?) _____

Signature of Sponsor/Coach/Supervisor

Date

AD or Principal Approval

Date

Superintendent/Designee Approval

Date

23

RED OAK COMMUNITY SCHOOL DISTRICT FUND RAISER FINAL SUMMARY REPORT

Student Group or Athletic Account _____

Coach/Sponsor/Supervisor _____

Date(s) of Fundraiser _____

Fundraising Activity _____

Brief Summary of how this fundraiser went _____

Total Money Raised : _____

Total Expenditures _____

Signature of Coach/Sponsor/Supervisor

Date

AD or Principal

Date

24

Camps and Clinics

Camps and clinics may be handled differently depending on whether it is sponsored by the school district or privately sponsored using district facilities. Advertisements and other materials should clearly identify whether a camp/clinic is school-sponsored or a privately sponsored camp.

School-Sponsored Camps/Clinics

All camps and clinics that do not meet the guidelines for privately sponsored (see below) are considered school-sponsored camps. These camps should be accounted for in the Student Activity Fund and should adhere to the following guidelines:

- All camps should be scheduled and approved by the district Activities Director by completion of the Camp Request Form. The request form shall include projected revenues and estimated expenditures for the camp, as well as student fees for the camp. The Activities Director will send a copy of the approved form to the Business Office.
- All school-sponsored camps must be run by school district employees.
- Fees collected should be deposited and recorded in the Student Activity Fund as outlined in this handbook.
- Camp expenditures shall follow the purchasing and reimbursement procedures outlined in this handbook.
- The camp organizer will recruit and assign all camp workers.
- Workers may not be paid for their services with merchandise.
- Funds generated by the camp must be sufficient to pay all camp expenses.

Following completion of camp/clinic the sponsor will complete a Camp Final Summary Form and forward the completed form to the district Activities Director's office. The Activities Director will send a copy of the form to the Business Office. This report will be maintained with the approval form and kept on file for review by district auditors at year-end.

Privately Sponsored Camps/Clinics

All privately sponsored camps and clinics must be scheduled through the Activities Director. The facilitator of the camp (employee or non-employee) must rent facilities pursuant to the facility usage guidelines. The facilitator must provide a certificate of insurance for liability coverage. The facilitator is responsible for handling all aspects of the camp/clinic (e.g., advertising, registration, staffing, fees, expenses, etc.) and may not represent themselves as a district coach.

25

RED OAK CSD CAMP/CLINIC REQUEST FORM

Student Group or Athletic Account: _____

Coach/Sponsor/Supervisor: _____

Date(s) of Camp/Clinic: _____

Grade(s) involved in Camp/Clinic: _____

Brief Description of Camp:

Total Money Raised: _____

Total Expenditures: _____

Signature of Coach/Sponsor/Supervisor

Date

AD or Principal

Date

26

RED OAK CSD CAMP/CLINIC FINAL SUMMARY

Student Group or Athletic Account:

Coach/Sponsor/Supervisor:

Date(s) of Camp/Clinic:

Total Revenues:

Expenditures:

Signature of Sponsor/Coach/Supervisor

Date

AD or Principal Approval

Date

27

Ethical Issues

Iowa Gift Law

Chapter 68B of the Code of Iowa establishes the ethical requirements for state and local governments. According to the Iowa Ethics and Campaign Disclosure Board, the gift law "prohibits officials and employees or their family members from receiving or soliciting gifts from a restricted donor." A restricted donor would include any person or company seeking to be a party to a sale, purchase, lease, or contract with the school district. The exception to this law would be for non-monetary items with a value of three dollars or less received from any one donor during one calendar day. The general rule of thumb is for all district employees to avoid receiving any gift from anyone who would have an interest in the actions of the employee or the school district.

When the district orders merchandise from any fund, including the Student Activity Fund, the vendor is not allowed to include extra items to be given to officials, administrators, coaches, or other employees as this violates the Iowa Gift Law.

Purchase of Coaches Attire

Article III, Section 31 of the Code of Iowa requires the public funds, including Student Activity fund, only be spent for the public benefit. According to the State of Iowa Auditor's office, it would be difficult to justify that purchasing attire for coaches or other employees benefits the public and recommend that districts refrain from allowing public funds to be used to purchase personal items. For these reasons, all coaches' attire purchased from public funds, including the Student Activity fund, remain the property of the Red Oak Community School District and must be returned to the Activities Office upon completion of duties.

Miscellaneous

Donations

School organizations and student activity groups are not permitted to make donations to other non-profit organizations unless that particular purpose was identified prior to raising the funds. School organizations and student activity groups are not permitted to make donations to individuals.

Establishing Personal Checking Account

Pursuant to the State of Iowa Auditor Office, Activities Directors, coaches, and other school employees shall not establish separate checking accounts for the purpose of fundraising or any school related activity. Coaches/sponsors and other school employees may not operate school business from their personal bank account.

28

Personal Responsibility

Failure to follow appropriate procedures as outlined in this manual may result in disciplinary action and force the district to hold an employee personally responsible for incurred expenses.

Acknowledgement of Receipt

I acknowledge that I have received a copy of the Red Oak Community School District's Student Activities Fund Handbook and its contents have been reviewed with me.

I understand the Student Activity Fund Handbook contains important information about the appropriate use of Student Activity funds and my role, responsibilities, and duties as an activities coach or sponsor. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult my building principal or activities director with any questions I have about the contents of the Student Activity Fund Handbook or any questions that I feel were not addressed.

I understand that the Student Activities Fund Handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Student Activities Fund Handbook is not intended, and does not constitute a contract between the Red Oak CSD and any one or all its employees.

Employee's Signature

Date

Employee's Name (Printed)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE



Football Field Quote

Quote #MC065389 v1

Prepared For:

Red Oak School District

School District
Bob Deter
2011 N. 8th Street

Red Oak, IA 51566

P: (402) 880-2414

E: deterb@roschools.org

Contract:

Prepared by:

Riverside Technologies

Matt Collins
748 N 109th Court
Omaha, NE 68154

P: 866.804.4388

E: mcollins@1rti.com

Date Issued:

07.22.2021

Expires:

08.21.2021

Meraki Outdoor Wireless		Price	Qty	Ext. Price
MR86-HW	Meraki MR86 Wi-Fi 6 Outdoor AP	\$987.38	1	\$987.38
LIC-ENT-5YR	Meraki MR Enterprise License 5YR	\$197.56	1	\$197.56
MA-ANT-20	Meraki Dual-band Omni Antennas	\$87.38	1	\$87.38
MA-ANT-27	Meraki Dual Band Sector Antenna	\$153.22	1	\$153.22
Subtotal:				\$1,425.54

Meraki Router & Switch		Price	Qty	Ext. Price
MX67-HW	Meraki MX67 Router/Security Appliance	\$305.12	1	\$305.12
LIC-MX67-ENT-5YR	Meraki MX67 Enterprise License and Support 5YR	\$460.99	1	\$460.99
MS120-8FP-HW	Meraki MS120-8FP 1G L2 Cloud Managed 8x GigE 124W PoE Switch	\$580.36	1	\$580.36
LIC-MS120-8FP-5YR	Meraki MS120-8FP Enterprise License and Support 5 Year	\$85.61	1	\$85.61
Subtotal:				\$1,432.08

Tripp Lite Rack		Price	Qty	Ext. Price
SRW6U	6U Wall mount Rack Enclosure	\$177.50	1	\$177.50
Subtotal:				\$177.50

RTI Cabling		Price	Qty	Ext. Price
RTI-SVC-CBL	Cabling <ul style="list-style-type: none"> BICSI Certified Cat 6 cable run for outdoor AP install – Qty 1 Includes professional installation of wall mount rack 	\$985.58	1	\$985.58
Subtotal:				\$985.58

RTI Professional Services		Price	Qty	Ext. Price
RTI-SVC-ENG	Engineering Installation and Configuration <ul style="list-style-type: none"> Install and configure (1) Meraki firewall Install and configure (1) Meraki switch Configure (1) Meraki access point Mount (1) Tripplite network rack 	\$2,195.00	1	\$2,195.00
Subtotal:				\$2,195.00



Quote Summary		Amount
Meraki Outdoor Wireless		\$1,425.54
Meraki Router & Switch		\$1,432.08
Tripp Lite Rack		\$177.50
RTI Cabling		\$985.58
RTI Professional Services		\$2,195.00
Total:		\$6,215.70

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

32

September 7, 2021

Client: Red Oak Community School District

Attn: Kevin Herrick

Thank you for your interest in GovConnection, Inc.'s dba Connection (Service Provider) Professional Service offerings. We are pleased to present this Professional Services Estimate (PSE) to Red Oak Community School District ("Client") to provide high level information including anticipated project tasks, deliverables, assumptions, and estimated pricing for the Services Red Oak Community School District has requested in support of its LAN/WLAN & Firewall project ("Service").

Anticipated Scope of Work

Project Tasks

Service Provider anticipates providing engineering resource(s) to assist Client with their LAN/WLAN & Firewall project. Based on our experience with similar projects and our initial understanding of your needs, Service Provider anticipates that the following tasks may be performed:

Project Overview

Client is deploying new Meraki LAN/WLAN & Firewall Solution into an outdoor Field House.

Proposed Solution

Implement and configure new Meraki devices.

- (1) Meraki MX67 Firewall
- (1) Meraki MS120-8 1U switch
- (1) Meraki MR86
 - (1) MA-ANT-20 – Omni Antenna
 - (1) MA-ANT-27 – Sector Antenna
- (1) 12U 19" Wall Mount Network Cabinet

Work will be performed both remote and onsite at the following location(s):
604 S Broadway St Red Oak, IA 51566

Project Management

- Service Provider will appoint a Project Manager (PM) as a single point of contact
- Project Manager shall maintain a project schedule, coordinate activities related to the implementation

Discern, Design, Deploy

During the planning meetings, Service Provider and Client will discuss the technical requirements of the installation. The Client's standards will be discussed as well as any other details which will aid in the successful planning of the project. Items to be discussed during this phase include the following:

- Physical Layout Map (Room & Rack)
- Physical Access Policy
- Pre-Configuration Staging Areas
- Current Network Design & Configuration
- WLANs, VLANs & IP Structure
- Installation Timeline
- Network Downtime / Upgrade Policies
- Post Installation Verification

33

Switching and Routing Network Design

In the design phase, Service Provider will work in conjunction with Client's appropriate stakeholders to focus on developing a design that will be followed during the implementation.

- Develop and document an implementation-ready design for the proposed network
- Physical Design specifications to include, as appropriate, but not limited to:
 - Core switch, data center connections
 - WAN topology from the core, to firewalls, to ISP routers
 - IDF closet switches
 - Port mapping of existing switches
- Logical Design specifications to include, as appropriate, but not limited to:
 - Routing/ Network Protocols at both core and IDFs if any
 - VLAN & IP Subnet Structure
 - End-to-end QOS
 - Out-of-band management
 - Client DHCP
- Develop Staging Plan
- Develop Acceptance Testing Criteria to minimize first day of support issues

Firewall Insertion Planning

Network security technologies shall also be installed under this scope of work.

1. Discuss security appliances requirements for providing firewall and VPN.
2. Discuss VLANs, Object groups, ACLs, NAT Policies, Inbound and Outbound firewall policies, VPN Tunnel Groups, Split-Tunneling Policies, IPSEC Parameters, existing filtering, etc.
3. Discuss a virtual private network system for remote access to the network

Meraki LAN/WLAN

- Obtain Meraki account and Open Meraki dashboard, claim device serial numbers
- Switch
 - Configure VLANs
 - Configure Routes
 - Configure each access port VLANs
- Configure switch interface for the MR86
- Physical mounting / placement of wireless access point
- Connect AP to local switch, verify AP boots and successfully joins controller dashboard
- Using dashboard configure WLAN SSIDs as required
- Upload floor plans to the dashboard
- Position AP on the floor plan
- Testing and Verification
 - Client will assist with the testing and troubleshooting of WLAN connectivity for up to three (3) test clients

Meraki MX67 Firewall

1. Register Meraki MX67 Firewall in the cloud and will add the license
2. Configure the cloud-based dashboard for the Meraki MX
3. Configure the required security features on the Meraki MX, if applicable
 - a. Routing tables
 - b. Policies / Rules
 - c. NAT configuration
 - d. Web filter profiles
4. Test for connectivity and verify the functionality

34

Project Deliverables

The following Project Deliverable(s) may be associated with the delivery of the Service described in this PSE:

- Hours

Client Responsibilities

1. Client will provide remote access to Service Provider as needed for duration of project.
 - a. Remote access technologies can be but is not limited to the following: VPN, RDP, CITRIX.
 - b. Precise methods of remote access are to be determined by both parties prior to the implementation.
2. Client will maintain throughout this engagement an active support contract with the manufacturer of all equipment and will provide all information and assistance necessary for Service Provider personnel to access the manufacturer's support service.
 - a. Client is responsible for any issues or incompatibilities that may arise with end of life, end of support, or equipment with lapsed manufacturer maintenance coverage.
3. Client will provide full access to any information necessary for the completion of the project. This includes but is not limited to the following: IP addresses, passwords, phone numbers, etc.
4. At least one member of the Client's IT or Project Management staff will be dedicated for the duration of the project.
 - a. Client IT staff will respond to requests for information or assistance in a timely manner (e.g. that same day of the request is made) in order to keep the project on track.
 - b. Client will be available to assist and answer questions as needed.
5. Client is responsible for disposal of all packaging materials at the completion of the project (Has trash bins, dumpster, etc.)
6. Client is responsible for providing any specific Client standards or requirements that may differ from industry standard best practices prior to the commencement of services.

Project Assumptions

The following Project Assumptions will be associated with this anticipated Scope of Work:

1. This Professional Services Estimate is a Time & Materials (T&M) engagement, which represents a purchase of time, as such does not represent a deliverable or a specific outcome. The time estimate is based on industry Best Practices of time commitment (based on Service Provider's understanding of what the client is looking to accomplish) but does not represent the potential total hours to complete the project. If additional hours are required, a Change Order will authorize the use of additional hours on the remaining tasks
 - If a change order is needed, all work will begin only after a review and approval of change is received by a client representative and Service Provider Project Manager
2. Estimated lead-time for resource deployment is 3 weeks from a signed SOW.
 - a. Service Provider will work with the client on a best effort basis to meet their requested lead times.
 - b. Service Provider cannot guarantee any specific timelines or resources until a signed statement of work is received and a mutually agreed upon schedule confirmed
 - c. Within 3 business days of a signed SOW, Service Provider will assign a Project Manager to work on setting up a mutually agreeable schedule
3. Service Provider engineers will provide knowledge transfer to Client staff throughout the engagement.
 - a. Knowledge transfer is not intended to replace formal technical training and certification.
4. As built documentation if applicable, will be delivered electronically at the conclusion of the project
5. All required hardware, software and licensing will be at Client site prior to Service Provider's commencement of services.
6. Service Provider will not be responsible for delays caused by Client may result in additional charges and a change order will be required before proceeding.
 - a. Any delay caused by a third-party vendor providing services or products to Client that impact the Services, will be considered Client's responsibility and an excusable delay to the extent the Services are impeded or delayed.

35

GovConnection, Inc. dba Connection Professional Services Estimate

- b. Examples may include but are not limited to: . circuits not available or fully configured, structured cabling not complete, construction delays, etc.)
7. Client is responsible for the performance of its employees and agents, including any contribution they make to the Services (including Deliverables), and for the accuracy and completeness of all data, information and materials provided to Service Provider. Service Provider's performance is dependent upon timely decisions and approvals of Client in connection with the Services and Service Provider is entitled to rely on all decisions and approvals of Client.

Anticipated Pricing

QTY	Description	Unit Price	Extended Price
16	2 Onsite Resoruce(s) for installation of hardware & equipment rack	\$ 165.00	\$ 2,640.00
8	Remote Engineer for configuration of equipment	\$ 195.00	\$ 1,560.00
8	Project Management	\$ 165.00	\$ 1,320.00
Project Total:			\$ 5,520.00

- ✓ Unit Price listed is based on quantity listed and in the event of a quantity change the Unit Price may change as well
- ✓ Pricing in this document is estimated based on Service Provider understanding of the Service Tasks to be performed
- ✓ Unless otherwise stated, pricing is based on the project tasks being provided on a Time and Materials basis with included expenses and weekly invoicing
- ✓ Unless otherwise stated, the project work to be performed will be completed during normally scheduled working hours (8:00 a.m. to 5:00 p.m. local time Monday through Friday), excluding Service Provider observed holidays

Next Steps

If Red Oak Community School District would like to move forward with the Services estimated within this PSE, please contact your Account Manager listed below to schedule a follow up call to further develop a detailed Statement of Work to contractually describe all aspects of the project to be presented to Red Oak Community School District for approval in order to commence project Services.

GovConnection, Inc. dba Connection is excited for the opportunity to assist Red Oak Community School District meet their technology needs and we look forward to hearing from you soon.

Phil Bishop
Account Manager
GovConnection, Inc. dba Connection
800.800.0019 x75516
phil.bishop@connection.com

David Sanders
Project Manager
GovConnection, Inc. dba Connection
603.683.7662
david.sanders@connection.com

36

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Phil Bishop
Phone:
Fax:
Email: phil.bishop@connection.com

Account Manager:
Phone:
Fax:
Email:

25246178.02

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 9/7/2021
Valid Through: 10/1/2021
Account #:

Customer Contact: Kevin Herrick
Email: herrickk@roschools.org

Phone: (712) 623-6600
Fax:

QUOTE PROVIDED TO: AB#: 21116024 RED OAK COMMUNITY SCH DIST 604 S Broadway St Red Oak, IA 51566 (712) 623-6600	SHIP TO: AB#: 21116025 RED OAK COMMUNITY SCH DIST 604 S Broadway St Red Oak, IA 51566 (712) 623-6600
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DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	110.00 lbs	Net 30	

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Due to the industry-wide constraints and fluctuations, we reserve the right to change pricing at any time. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	1	41044111	MR86-HW	CISCO MERAKI MR86 WIFI6 OUTDOOR AP Cisco Meraki	Cisco Meraki	\$ 1,636.48	\$ 1,636.48
2	1	11701081	LIC-ENT-5YR	Enterprise Cloud Controller Subscription License - 5 year Cisco Meraki	Cisco Meraki	\$ 297.63	\$ 297.63
3	1	18339416	MA-ANT-20	Dual Band Omni Antenna Cisco Meraki	Cisco Meraki	\$ 132.93	\$ 132.93
4	1	32674827	MA-ANT-27	Dual Band Sector Antenna Cisco Meraki	Cisco Meraki	\$ 233.13	\$ 233.13
5	1	36095312	MX67-HW	MX67 1U GbE LTE Security Appliance w / Built-in Modem / 5xGbE RJ-45 (1xWAN) / 1x18W power adapter Cisco Meraki	Cisco Meraki	\$ 400.75	\$ 400.75
6	1	36198266	LIC-MX67-ENT-5YR	MX67 Cloud Managed Switch License and 5-Years Support Cisco Meraki	Cisco Meraki	\$ 601.58	\$ 601.58
7	1	34711898	MS120-8FP-HW	MS120-8 1U WM Cloud Managed Switch / 8xGbE PoE+ / 2xGbE SFP Cisco Meraki	Cisco Meraki	\$ 801.84	\$ 801.84
8	1	34926266	LIC-MS120-8FP-5YR	MS120-8FP Enterprise License and 5-Years Support Cisco Meraki	Cisco Meraki	\$ 111.73	\$ 111.73
9	1	34340388	RK1224WALHM	12U 19" Wall Mount Network Cabinet - 20" Deep Hinged Locking IT Rack Enclosure with Shelf StarTech.com	StarTech.com	\$ 419.79	\$ 419.79
Subtotal							\$ 4,635.86
Fee							\$ 0.00
Shipping and Handling							\$ 0.00
Tax							Exempt!
Total							\$ 4,635.86

37



ORDERING INFORMATION
GovConnection, Inc. DBA Connection

Please contact your account manager with any questions.

Ordering Address
GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Remittance Address
GovConnection, Inc.
Box 536477
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Due to the industry-wide constraints and fluctuations, we reserve the right to change pricing at any time. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:
SLEDOPS@connection.com
QUESTIONS: Call 800-800-0019

38