BOARD REPORT

August 16, 2010

Educating people to be life-long learners and respectful, responsible citizens
August 13, 2010

To: All School Board Members
From: Jean Peterson, Superintendent

Voting Orders:
Dawnye Sturtz – DD #2 ‘11
Charlie McCardle – DD # 3 ‘11
John Christensen – DD # 3 ‘13
Kathryn Jensen – DD # 1 ‘11
Stacy Henderson – At-Large ‘13

Re: Working agenda for the regular meeting on Monday, August 16, 2010 beginning at 7:00 p.m.
at the School Administration Office. 1207 First Street West, Independence, Iowa

1. PLEDGE OF ALLEGIANCE
   A. Call to order

2. FRIEND OF EDUCATION
   A. Smith-D. & L. Insurance
   We would like to thank Smith-D. & L. Insurance for sponsoring Registration Day at Heartland Acres.

   B. Walmart
   We would like to thank Walmart for sponsoring our Welcome Back Day at Heartland Acres.

   C. BankIowa
   We would like to thank BankIowa for sponsoring our Welcome Back Day at Heartland Acres.

   D. Pizza Ranch
   We would like to thank Pizza Ranch for donating lunch for the Independence Community School District Staff on Welcome Back Day.

Educating people to be life-long learners and respectful, responsible citizens.
3. SPOTLIGHT ON EDUCATION
   A. Catie Flaucher and Kayla Hickson
   We would like to recognize and honor Catie Flaucher for being named All-State First Team in softball and Kayla Hickson for All-State Honorable Mention in softball. We would also like to recognize the Independence Softball Coaches Lyle Hosch, Keith Donnelly and Trixie Reed.

   B. Lizzy O’Loughlin
   We would like to recognize and honor Lizzy O’Loughlin for being named Class 1A All-State First Team in Soccer. We would also like to recognize the Independence Soccer Coaches Trish O’Loughlin and Erica Baedke.

   C. Independence Boys Baseball Team & Coaches
   We would like to recognize and honor the Independence Boys Baseball Team and Coaches for qualifying for the 2010 State Baseball Tournament. Players who qualified included: Matt Beebe, Jeff Burns, Blaize Cabell, Kyle Fank, Michael Fischels, Adam Flaucher, Nick Fuller, Corbin Henningson, Keaton Hosch, Mike Krempges, Mitch McMartin, Colin Miller, Andrew Niedert, Jayce Payne, Austin Pink, Sam Rasmussen, Mike Reiff, Nick Shannon and Nick Zieser. The bat boy was Jacob Burns and the coaches included: Jim Arnold, Rob Burns and Brad Arnold.
   A special congratulations to Keaton Hosch for being named Class 3A All-State Second Team.

4. CONSIDERATION OF ACTION ON CONSENT ITEMS
   A. Approval of the minutes of the regular meeting on July 19, 2010 and the work session on July 22, 2010. Motion 4.A.
   I am seeking approval of the minutes.

   B. Approval of Agenda
   I am seeking approval of the agenda. Motion

   C. Approval of Board Policies (* changes noted) Motion 4.C.
   Second Readings:

<table>
<thead>
<tr>
<th>POLICY #</th>
<th>POLICY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 200.1</td>
<td>Role of the Board of Directors</td>
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<tr>
<td>2. 200.2</td>
<td>Organization of the Board of Directors</td>
</tr>
<tr>
<td>3. 200.3</td>
<td>Powers of the Board of Directors</td>
</tr>
<tr>
<td>4. 200.4</td>
<td>Responsibilities of the Board of Directors</td>
</tr>
<tr>
<td>5. 201</td>
<td>Board of Directors’ Elections</td>
</tr>
<tr>
<td>6. 202.1</td>
<td>Qualifications</td>
</tr>
<tr>
<td>7. 202.2</td>
<td>Oath of Office</td>
</tr>
<tr>
<td>8. 202.3</td>
<td>Term of Office</td>
</tr>
<tr>
<td>9. 202.4</td>
<td>Vacancies</td>
</tr>
<tr>
<td>10. 202.5</td>
<td>Individual Authority</td>
</tr>
</tbody>
</table>

   I am seeking approval of the above policies’ second readings.
First Readings:

<table>
<thead>
<tr>
<th>POLICY #</th>
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<tbody>
<tr>
<td>1.</td>
<td>203</td>
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<td>2.</td>
<td>204</td>
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<tr>
<td>3.</td>
<td>205.1</td>
</tr>
<tr>
<td>4.</td>
<td>205.2</td>
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<tr>
<td>5.</td>
<td>206.3</td>
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<tr>
<td>6.</td>
<td>207</td>
</tr>
<tr>
<td>7.</td>
<td>208</td>
</tr>
<tr>
<td>8.</td>
<td>209.1 &amp; 209.1E1</td>
</tr>
<tr>
<td>9.</td>
<td>504.6* and 504.6E1</td>
</tr>
<tr>
<td>10.</td>
<td>507.9 &amp; 507.9E1</td>
</tr>
<tr>
<td>11.</td>
<td>802.4*, 802.4R1* &amp; 802.4R2</td>
</tr>
</tbody>
</table>

I am seeking approval of the above policies’ first readings.

D. Transfers/Reassignments

<table>
<thead>
<tr>
<th>NAME</th>
<th>PREVIOUS ASSIGNMENT</th>
<th>NEW ASSIGNMENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teresa Barske</td>
<td>5.75 hr ECC Regular Ed Assoc</td>
<td>4.0 hr ECC Secretary</td>
<td>08/16/2010</td>
</tr>
<tr>
<td>Brian Loughren (Recall)</td>
<td>East Elem Physical Ed Teacher</td>
<td>BCSC Teacher</td>
<td>08/19/2010</td>
</tr>
<tr>
<td>Brenda Zimmerly (Recall)</td>
<td>2.0 hr Food Service</td>
<td>3.0 hr Food Service</td>
<td>08/20/2010</td>
</tr>
</tbody>
</table>

I am seeking approval of the above transfer(s)/reassignment(s).

E. New Hires (pending acceptable background checks)

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>SALARY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kris Gruber</td>
<td>Assistant Girls Basketball Coach (Grades 9-12)</td>
<td>$2,428</td>
<td>08/11/2010</td>
</tr>
<tr>
<td>Corin Healey</td>
<td>Assistant Jazz Coach</td>
<td>$3,035</td>
<td>08/2010</td>
</tr>
<tr>
<td>Coleen Meissner</td>
<td>7th &amp; 8th Grade Special Education Teacher</td>
<td>$41,506</td>
<td>08/19/2010</td>
</tr>
<tr>
<td>Jennifer Schmitt</td>
<td>.65 FTE HS Marketing Teacher</td>
<td>$24,173</td>
<td>08/19/2010</td>
</tr>
<tr>
<td>Pat Thomas</td>
<td>Assistant Vocal Music Director</td>
<td>$2,832</td>
<td>08/19/2010</td>
</tr>
<tr>
<td>Angie Williams</td>
<td>East Elem 5.5 hr Cook/Food Service Worker</td>
<td>$8.75/hr</td>
<td>08/20/2010</td>
</tr>
</tbody>
</table>

I am seeking approval of the above hire(s).

F. Resignations

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nadine Chesmore</td>
<td>East Elem 5.5 hr Cook/Food Service Worker</td>
<td>08/05/2010</td>
</tr>
<tr>
<td>Kris Gruber</td>
<td>7th Grade Boys Basketball</td>
<td>08/13/2010</td>
</tr>
</tbody>
</table>

I am seeking approval of the above resignation(s).

G. Approval of Financial Reports
1. Approval of Bills – Director Sturtz will have reviewed the bills
2. Vendor Report
3. Board Report

5. ANNOUNCEMENTS AND COMMUNICATIONS
A. Comments from public
B. Comments from Board
C. Presentations
   1. Absolutely Indeex
   2. Independence PTO
   3. Sandy Merritt – AYP and APR

6. REPORTS
   A. Building Administrator Reports
      1. Sr High School
      2. Jr High School
      3. West Elementary
      4. East Elementary/Early Childhood Center
   B. Activities Director Report
   C. School Improvement/Curriculum Director Report
   D. Technology Report
   E. Food Service Report
   F. Transportation/Building & Grounds Report

7. OLD BUSINESS
   A. One Cent Sales Tax Extension/Facilities Plan Presentation
      Matt Gillaspie from Piper Jaffray will be presenting financial information to assist the board in their planning. The board will also review the district’s Campus Vision Plan.

   B. P4P and the One Cent Sales Tax Extension
      Members of P4P will be here to update the board on their involvement with the upcoming Penny Sales Tax Referendum Vote.

   C. Safe Room/FEMA Grant/Hazard Mitigation
      Charlie will be providing the board with an update.

8. NEW BUSINESS
   A. Communication
      Discuss how our board meetings could "go live" in an effort to better inform our communities.

   B. Contracted Services Agreement with Tri-County
      Tri-County Child & Family Development Council, Inc. is providing the services for the associates for our preschool program in the Early Childhood Center. This contract is to explain those services. It is not an expense for us. I am seeking approval for the contract.

   C. 28E Agreement with Hawkeye Community College
      I am seeking approval of the 28E agreement with Hawkeye Community College to engage in a partnership to provide Project Lead the Way programming to our students for the 2010-2011 school year.
D. Fund Raising Request(s)

I am seeking approval of the following fund raising request(s).

<table>
<thead>
<tr>
<th>GROUP</th>
<th>DESCRIPTION OF EVENT</th>
<th>PURPOSE</th>
<th>START UP COSTS</th>
<th>TARGET AMOUNT</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HS Football</td>
<td>American Family Insurance Safe Driving Promotion; See attached sheet.</td>
<td>Purchase food after road games.</td>
<td>$900</td>
<td>Home football games</td>
<td></td>
</tr>
<tr>
<td>West Elem - Milk Moola</td>
<td>Milk Moola - Collect milk lids and turn in for reimbursement</td>
<td>Bldg activities such as pizza parties for Kids of Character</td>
<td>$100</td>
<td>Throughout school year</td>
<td></td>
</tr>
<tr>
<td>West Elem - Pencils</td>
<td>Sell pencils for $0.25 from machine in office area</td>
<td>Activities throughout year</td>
<td>$12.50/ gross</td>
<td>Throughout school year</td>
<td></td>
</tr>
<tr>
<td>West Elem - Readers Digest</td>
<td>Disseminate post cards for Readers Digest and possibly selling cookie dough</td>
<td>Field trip to Living History Farms &amp; other trips</td>
<td>$1000</td>
<td>02/2011</td>
<td></td>
</tr>
<tr>
<td>West Elem - Life Touch</td>
<td>LifeTouch - Pictures offered to families for purchase; school gets % of sales</td>
<td>Funding for special projects/ field trips</td>
<td>$900</td>
<td>02/10/2011</td>
<td></td>
</tr>
<tr>
<td>Athletic Booster Club</td>
<td>Sell Cotton Candy &amp; Sno Cones for $1.00-$2.00</td>
<td>Fundraiser to be given by athletic teams under Booster Club name</td>
<td>$200 - $300 per game</td>
<td>All Home Football Games</td>
<td></td>
</tr>
<tr>
<td>Athletic Booster Club</td>
<td>Pigskin Lottery – Turf Wars $10-$100 Note: This goes with the Pigskin Bingo fund raiser submitted by HS football on July 19, 2010</td>
<td>Raise money</td>
<td>$6,000-$7,000</td>
<td>All Football, volleyball games etc.</td>
<td></td>
</tr>
</tbody>
</table>

E. Buchanan County Success Center Year End Report

Shelly Bertelli will be here to share the year end information from the Buchanan County Success Center.

F. Sale of Old East Elementary

We received our appraisal of East Elementary. It would be my recommendation to solicit bids on East using the protocol we previously came up with. The board may wish to set a minimum bid consideration for this.

G. SAM Contract with SAI

I am seeking approval for our district to continue to partner with SAI to provide the necessary support services for our SAM position in the District. This is pending approval of grant funding.

H. Annual Progress Report 2009-2010

I am seeking approval of the APR for the 2009-2010 school year. Sandy will give a presentation on the report in the presentation section. The board needs to approve the report.

I. Employee Theft Insurance

It has been requested that the employee theft insurance policy be reviewed.
J. Community Use of School District Facilities & Equipment Policy (906.1)  
Motion 8.J.

It has been requested that the Community Use of School District Facilities and Equipment Policy 906.1 be put on the agenda. I am seeking approval of the policy’s first reading at this time.

K. Guidelines Regarding Athletics and Students Involved in Other Sports/Activities  
Discussion

It has been requested that this be put on the agenda to be discussed.

9. ADJOURNMENT  
Motion

WORK SESSION

1. CALL TO ORDER

2. BOARD SELF EVALUATION AND GOALS  
Discussion

3. ADJOURNMENT

UPCOMING MEETINGS –
Monday, September 20th Regular Meeting 7:00 p.m. - Central Office Board Room, Independence
A regular meeting of the Independence Community School Board was called to order at 7:00 p.m. by Chairperson Dawnye Sturtz in the Administration Office, Independence, Iowa.

Members Present: Chairperson Dawnye Sturtz, John Christensen, Charlie McCardle, Kathryn Jensen, Stacy Henderson

Superintendent Present: Jean Peterson

Board Sec/Treas Present: Lynnette Engel

Press Present: Steven Smith, “The News”

Visitors Present: Interested Patrons

1. CONSIDERATION OF ACTION ON CONSENT ITEMS
Motion McCardle, second Christensen to approve the following consent items 4-A, 4-B, 4-C, 4-D, 4-E, 4-F and 4-G. All voted “aye.”

1-A APPROVAL OF MINUTES of the June 21st Regular Meeting

1-B APPROVAL OF AGENDA

1-C APPROVAL OF BOARD POLICIES
Second Readings:

<table>
<thead>
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<tr>
<td>1. 102*</td>
<td>School District Instructional Organization</td>
</tr>
<tr>
<td>2. 206.1*</td>
<td>President</td>
</tr>
<tr>
<td>3. 206.2*</td>
<td>Vice President</td>
</tr>
<tr>
<td>4. 211.1*</td>
<td>Annual Meeting</td>
</tr>
<tr>
<td>5. 211.2*</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>6. 211.7R*</td>
<td>Rules of Order Regulation</td>
</tr>
<tr>
<td>7. 218.1E1*</td>
<td>Board Meeting Minutes</td>
</tr>
<tr>
<td>8. 402.10*</td>
<td>District Landline and Cellular Telephone Usage</td>
</tr>
<tr>
<td>9. 504.6* and 504.6E1</td>
<td>Student Fund Raising and Fund Raising Request Form (New Form) These are being pulled from the agenda at this time.</td>
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<td>200.4 Responsibilities of the Board of Directors</td>
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<tbody>
<tr>
<td>Cynthia Barenz (Recall)</td>
<td>East 4.5 hour Media Assoc</td>
<td>East 4.0 hour Media Assoc</td>
<td>08/19/2010</td>
</tr>
<tr>
<td>Janette Hopkins</td>
<td>8.0 hr East Media Assoc</td>
<td>4.0 hr East Media Assoc &amp; 4.0 hr PK4 Admin Assistant</td>
<td>08/01/2010</td>
</tr>
<tr>
<td>Byron Reeder (Recall)</td>
<td>HS Math Teacher</td>
<td>.5 FTE HS Math Teacher</td>
<td>08/19/2010</td>
</tr>
</tbody>
</table>

1-E NEW HIRES

<table>
<thead>
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<th>NAME</th>
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<th>SALARY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kate Barloon</td>
<td>Assistant High School Band Director</td>
<td>$4,451.00</td>
<td>08/01/2010</td>
</tr>
<tr>
<td>Jillian Butters</td>
<td>Assistant Summer Band</td>
<td>$1,124.00</td>
<td>07/03/2010</td>
</tr>
<tr>
<td>Corin Healey</td>
<td>High School Drumline Coach</td>
<td>$1,157.00</td>
<td>07/26/2010</td>
</tr>
<tr>
<td>Julie Johnson</td>
<td>Admin Office Associate/Receptionist</td>
<td>$9.50/hr</td>
<td>07/29/2010</td>
</tr>
<tr>
<td>Ryan Meissner</td>
<td>Assistant Football Coach (Grades 9-12)</td>
<td>$2,967.00</td>
<td>07/26/2010</td>
</tr>
<tr>
<td>Jean Peterson</td>
<td>Four Oaks Administrator</td>
<td>$3500.00</td>
<td>07/01/2010</td>
</tr>
<tr>
<td>Casey Reinkoester</td>
<td>Assistant Activities Director (Grades 7&amp;8)</td>
<td>$5000.00</td>
<td>07/01/2010</td>
</tr>
</tbody>
</table>

1-F RESIGNATIONS

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Dederer</td>
<td>Jr/Sr High 7th &amp; 8th Grade Strat II Special Ed Teacher</td>
<td>07/02/2010</td>
</tr>
<tr>
<td>Robert Espe</td>
<td>Jazz Coach</td>
<td>07/14/2010</td>
</tr>
<tr>
<td>Todd Stabenow</td>
<td>Jr/Sr High Math and Marketing Teacher</td>
<td>06/29/2010</td>
</tr>
<tr>
<td>Diane Yeager</td>
<td>Summer Band and Assistant Band Director</td>
<td>06/29/2010</td>
</tr>
</tbody>
</table>

1-G APPROVAL OF FINANCIAL REPORTS
2. ANNOUNCEMENTS AND COMMUNICATIONS
This time is reserved for patrons and Board members to speak to items not on the agenda and to request to speak to any items on the current agenda.

Henderson reported that he was going to be attending a REAP meeting on Wednesday. McCordle reported that he has been working with the Athletic Boosters on some new weight equipment that is now in and ready to be delivered and set-up. He also congratulated the Girls’ Softball for their play in Regional finals and wished the Boys’ Baseball good luck as they continue to play towards State.

Sturtz received a letter from the auditor and part of it was reminding the Board that it is their responsibility to give direction to Administration to help oversee internal controls.

Sturtz reported recent meetings with the new City Manager as well as the Economic Development Director. Jensen also attended the meeting with the City Manager.

Christensen has received some calls and emails about our facility use policy and he feels we should possibly take another look at that policy down the road.

3. OLD BUSINESS

3-A ENROLLMENT STUDY
RSP and Associates presented the findings of their enrollment study to the Board. It was concluded that enrollment will most likely continue to decrease over the next five years. Robert Schwartz discussed issues that may affect the enrollment such as housing and economic changes and gave possible actions that could help change the direction of the enrollment.

RECESS WAS TAKEN FROM 8:02P.M. – 8:08P.M.

3-B 2011 IASB LEGISLATIVE ACTION PRIORITIES
Motion Jensen, second Henderson to choose

1. Supports preserving the integrity of the statewide penny sales tax for school infrastructure, including the tax equity provisions of buying down the highest additional levy rates to the state average.

9. Supports increasing the regular program state cost per pupil to the current maximum district cost per pupil.

11. Supports setting allowable growth at a rate that ensures continuous school improvement and reflects actual cost increases experienced by school districts and AEA’s. Our priority is to increase and maintain the state cost per pupil and the spending authority associated with it to build a strong base for future education resources.

21. Supports legislation allowing school bond issues to be passed by a simple majority vote and to permit the local school board to levy a combination of property taxes and income surtaxes to pay the indebtedness.

30. Opposes unfunded mandates.

as the top five legislative action priorities to submit to the IASB for the upcoming delegate session in November. All voted “Aye”. Motion carried.
4. NEW BUSINESS

4-A NEW FAMILIES TO DISTRICT
Motion Jensen, second Christensen to donate a family activity pass to new families coming into our district. All voted “Nay”. Motion failed. Motion McCardle, second Jensen to donate a family activity pass to new families moving into our district. All voted “Aye”. Motion carried.

4-B FARM LEASE AGREEMENT
Motion McCardle, second Christensen to direct Superintendent Peterson along with legal counsel to take the necessary steps needed to terminate the lease agreement for this upcoming year prior to September 1st. All voted “Aye”. Motion carried.

4-C ADDITIONS AND CHANGES TO SUPERINTENDENT’S CONTRACT
Motion Christensen, second McCardle to approve contract changes of $50,000 Term Life Insurance and $600 stipend for additional Term Life Insurance, a $750 education stipend and payment of dues to one local organization. All voted “Aye”. Motion carried.

4-D FUND RAISING REQUESTS
Motion McCardle, second Jensen to approve the following fund raisers. All voted “Aye”. Motion carried.

<table>
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<tr>
<th>GROUP</th>
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<th>START UP COSTS</th>
<th>TARGET AMOUNT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentors &amp; Students/ Fraternal Order of Eagles</td>
<td>Cash donations for pumping gas</td>
<td>Funds for special events for mentors and students</td>
<td>$1000</td>
<td></td>
<td>07/24/2010</td>
</tr>
<tr>
<td>Administration and Local Citizens</td>
<td>Sell tickets for supper, take donations from community to support items needed; 5 adults, children up to 6 $3</td>
<td>Raise money for technology but primarily provide opportunity for students, families and staff to join together to celebrate a new school year</td>
<td>$7000</td>
<td></td>
<td>07/26/2010 through 08/24/2010</td>
</tr>
<tr>
<td>HS Football</td>
<td>Football Camp – Camp T-shirt, Camp shorts and football instruction for $50</td>
<td>Purchase coaching equipment</td>
<td>$2000</td>
<td></td>
<td>08/02/2010 through 08/07/2010</td>
</tr>
<tr>
<td>Activity Spending/Fund Raising Committee</td>
<td>Sell magazines and music</td>
<td>Fund all purchases through the activity spending/ fund raising committee to meet all 7th &amp; 8th student needs</td>
<td>$10,000</td>
<td></td>
<td>09/02/2010 through 09/14/2010</td>
</tr>
<tr>
<td>HS Football</td>
<td>Sell old game jerseys for $10</td>
<td>Raise money for coaches clinic and get rid of old</td>
<td>$200</td>
<td></td>
<td>Days of varsity football games</td>
</tr>
<tr>
<td>HS Football</td>
<td>Pigskin Bingo</td>
<td>Purchase a Blaser Machine</td>
<td>$4000</td>
<td>Home football games</td>
<td></td>
</tr>
</tbody>
</table>

4-E FACILITY/SILO PLANNING
Discussion was held regarding the upcoming Revenue Purpose Statement vote to be held September 14th.
Christensen made the statement that it was vital that we get this passed. Jensen stated the passage will assist the board in future planning. McCardle made the point that this is not a new tax and will not cost the taxpayers any additional money and that it will not build a new building for us. He recommended we bring a group of leaders of other organizations together to have them help get the word out and to actively participate.
Sturtz also put an open request out to anyone in the public that would like to help, please contact a board member.

4-F BOARD SELF EVALUATION
The board was provided an evaluation form that they were asked to complete and return to Lynnette Engel over the next 2 weeks. Lynnette will compile the responses and bring them to the August board meeting.

ADJOURNMENT
Motion Christensen, second Henderson to adjourn the meeting at 9:09 p.m. All voted “aye”.

Dawnye Sturtz
Chairperson

Lynnette Engel
Secretary
A work session of the Independence Community School Board was called to order at 7:00 p.m. by Chairperson Dawnye Sturtz in the Administration Office, Independence, Iowa.

Members Present: Chairperson Dawnye Sturtz, John Christensen, Charlie McCardle, Kathryn Jensen, Stacy Henderson

Superintendent Present: Jean Peterson

Board Sec/Treas Present: Lynnette Engel

Press Present: John Klotzbach, "Independence Bulletin Journal"

Visitors Present: Interested Patrons

1. DISTRICT AND SUPERINTENDENT GOALS
This meeting was facilitated by Dr. Gaylord Tryon and Dr. David Haggard, representatives from G. Tryon and Associates.
The following areas were discussed by the Board and Superintendent Peterson.
A. The transition to a new Superintendent.
   1. Ms. Peterson presented her 90 day entry plan with the Board.
B. What is the role of the Board?
C. What is the role of the Superintendent?
D. How and where do these roles compliment each other?
E. How and where can conflict occur in these roles?
F. Is a decision matrix right for this Board?
   1. Dr. Haggard reviewed with the board an example of a decision matrix.
G. What does the Board need from Ms. Peterson to have a positive and productive working relationship with her?
H. What does Ms. Peterson need from the Board for a positive and productive working relationship?
I. How will the board know there is a good positive/productive relationship between them and the Superintendent?
J. Critical issues facing the school district.
K. What the board sees as the most important issues for Ms. Peterson to work on in her first 3-5 months on the job.
L. Advice from the Board to Ms. Peterson.
M. Advice from Ms. Peterson to the Board.
N. Where do we go from here?
ADJOURNMENT
Motion Henderson, second Jensen to adjourn the meeting at 9:08 p.m. All voted “aye”.

Dawnye Sturtz
Chairperson

Lynnette Engel
Secretary
ROLE OF THE BOARD OF DIRECTORS

In this series of the board policy manual, the board defines its role in the governance of the school district and how it will carry out that role in the school district.

The ultimate goal of the board is to achieve the educational philosophy of the school district. As school officials elected by the members of the school district community, the board shall strive to represent the needs and wishes of the members of the school district community in its deliberations and actions.

While the board shall be aware of the desires of the school district community, the needs of the students in the Independence Community School District shall be considered above others. The board strives to meet the needs of the students through evaluation of the financial and educational benefits of the various alternatives available to the board and the school district.

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.12 (2003).
281 I.A.C. 12.1(2), 12.3(3).

Cross Reference: 101 Educational Philosophy of the School District
105 Long-Range Needs Assessment
210 Board of Directors' Management Procedures

Approved 11/1/2004 Reviewed 7/18/2005 Revised ________

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
ORGANIZATION OF THE BOARD OF DIRECTORS

The Independence Community School District board is authorized by and derives its organization from Iowa law. The board shall consist of 5 board members. Board members shall be elected at-large by director district.

The board is organized for the purpose of setting policy and providing general direction for the school district. The board shall hold its organizational meeting at the first regular meeting. The retiring board shall transfer materials, including the board policy manual, and responsibility to the new board.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business and review the school election results. The retiring board shall adjourn and the new board shall then begin. The board secretary will administer the oath of office to the newly-elected board members. The outgoing president will preside while the new board elects the president and vice president of the new board.

Legal Reference: Iowa Code §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 (2003). 281 I.A.C. 12.3(2).

Cross Reference: 202 Board of Directors Members 206.1 President 206.2 Vice President 211 Board of Directors' Meetings
POWERS OF THE BOARD OF DIRECTORS

The board of the Independence Community School District, acting on behalf of the school district, shall have jurisdiction over school matters within the territory of the school district.

The board is empowered to make policy for its own governance, for employees, for students and for school district facilities. The board is also empowered to enforce its policies. The board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the school district.

The board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the express powers.

Legal Reference:  
Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).
Iowa Code §§ 28E; 274.1-.2; 279.8 (2003).
281 I.A.C. 12.1(2).

Cross Reference:  210   Board of Directors’ Management Procedures

Approved 11/1/2004   Reviewed 7/18/2005   Revised ________
RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The board is authorized to govern the school district which it oversees. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty and evaluative duty.

As a representative of the citizens of the school district community, the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the board, under the board's executive duty, to select its chief executive officer, the superintendent, to operate the school district on the board's behalf. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy.

The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and ancillary services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy for the school district.


Cross Reference: 101 Educational Philosophy of the School District 105 Long-Range Needs Assessment 210 Board of Directors' Management Procedures 600 Goals and Objectives of the Education Program

Approved 11/1/2004 Reviewed 7/18/2005 Revised _________

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
BOARD OF DIRECTORS' ELECTIONS

The annual school election takes place on the second Tuesday in September of odd-numbered years. Each annual school election shall be used to elect citizens to the board to maintain a five member board and to address questions that must be submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, between sixty-four and forty days before the school election unless otherwise directed.

If a vacancy occurs on the board, it may be filled by appointment within 30 days of the vacancy. If the board does not fill the vacancy by appointment, the board secretary shall call a special election to fill the vacancy. Candidates for a seat created by a vacancy must file their nomination papers 25 days before the special election.

It shall be the responsibility of the county commissioner of elections to conduct school elections.

Legal Reference: Iowa Code §§ 39; 45; 47-53; 56-57; 63, 69; 274.7; 277; 278.1, 279.7 (2003).

Cross Reference: 202 Board of Directors Members  
203 Board of Directors' Conflict of Interest


INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
QUALIFICATIONS

Serving on the board of directors is an honor and privilege. Its rewards are respect from the community, students, and employees and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Citizens wanting to run for a position on the board must be a citizen of the school district, an eligible elector of the district and free from a financial conflict of interest with the position.

Legal Reference: Iowa Code §§ 63; 68B; 277.4, .27; 279.7A (2003).

Cross Reference: 201 Board of Directors' Elections
202.4 Vacancies
203 Board of Directors' Conflict of Interest

Approved 11/1/2004 Reviewed 8/22/2005 Revised _______
OATH OF OFFICE

Board members are officials of the state. As a public official, each board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability.

Each newly-elected board member will take the oath of office prior to any action taken as a school official. The oath of office shall be taken by each new board member elected at the school election at or before the organizational meeting of the board. In the event of an appointment or special election to fill a vacancy, the new board member shall take the oath of office within ten days of the appointment or election.

Board members elected to offices of the board shall also take the same oath of office but replacing the office of board member with the title of the office to which they were elected.

The oath of office shall be administered by the board secretary and does not need to be given at a board meeting. In the event the board secretary is absent, the oath shall be administered by another board member.

"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the state of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of __________ (naming the office) in the Independence Community School District as now and hereafter required by law?"

Legal Reference: Iowa Code §§ 277.28; 279.1, .6 (2003).

Cross Reference: 200.2 Organization of the Board of Directors  
201 Board of Directors' Elections  
202 Board of Directors Members  
204 Code of Ethics  
206 Board of Directors' Officers

TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in September, of odd-numbered years, serve for four years. Board members appointed to fill a vacant position will serve until the next scheduled school election. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6-7 (2003).

Cross Reference: 201 Board of Directors' Elections
202 Board of Directors Members


INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
VACANCIES

A vacancy occurs when a board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to be properly elected, failure to qualify within the time fixed by law, failure to reside in the school district or director district, a court order declaring the seat vacant, conviction of a felony, violations of the open meetings law, or conviction of a public offense in violation of the oath of office.

If a vacancy occurs prior to the expiration of a term of office, the vacancy shall be filled by board appointment within 30 days of the vacancy. The newly-appointed board member shall hold the position until the next scheduled school election.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs, the board secretary shall call a special election to be held no sooner than 60 days and not later than 70 days after the vacancy occurred. A board member elected at the special election shall serve the remaining portion of the unexpired term.

Legal Reference: Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).
Board of Directors of Grimes Independent School Dist. v.
County Board of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965).
Iowa Code §§ 21.6(3)(d); 69; 277.29-.30; 279.6-.7 (2003).

Cross Reference: 201 Board of Directors’ Elections
202 Board of Directors Members


INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
INDIVIDUAL AUTHORITY

School districts are governed by an elected board of directors of the school corporation. The board operates as a corporate body, and only the board may make decisions regarding the education program and operations of the school district and to take action affecting the school district.

Individual board members exercise their authority as a board member when they vote to take action at a board meeting. Individual board members, alone, have no authority to make decisions or take action to affect the management of the school district. Without the consent of the board, an individual board member has no authority to act on behalf of the district or the board.

It shall be the responsibility of each board member and the superintendent to educate the public, the employees and the students of the limits of the board member's authority.

Beers v. Lasher, 209 Iowa 1158, 229 N.W. 821 (1930).
Andrew v. Stuart Savings Bank, 204 Iowa 570, 215 N.W. 807 (1927).
Iowa Code §§ 274.7; 279.8 (2003).
281 I.A.C. 12.1(2).

Cross Reference: 204 Code of Ethics

Approved 11/1/2004 Reviewed 8/22/2005 Revised
BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for a school textbook or school supply company doing business with the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the board member does not exceed $2,500 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily competitively bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.

2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.

3. The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.


INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
BOARD OF DIRECTORS' CONFLICT OF INTEREST

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment of or activity. If the activity or employment falls under (3), then the board member must:

Cease the outside employment or activity; or

Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It is the responsibility of each board member to be aware of an actual or potential conflict of interest. It is also the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

Legal Reference:
Iowa Code §§ 55; 68B, 71.1; 277.27; 279.7A; 301.28 (2009).

Cross Reference:
201 Board of Directors' Elections
202.1 Qualifications
204 Code of Ethics
216.3 Board of Directors' Member Compensation and Expenses
217 Gifts to Board of Directors
401.3 Nepotism

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
CODE OF ETHICS

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:

1. I will listen.

2. I will respect the opinion of others.

3. I will recognize the integrity of my predecessors and associates and the merit of their work.

4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.

5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.

6. I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.

7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.

8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.

9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.

10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.

11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.

12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity

Approved 11/1/2004       Reviewed 9/19/2005       Revised _____

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
CODE OF ETHICS

13. I will abide by majority decisions of the board.

14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.

15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.

16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.

2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.

3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.

4. I will attempt to procure adequate financial support for the school district.

5. I will represent the entire school district rather than individual electors, patrons or groups.

6. I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, policy-forming body, not as an administrative officer.

2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.

3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.

4. I will recognize the superintendent as executive officer of the board.

5. I will work through the administrative employees of the board, not over or around them.
CODE OF ETHICS

6. I will expect the superintendent to keep the board adequately informed through oral and written reports.

7. I will vote to employ employees only after the recommendation of the superintendent has been received.

8. I will insist that contracts be equally binding on teachers and the board.

9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.

10. I will give the superintendent friendly counsel and advice.

11. I will present any personal criticism of employees to the superintendent.

12. I will refer complaints to the proper administrative officer.

TO COOPERATE WITH OTHER SCHOOL BOARDS

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.

2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.

3. I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.

4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.

5. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference: Iowa Code §§ 21.6(3)(d); 68B; 69; 277.28; 279.7A, 279.8, 301.28 (2003).

Cross Reference: 
202 Board of Directors Members
203 Board of Directors' Conflict of Interest

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
BOARD SECURITY AND PROTECTION

Public bodies must feel free to meet in the public setting as required by law without concern of risk of personal injury. The board shall take whatever action is necessary to maintain an orderly board meeting, free from interference or interruption by spectators, and to keep the board members safe while complying with the open meetings law.

Individuals who threaten the board with violence or who are continuously disruptive may be asked to leave the meeting. If the individuals do not leave, the board may have law enforcement officials escort the individuals from the board meeting. The board may hire a security officer if the board members' concern for safety or actions by spectators warrants it.

Legal Reference: Iowa Code §§ 21.7; 279.8; 716.7 (2003).

Cross Reference: 215 Public Participation in Board Meetings
904.4 Public Conduct on School Premises

Approved 11/1/2004 Reviewed 9/19/2005 Revised ________
BOARD MEMBER LIABILITY

Board members shall not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members shall act in good faith.

The school district shall defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless it constitutes a willful or wanton act or omission. However, the school district shall not save harmless or indemnify board members for punitive damages.


Cross Reference:  709 Insurance

Approved _11/1/2004_    Reviewed _9/19/2005_    Revised _________
SECRETARY-TREASURER

A secretary-treasurer may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary-treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. It is the responsibility of the superintendent to evaluate the secretary-treasurer annually.

It is the responsibility of the secretary-treasurer, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The secretary-treasurer will also be responsible for filing the required reports with the Iowa Department of Education.

In the event the secretary-treasurer is unable to fulfill the responsibilities set out by the board and the law, the superintendent secretary or payroll clerk will assume those duties until the secretary-treasurer is able to resume the responsibility or a new secretary-treasurer is appointed. The secretary-treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 64; 277.27; 279.3, .5, .7, .31-.33, .35; 291.2-.4, .6-.15; 299.10, .16 (2003).
281 I.A.C. 12.3(1).

Cross Reference: 202.2 Oath of Office
210.1 Annual Meeting
215 Board of Directors' Records
501.10 Truancy - Unexcused Absences
704.3 Investments
707 Fiscal Reports
708 Care, Maintenance and Disposal of School District Records

Approved 11/1/2004 Reviewed 11/21/2005 Revised _________
BOARD OF DIRECTORS' LEGAL COUNSEL

It shall be the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district.

The superintendent and board secretary shall have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board secretary believe it is necessary for the management of the school district. The board president may contact and seek advice from the school board's legal counsel. The board's legal counsel shall attend both regular and special school board meetings upon the request of the board or the superintendent. Board members may contact legal counsel upon approval of a majority of the board. It shall be the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

It shall be the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.


Cross Reference: 200 Legal Status of the Board of Directors

Approved 11/1/2004 Reviewed 11/21/2005 Revised ________
BOARD OF DIRECTORS' SELF-EVALUATION

Annually, the board shall conduct an evaluation of itself. The goal of the self-evaluation is not to criticize fellow board members but rather to point out strengths as well as weaknesses of the board.

The evaluation will focus on board policies, board meetings, education program, financial management, board members' personal qualities, and the board’s relationship with the superintendent, employees, school district community, and students.

It shall be the responsibility of the board president to develop a board evaluation program. The board may employ an outside facilitator if the board determines the facilitator is necessary.


Cross Reference: 105 Long-Range Needs Assessment

Approved 11/1/2004 Reviewed 11/21/2005 Revised ________
AD HOC COMMITTEES

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees or students to assist the board. Committees formed by the board shall be ad hoc committees.

An ad hoc committee is formed by board resolution which shall outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee shall automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee will be subject to the open meetings law if the committee is established by statute or if the committee makes policy recommendations and is established by or approved by the board.

The method for selection of committee members shall be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and shall consider the various viewpoints on the issue. The board may designate a board member and the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

281 I.A.C. 12.3(3), .3(8), .5(8).
O.A.G., Nov. 18, 1993

Cross Reference: 104 The People and Their School District
105 Long-Range Needs Assessment
212 Open Meetings
213 Closed Sessions
218 Board of Directors' Records
605.1 Instructional Materials Selection
900 Principles and Objectives for Community Relations

Approved 11/1/2004 Reviewed 11/21/2005 Revised _______
AD HOC COMMITTEES EXHIBIT

Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board's role to take action based on information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of others. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of business to the ad hoc committee.

Ad Hoc Committee Membership

Ad hoc committee members may be appointed by the board. The board may request input from individuals or organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Boards must follow the legal limitations or requirements regarding the membership of an ad hoc committee.
STUDENT FUND RAISING

Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored events must be approved by the principal. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property. by having the coach/sponsor fill out the appropriate fund raising form for permission. This form must be approved by the Activities Director, Building Principal, and Director of Finance before presentation to the Board of Education for final approval. No fund raisers will be held without prior approval from the Board of Education. If this policy is not followed as written, the disciplinary steps will be:

1st Offense – Letter of reprimand to be placed in personnel file signed by Activities Director and Staff Member
2nd Offense – One half of money raised will be placed in general activity fund
3rd Offense – All money raised will be placed in general activity fund

Requests are due for the board agenda the Monday prior to the regular monthly board meeting.

It shall be the responsibility of the superintendent, in conjunction with the principal Activities Director and Director of Finance, to develop administrative regulations regarding this policy.


Cross Reference: 402.9 Solicitations from Outside
502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
704.5 Student Activities Fund
905.2 Advertising and Promotion

Approved 11/1/2004Reviewed 12/15/2008Revised _________
FUND RAISING REQUEST FORM

INDEPENDENCE COMMUNITY SCHOOL DISTRICT
ACTIVITY FUND
FUNDRAISING REQUEST

DATE OF REQUEST: ________________________________

BUILDING: ______________________________________

NAME OF GROUP: __________________________________

DATE(S) OF SALE: ________________________________

PURPOSE OF FUNDRAISER: __________________________

________________________________________________

DESCRIPTION OF ITEMS TO BE SOLD: ______________

________________________________________________

COST OF ITEMS TO BE SOLD: _______________________

WHEN WILL YOUR GROUP BE SELLING ITEMS: ________

WILL THE ITEMS BE SOLD IN THE SCHOOL, COMMUNITY OR BOTH: ______

IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED: ______

________________________________________________

DATE FOR PROGRESS REPORT ON FUNDRAISER: ______________
(THIS REPORT MAY BE WAIVED)

ESTIMATED PROFIT FROM FUNDRAISER: _________________

SIGNATURES: _____________________________________

GROUP SPONSOR

BUILDING PRINCIPAL

ACTIVITIES DIRECTOR

DIRECTOR OF FINANCE

________________________________________________

ACTUAL FUNDS RAISED: $ ______________

TARGET GOAL MET? YES NO

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district has developed a local wellness policy committee comprised of representatives of the board, parents, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate an individual to evaluate the implementation of the policy. The committee will report annually to the board regarding the effectiveness of this policy.

The following guidelines apply during the school day which is considered to be during the hours of 8:00 a.m. - 3:15 p.m. and applies to all school campus buildings and facilities with the objective of promoting student health and reducing childhood obesity. The wellness policy is broken down into 5 areas:

1. Goals for nutrition education, physical activity, and other school-based activities that are designated to promote student wellness in a manner that the local education agency determines to be appropriate.
2. Includes nutritional guidelines selected by the local educational agency for all foods available on each school campus under the local educational agency during the school day with the objectives of promoting student health and reducing childhood obesity.
3. Provide assurance that guidelines for reimbursable meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture.
4. Establish a plan for measuring implementation of the local wellness policy, including one or more persons charged with operational responsibility for ensuring that the school meets the local wellness policy.
5. Involve parents, students, representatives of the school food authority, the school board and the public in the development of the school wellness policy.

Approved 04/17/2006             Reviewed ____________             Revised 11/16/2009

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

NUTRITION EDUCATION AND PROMOTION

A. Instructional Program Design
   a. Nutrition education topics shall be integrated within the sequential, district-aligned comprehensive education program taught pre-kindergarten through twelfth grades.
   b. The nutrition education program shall focus on student’s ability to maintain and promote all aspects of personal wellness. The personal wellness behaviors education program will be based on theories and methods proven effective by published research, and be consistent with the district’s health education Grade Level Expectations and Components.
   c. Personal wellness education shall be designed to help students learn:
      i. Concepts regarding injury and disease prevention, disease control and safety.
      ii. Essential concepts regarding nutrition and diet.
      iii. Awareness of environmental and external factors that affect individual, family and community health.
      iv. Awareness of the availability of effective use of health services, products and information.
      v. Awareness and knowledge of the fundamental concepts of growth and development.
   d. The minimum requirements suggested are:
      i. At least 5 hours of classroom nutrition education are provided each year for all students. Instruction to be administered by a highly qualified certified teacher or health care provider.
      ii. Nutrition education instruction should involve as many hands on activities as possible engaging students in enjoyable, developmentally appropriate, culturally relevant, participatory activities.
      iii. Each year, some individual classrooms participate in one or more events that are either centered on nutrition or conclude nutrition as a main component.
      iv. Families are provided with information that encourages them to teach their children about health and nutrition and to provide nutritious meals for their families.
      v. Nutrition education at the High School will be integrated in the following curricular areas: Family and Consumer Sciences, Health, Social Studies and Science.
   e. As part of the on-going curriculum revision cycle in the Independence Community School District, nutrition and wellness education is integrated into areas where large populations of students will benefit.

B. Staff Qualifications
   a. Staff responsible for nutrition education shall be highly qualified as per the State of Iowa Teacher Quality Act. They will participate in professional development activities allowing them to effectively deliver an education program. Preparation and professional development activities shall provide basic knowledge of nutrition, combined with skill practice in program specific activities and instructional techniques and strategies designed to promote personal wellness.
   b. School staff is encouraged to model healthy eating behaviors.

C. Educational Reinforcement
   a. School guidance and/or nursing staff shall collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families. Guest speakers invited to address students shall receive appropriate orientation to the relevant policies of the school district.
b. School instructional staff shall be closely coordinated with the food service program and other components of the school health program. Classroom teachers will be given alternative choices they may consider to use as snacks or rewards in order to encourage healthy eating habits in the classroom.

PHYSICAL EDUCATION

A. Instructional Program Design

a. Physical education topics shall be integrated within the sequential, district aligned comprehensive physical education program taught at every grade level, pre-kindergarten through twelfth grade.

b. The physical education program shall focus on student’s ability to maintain and promote all aspects of a physically active lifestyle. The physical education program will be based on theories and methods proven effective by published research National Education Standards and be consistent with the district’s Physical Education Grade Level Expectations and Components.

c. Physical education shall be designed to help students:
   i. Achieve and maintain a health enhancing level of physical fitness.
   ii. Demonstrate competency in many movement forms and proficiency in a few movement forms.
   iii. Apply movement concepts and principles to the learning and development of motor skills.
   iv. Demonstrate responsible personal and social behavior in physical activity settings.
   v. Understand that physical activity provides opportunities for enjoyment, challenge, self expression and social interaction.
   vi. Demonstrate understanding and respect for differences among people in physical activity settings.

d. The minimum requirements for physical education suggested are:
   i. All students K-12, including students with disabilities, special health care needs and in alternate educational setting have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled basis each school week during the entire school year within the confines of the building schedules.
   ii. Students will receive physical education during each week of school for the specified amount of time:
      1. East Elementary students will receive 30 minutes of physical education instruction every other day of the rotating building schedule throughout the school year.
      2. West Elementary students will receive 80 minutes of physical education every sixth day of the rotating building schedule throughout the school year.
      3. Middle Jr. High School students will receive between 45-50 minutes of physical education every other day during the building schedule throughout the school year.
      4. Sr. High School students will receive between 30-75 minutes of physical education instruction throughout the school year—a minimum of 25% and a maximum of 50% of the school year. (One 9-week term is required or two 9-week terms are available if physical education is chosen as an elective course in the block schedule.) A waiver may be granted to Junior or Senior student at the High School who carry a full academic load (students who have all four blocks filled with academic courses). In these cases, students are exempt from taking the required one nine week Physical Education course during the school year.
INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

iii. Classroom physical education reinforces the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on secondary activities, such as watching television.

iv. Adequate age appropriate equipment is available for all students to participate in physical activity.

v. Physical activity facilities on school grounds are safe.

e. Physical Activity

i. Moderate to vigorous physical activity is encouraged verbally and through the provision of adequate space and age appropriate equipment.

ii. Elementary school students have at least 45 minutes a day of supervised recess, preferably outdoors.

iii. Information is provided to help families incorporate physical activity into the lives of all household members.

B. Staff Qualifications

a. Staff responsible for physical education shall be highly qualified as per the State of Iowa Teacher Quality Act. They will participate in professional development activities allowing them to effectively deliver a physical education program. Preparation and professional development activities shall provide basic knowledge of physical fitness, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote physical fitness.

b. School staff is encouraged to model a physically active lifestyle.

C. Education Reinforcement

a. School instructional staff shall collaborate with agencies and groups conducting physical education in the community to send consistent messages to students and their families. Guest speakers invited to address students shall receive appropriate orientation to the relevant policies of the school district.

b. School personnel shall not use physical activity (e.g. running laps, push-ups, etc) as a punishment for students when participating in required classroom/physical activities.

PHYSICAL ACTIVITY

A. Daily Physical Education

a. The school district will provide physical education that:

i. is daily (The Centers for Disease Control and Prevention recommends at least 150 minutes a week for elementary students and 225 minutes a week for middle and high school students);

ii. is for all students in grades K-12 for the entire school year;

iii. is taught by a certified physical education teacher;

iv. includes students with disabilities, students with special health-care needs may be provided in alternative educational settings; and,

v. engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

(The Centers for Disease Control and Prevention recommends at least 150 minutes a week for elementary students and 225 minutes a week for middle and high school students.)

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

B. Daily Recess
   a. Elementary schools should provide recess for students that:
      i. is at least 20 minutes a day;
      ii. is preferably outdoors;
      iii. encourages moderate to vigorous physical activity verbally and through the provision of
           space and equipment; and,
      iv. discourages extended periods (i.e., periods of two or more hours) of inactivity.
   b. When activities, such as mandatory school-wide testing, make it necessary for students to remain
      indoors for long periods of time, schools should give students periodic breaks during which they
      are encouraged to stand and be moderately active.

C. Physical Activity and Punishment
   a. Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities
      for physical activity (e.g., recess, physical education) as punishment.

FAMILY & CONSUMER SCIENCE, HEALTH, SCIENCE, SOCIAL STUDIES AND GUIDANCE

A. Instructional Program Design
   a. Grade level expectations and components will be consistent with and integrate the curricular areas
   b. Family & Consumer Science, Health, Science, Social Studies and Guidance topics shall be
      integrated within the sequential, district aligned comprehensive education programs taught at every
      grade level, pre-kindergarten through twelfth grade, and aligned with the wellness standards and
      guidelines established.
   c. The Family & Consumer Science, Health, Science, Social Studies and Guidance programs shall
      focus on student’s ability to maintain and promote aspects of personal wellness. These programs
      will be consistent with the district’s grade level expectations and components.
   d. Family & Consumer Science, Health, Science, Social Studies and Guidance curriculums shall be
      designed to help students:
      i. Recognize, understand and plan for the responsibility of parenting; physically, emotionally and financially. Understand and recognize the importance of food and nutrition in the development of a healthy person.
      ii. Learn how to plan nutritionally adequate meals. Realize the role of family relationships on the development of personal wellness of an individual.
      iii. Realize, recognize and analyze the complexity of marriage and family relationships.
      iv. Identify and take part in activities that promote the understanding of self.
      v. Understand the systems of the body as well as functions of reproduction and development.
      vi. Understand and exhibit procedures regarding safe behavior.
      vii. Utilize the skills in the area of human awareness to become better communicators and better listeners.
      viii. Identify and understand sexually transmitted disease causes and prevention.
      ix. Be aware of basic emotion needs of an emotionally healthy person and learn methods of coping with problems.
INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

x. Understand the social problem of substance abuse; its effects and implications to individuals and society.

xi. Assess one’s personal eating habits, set goals for improving personal wellness and achieve those goals.

B. Staff Qualifications
   a. Staff responsible for Family & Consumer Science, Health, Science, Social Studies and Guidance shall be encouraged to participate in professional development activities allowing them to effectively deliver an education program. Preparation and professional development activities shall provide basic knowledge in their content area, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote health and wellness.

C. Education Reinforcement
   a. School instructional staff shall collaborate with agencies and groups conducting wellness education in the community to send consistent messages to students and their families. Guest speakers invited to address students shall receive appropriate orientation to the relevant policies of the school district.

COMMUNICATION WITH PARENTS
The school district will support parent’s efforts to provide a healthy diet and daily physical activity for their children. The school district will share information when possible regarding topics such as; tips to pack a healthy lunch, classroom snack ideas and nutrition information that may include tips for physical fitness, as they are available.

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

A. School Meals
   a. Meals will be appealing and attractive to children.
   b. Meals will be served in clean and pleasant surroundings.
   c. Meet, at a minimum, nutritional requirements established by local, state and federal laws.
   d. Meals will offer a variety of fruits and vegetables daily, including fresh items when available.
   e. Meals will include a variety of milk to encourage consumption among students.
   f. Meals will, when possible, add whole grain items to the menu.
   g. Nutritional content will be placed on menus as a reference for students/parents.

B. Breakfast
   a. All buildings will participate in the breakfast program.
   b. Students will be encouraged to eat breakfast either at home or school.
   c. We will notify parents of the availability of the breakfast program twice a year at all elementary buildings.
INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

Foods sold outside the meal (e.g. vending, a la carte, sales)
Foods sold in elementary schools should be sold as balanced meals, given young children's limited nutrition skills. Foods and beverages sold individually should be limited to fruits, veggies or 100% juices. This applies to any a la carte sales as well as student run organizations within the elementary school buildings.

Individual items sold during the school day at all campus buildings must meet the following requirements:
A. Beverages sold on a la carte must be in no more than 12oz containers with the exception of bottled water.
B. Dessert items will not be sold as seconds.
C. Pop/soda will be available for sale only in staff lounges away from students. Staff choosing to consume pop/soda during class time must do so in a concealed container as to not promote consumption to students. Pop/soda may not be sold at any campus buildings or facilities with the exception of allowing selling at concession stands outside school hours.
D. Prepackaged items will be limited to items with no more than 7 grams of fat per serving.
E. Baked chips only.
F. Fresh fruit and veggies offered daily.
G. Juices must be 100% juice.
H. Milk must be offered on a la carte.
I. Vending machines will be limited to offering only waters and 100% juices.

All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet nutrition standards as required by state or federal law.

Celebrations
Schools should evaluate their celebrations practices that involve food during the school day. The school district will disseminate a list of healthy party ideas to parents and teachers.

Snacks
Snacks served during the school day in the classroom are to include healthy choices from the parent list sent home. Schools will assess when to offer snacks based on timing of meals, children's nutritional needs, children's ages, etc.
If eligible, schools that provide snacks through after school programs will pursue receiving reimbursements through the National School Lunch Program.

Rewards
Foods given as rewards for academic performance or good behavior shall be healthy. Staff may not withhold food or beverages (including food served through meals) as a punishment. Foods may be used a catalyst for communication with special needs students.

Sharing of Foods
Schools should discourage students from sharing their foods and beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

Fundraising Activities
To support children’s health and school nutrition efforts, school sponsored organizations scheduling fundraising activities are encouraged to include selling healthy foods or non-food items. Fundraising activities that encourage physical exercise are also recommended. The school district will make available a list of fundraising ideas for organizations and staff.

There are two types of fundraising – regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations, or through on-campus school stores. Regulated fundraising activities must comply with the state nutrition guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutrition guidelines if the activities involve foods and beverages.

The school district encourages fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

School Sponsored Events/Concessions
Organizations that are responsible for providing concessions for school sponsored events and game concessions are encouraged to also provide healthy choices along with their regular items sold. To the extent possible, this may include having available 100% juices & bottled water.

Meal Times & Scheduling
The school district will provide students with at least 15 minutes for breakfast and 25 minutes for lunch. Meal periods will be scheduled after recess in Elementary buildings and at appropriate times (e.g. lunch periods will be scheduled between 11 am and 1 pm). Club, organizational meetings or activities should not be scheduled during mealtimes unless students may eat during such activities.

Free/Reduced Priced Meals
The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free/reduced priced meals. This will be accomplished by utilizing computer software on the serving lines and by limiting free/reduced information only to those who need to utilize that information for purposes directly related to their position within the district. Confidentiality forms will also be kept on file for all staff to which that information is released making them aware of the penalties for distributing that information to other sources. Out of date lists will be destroyed to prevent information from being exposed.

Qualifications of Food Service Staff
Qualified nutrition professionals will administer the meal programs. As part of the school district’s responsibility to operate a food service program, the school district will provide continuing education and provide reimbursement for staff programs that include appropriate certifications for staff according to their levels of responsibility as detailed in the staff handbook. All food service staff will receive 12 hours of in-service training on a variety of related topics per year.

Staff Wellness
The school district values the health and well-being of every staff member and will assist in the planning and implementation of activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The school district has established a staff wellness committee to promote and oversee a staff wellness program for school staff.
INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

Food Safety
A. All foods made available on campus adhere to food safety and security guidelines.
B. All foods made available on campus comply with the state and local food safety and sanitation regulations. HACCP (Hazard Analysis and Critical Control Points) program is fully implemented to prevent food illness in schools. All groups/organizations requesting use of the food service areas will be required to follow all HACCP guidelines. A guideline sheet will be issued to those groups upon signing a Rental of Facilities and Equipment form.
C. For the safety and security of the food and facility, access to the food service areas are limited to food service staff and authorized personnel.

PLAN FOR IMPLEMENTATION
The superintendent will ensure compliance with established district-wide nutrition and physical activity wellness policies. Building principals will be responsible for ensuring compliance in their buildings and will report on the building’s compliance to the superintendent. The Food Service Director and food service staff will ensure compliance with nutrition policies within food service areas and will report compliance to the superintendent. The superintendent will develop a summary report every three years on school-wide compliance with the district’s established nutrition and physical activity wellness policies, based on input from buildings within the district. To help in the development of the school district’s wellness policies, each building will conduct an assessment annually to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The school district, and the individual buildings within the school district, will revise the wellness policies and develop work plans to facilitate their implementation.
Physical Activity Contract for the Current School Year

In 2008, the Iowa Legislature enacted “the Healthy Kids Act,” requiring that all students in grades 6 – 12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. The law also requires that we monitor how students fulfill this requirement.

Please fill out the items below, sign (both student and parent/guardian), and return to the school by _________. If you have any questions, call: _____________________________.

(# of local school official) (date)

Name of Student: ____________________________ Grade (current school year): __________

School activities that student will be involved in during the current school year (include estimate of minutes per week):

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
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<tbody>
<tr>
<td>Cross country</td>
<td>Basketball</td>
<td>Track</td>
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<tr>
<td>Football</td>
<td>Wrestling</td>
<td>Golf</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Bowling</td>
<td>Tennis</td>
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<tr>
<td>Swimming</td>
<td>Swimming (boys)</td>
<td>Soccer</td>
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<tr>
<td>Marching band</td>
<td>Show choir</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Cheerleading</td>
<td>Softball</td>
</tr>
<tr>
<td>Drill team</td>
<td>Drill team</td>
<td>Pom squad</td>
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<tr>
<td>Trapshooting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other* (what, when, how many minutes per week):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

* Non-school activities (may include non-school sport teams, gymnastics, dance, individualized exercise program, etc.) that student will be involved in during the current school year.

Signature of Student: ____________________________ Date Signed: ____________________________

Signature of Parent/Guardian: ____________________________

Signature of Building Principal: ____________________________
FIXED-ASSETS MANAGEMENT SYSTEM

To improve the school district's oversight of fixed assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of fixed assets for insurance purposes, the school district shall establish and maintain a fixed-assets management system for reporting capitalized fixed assets owned or under the jurisdiction of the school district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law.

A separate fixed-assets listing shall be prepared for fixed assets in the general fixed-assets account group (GFAAG) and for the fixed assets of each proprietary and fiduciary fund. "Fixed assets" in the GFAAG shall include school district buildings and sites, construction-in-progress, improvements other than buildings and sites, land and machinery and equipment. "Fixed assets" in the proprietary funds shall include school district buildings and sites, construction in progress, improvements other than buildings and sites, capitalized interest, infrastructure, land and machinery and equipment. Fixed assets reported in the financial reports shall include individual fixed assets with an historical cost equal to or greater than $5,000. Fixed assets accounted for and reported in the proprietary funds shall be depreciated over the useful life of each fixed asset.

The fixed assets management system shall be updated monthly to account for the addition/acquisition, disposal, relocation/transfers of fixed assets. It shall be the responsibility of the Director of Finance to count and reconcile the fixed assets listing for the general fixed assets account group and for each proprietary and fiduciary fund with the fixed assets management system on June 30 each year.

It shall be the responsibility of the Director of Finance to educate employees about this policy and its supporting administrative regulations.

Accounts payable personnel track fixed assets through the screening of purchase orders and disposal/addition forms. Disposals and additions are to be reported to the accounts payable personnel on the appropriate form.

The Board may approve a recommendation from the Director of Finance to hire an inventory firm.

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22 .25; 298A (2003).

Cross Reference: 709.1 Insurance Program 701.5 Financial Records

Approved 11/1/2004 Reviewed Reviewed Revised 03/15/2010

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
FIXED ASSETS MANAGEMENT SYSTEM REGULATION

A. Annual fixed assets listing reconciliation:

1. At least every three years, someone other than the person in custody of the fixed assets in the building/department/room shall perform the fixed assets physical count for the building/department/room.

2. Upon completion of the annual fixed assets listing, the fixed assets listing is reconciled to the fixed assets management system data base.

3. Fixed assets found to have been excluded from the data base are added to the fixed assets management system. The fixed assets management system process is reviewed to prevent future incidents of excluding a fixed asset.

4. Fixed assets unaccounted for are reported to the superintendent who contacts the supervisor of and the employee/person in charge/control/custody of the fixed asset. The employee/person in charge/control/custody of the fixed asset has thirty days to account for the fixed asset.

5. Fixed assets unaccounted for after thirty days are reported to the superintendent for appropriate action and documentation. "Appropriate action" may include discipline, up to and including discharge, and may require the employee/person in charge/control/custody of the fixed asset to replace the fixed asset.

6. The Director of Finance is responsible for documenting the reasons each fixed asset was not reconciled to the fixed assets management system.
CAPITAL ASSETS

The school district will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the school district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law; to improve the school district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than $5,000. The Federal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than $500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset.

All intangible assets with a purchase price equal to or greater than $25,000 with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

Phase III districts, as determined under GASB 34, [will/will not] retroactively report intangible assets. If actual historical cost cannot be determined for intangible assets due to lack of sufficient records, estimated historical cost will be used.

This policy applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to “net” the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government's personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

The capital assets management system must be updated monthly to account for the addition/acquisition, disposal, relocation/transfer of capital assets. It is the responsibility of the superintendent, and/or other designated staff, to count and reconcile the capital assets with capital assets management system on June 30 each year.

It is the responsibility of the superintendent, and/or other designated staff, to develop administrative regulations implementing this policy. It will also be the responsibility of the superintendent, and/or other designated staff, to educate employees about this policy and its supporting administrative regulations.

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A (2009).

Cross Reference: 709 Insurance Program 701.3 Financial Records

Approved 11/1/2004 Reviewed _________ Revised 03/15/2010

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
CAPITAL ASSETS REGULATION

A. Capital Assets Management System
   The superintendent, and/or other designated staff, shall:
   1) Conduct the fixed assets physical count;
   2) Develop the fixed assets listing;
   3) Tag fixed assets included in the fixed assets management system with a bar code identification number;
   4) Make a recommendation of a computer software program for managing the fixed assets management system;
   5) Enter the necessary data into the fixed capital assets management system and compile the appropriate reports;
   6) Develop forms and procedures for maintaining the integrity of the fixed capital assets management system; and,
   7) Maintain responsibility for an accurate fixed capital assets management system.

B. Determining historical cost
   1. The historical cost of a capital asset is based on the actual costs expended in making the capital assets serviceable.
   2. Gifts of capital assets are valued at the estimated fair market value at the addition/acquisition date.
   3. Fixed assets purchased under a capital lease are valued at historical cost of the net present value of the minimum lease payments on the addition/acquisition date.
   4. The historical cost of capital assets must include capitalized interest.

C. Annual capital assets listing reconciliation
   1. The superintendent, and/or other designated staff, in conjunction with the capital assets management team, will conduct an annual capital assets physical count to develop the annual capital assets listing in a manner similar to the initial capital assets listing process in B above. At least every three years, someone other than the person in custody of the capital assets in the building/department/room will perform the capital assets physical count for the building/department/room.
   2. Upon completion of the annual capital assets listing, the capital assets listing is reconciled to the capital assets management system data base.
   3. Capital assets found to have been excluded from the data base are added to the capital assets management system. The capital assets management system process should be reviewed to prevent future incidents of excluding a capital asset.
   4. Capital assets unaccounted for are reported to the superintendent who contacts the supervisor of and the individual in charge/control/custody of the capital asset. The individual in charge/control/custody of the capital asset has thirty days to account for the capital asset.
CAPITAL ASSETS REGULATION

5. Capital assets unaccounted for after thirty days are reported to the superintendent for appropriate action and documentation. "Appropriate action" may include discipline, up to and including discharge, and may require the employee/person in charge/control/custody of the capital asset to replace the asset.

6. The superintendent, and/or other designated staff, is responsible for documenting the reasons each asset was not reconciled to the capital assets management system.

D. Addition/acquisition of capital assets.

1. The school district's purchasing policy and administrative regulations must be followed when acquiring capital assets. The school district's policy and administrative regulations must be followed for receiving a gift of capital assets.

2. The capital assets addition/acquisition documentation must be completed for each additional capital asset with an addition/acquisition cost of equal to or greater than $5,000. The following information should be collected, if applicable:
   a. Name of location-building/department/room;
   b. Location-building/department/room code;
   c. Balance sheet accounting/class code;
   d. Government or BTA program;
   e. Addition/acquisition date;
   f. Check/purchase order number or gift;
   g. Bar code identification number assigned to and placed on the capital asset;
   h. Serial/model number;
   i. Cost-historical;
   j. Fair market value on acquisition date (donated assets only);
   k. Estimated useful life;
   l. Vendor;
   m. Purchasing fund and function;
   n. Description of capital asset;
   o. Department/person charged with custody;
   p. Method of addition/acquisition-purchase, trade, gift etc.,
   q. Quantity;
   r. Replacement cost;
   s. Addition/acquisition authorization; and,
   t. Function for depreciation.

3. Capital assets acquired in a month must be entered into the capital assets management system in the same month.

4. The actual costs of construction in progress, other than infrastructure, is entered into the capital assets management system in the month in which costs are incurred until the total cost of addition/acquisition is entered. Upon completion of construction, the total costs accumulated over the period of construction are reclassified to buildings.
CAPITAL ASSETS REGULATION

5. Capital assets acquired in a month must be entered into the capital assets management system in the same month.

E. Relocation/transfer of machinery and equipment capital assets.

1. A capital assets relocation/transfer documentation must be completed prior to removing machinery and equipment capital assets from their current location. The following information must be collected:
   a. Relocation/transfer date;
   b. Quantity;
   c. Bar code identification number;
   d. Current location-building/department/room code;
   e. Name of current location-building/department/room;
   f. New location-building/department/room code;
   g. Name of new location-building/department/room;
   h. Date placed at new location-building/department/room;
   i. Department/person charged with custody; and
   j. Relocation/transfer authorization.

2. Capital assets relocated/transferred in a month must be entered into the capital assets management system in the same month.

F. Disposal of capital assets

1. A Capital Assets disposal documentation must be completed prior to disposing of real property. The following information must be collected:
   a. Disposal date;
   b. Quantity;
   c. Bar code tag identification number;
   d. Legal description,
   e. Location/Address;
   f. Purchaser;
   g. Disposal methods for real property trade, sale, stolen, etc.; and,
   h. Disposal authorization.

2. Capital assets disposed of in a month must be entered into the capital assets management system in the same month.

3. When assets are sold or disposed of, it is necessary to calculate and report a gain or loss in the statement of activities. The gain/loss is calculated by subtracting the net book value (historical cost less any accumulated amortization) from the net amount realized on the sale or disposal.

G. Lost, damaged or stolen capital assets.

1. A Lost, Damaged or Stolen Capital Assets Report must be completed when a capital asset has been lost, damaged or stolen. The following information must be collected:
CAPITAL ASSETS REGULATION

a. Date of loss, damage or theft;
b. Employee/person discovering;
c. Quantity;
d. Description of capital asset;
e. Bar code tag identification number;
f. Location-building/department/room;
g. Description of loss, damage, etc.;
h. Filing of police report-yes or no;
i. Filing of insurance report-yes or no;
j. Sent for repair-yes or no;
k. Date returned from repair;
l. Date returned to location-building/department/room;
m. Department/person charged with custody; and,
n. Authorization.

2. Capital assets damaged, lost or stolen in a month must be entered into the capital assets management system in the same month.

H. Capital assets reports

1. Annual reports for June 30 each year.
   a. Capital assets listing including the following items:
      1) Balance sheet accounting/class code;
      2) Purchasing fund, function and depreciation function;
      3) Bar code tag identification number;
      4) Description of the capital asset;
      5) Historical cost or other;
      6) Location;
      7) Current year depreciation/expense; and,
      8) Accumulated depreciation/amortization.
   b. capital assets listing by location/building;
   c. capital assets listing by department/employee/person charged with custody; and,
   d. capital assets listing by replacement cost.
CAPITAL ASSETS MANAGEMENT SYSTEM DEFINITIONS

**Back trending/standard costing** - an estimate of the historical original cost using a known average installed cost for like units as of the estimated addition/acquisition date. This cost is only applied to the capital assets initially counted upon implementation of the capital assets management system when the historical original cost cannot be determined. It is inappropriate to apply the back trending/standard costing method to any capital assets acquired after the assets management system implementation date.

**Balance sheet accounting/class codes** - the codes set out for assets in the Iowa Department of Education Uniform Accounting Manual. They are: 200-capital assets; 211-land and land improvements; 221-site improvements; 222-accumulated depreciation on site improvements; 231-buildings and building improvements; 232-accumulated depreciation on buildings and building improvements; 241-machinery and equipment; 242-accumulated depreciation on machinery and equipment; 251-works of art and historical treasures; 252-accumulated depreciation on works of art and historical treasures; 261-infrastructure; 262-accumulated depreciation on infrastructure, and 271-construction in progress.

**Book value** - the value of capital assets on the records of the school district, which can be the cost or, the cost less the appropriate allowances, such as depreciation.

**Buildings and building improvements** - a capital assets account reflecting the addition/acquisition cost of permanent structures owned or held by a government and the improvements thereon.

**Business-type activities** – one of two classes of activities reported in the government-wide financial statements. Business-type activities are financed in the whole or in part by fees charged to external parties for goods or services. These activities are usually reported in enterprise funds.

**Capital expenditures/expenses** - expenditures/expenses resulting in the addition/acquisition of or addition/acquisition to the school district's capital assets.

**Capital assets** - Capital assets with a value of equal to or greater than $5,000 based on the historical cost include: long-lived assets obtained or controlled as a result of past transactions, events or circumstances. Capital assets include buildings, construction in progress, improvements other than facilities, land, machinery and equipment, and intangible assets.

**Capitalization policy** - the criteria used by the school district to determine which capital assets will be reported as capital assets on the school district’s financial statements and records

**Capitalization threshold** - The dollar value at which a government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

**Capitalized interest** - interest accrued and reported as part of the cost of the capital assets during the construction phase of a capital project. The construction phase extends from the initiation of pre-construction activities until the time the asset is placed in service.

**Construction in progress** - buildings in the process of being constructed other than infrastructure.

**Cost** - the amount of money or other consideration exchanged for goods or services.
CAPITAL ASSETS DEFINITIONS

Depreciation/Amortization - expiration in the service life of capital assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. In accounting for depreciation/amortization, the cost of a capital asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost.

Fixtures - attachments to buildings that are not intended to be removed and cannot be removed without damage to the buildings. Those fixtures with a useful life presumed to be as long as that of the building itself are considered a part of the building. Other fixtures are classified as machinery and equipment.

General capital assets - capital assets that are not capital assets of any fund, but of the governmental unit as a whole. Most often these capital assets arise from the expenditure of the financial resources of governmental funds.

General capital assets account group (GFAAG) - a self-balancing group of accounts established to account for capital assets of the school district, not accounted for through specific proprietary funds.

Government activities – activities generally financed through taxes, intergovernmental revenues, and other non-exchange revenues. These activities are usually reported in governmental funds and internal service funds.

Government-wide financial statements – Financial statements that incorporate all of a government’s governmental and business-type activities, as well as its nonfiduciary component units. There are two basic government-wide financial statements the statement of net assets and the statement of activities. Both basic government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting.

Historical (acquisition) cost - the actual costs expended to place a capital asset into service. For land and buildings, costs such as legal fees, recording fees, surveying fees, architect fees and similar fees are included in the historical cost. For machinery and equipment, costs such as freight and installation fees and similar fees are included in the historical cost.

Improvements – In addition made to, or change made in, a capital asset, other than maintenance, to prolong its life or to increase the efficiency or capacity. The cost of the addition or change is added to the book value of the asset.

Improvements other than buildings - attachments or annexation to land that are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains and sewers. Sidewalks, curbing, sewers and highways are sometimes referred to as "betterments," but the term "improvements" is preferred.

Infrastructure – long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include; roads, bridges, tunnels, drainage systems, tater and sewer systems, dams, and lighting systems.

Investment in general capital assets - an account in the GFAAG representing the school district's investment in general capital assets. The balance in this account generally is subdivided according to the source of the monies that finance the capital assets addition/acquisition, such as general fund revenues and special assessments.
CAPITAL ASSETS DEFINITIONS

**Land and buildings** - real property owned by the school district.

**Machinery and equipment** - capital assets which maintain their identity when removed from their location and are not changed materially or consumed immediately (e.g., within one year) by use. Machinery and equipment are often divided into specific categories such as: transportation machinery and equipment which includes school buses and school district owned automobiles, trucks and vans; other motor machinery and equipment which includes lawn maintenance machinery and equipment, tractors, motorized carts, maintenance machinery and equipment, etc.; other machinery and equipment which includes furniture and machinery and equipment contained in the buildings whose original cost is equal to or greater than $5,000, and capital assets under capital leases and capital assets being acquired under a lease/purchase agreement.

**Proprietary funds** – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

**Replacement cost** - the amount of cash or other consideration required today to obtain the same capital assets or its equivalent.
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07/01/2010 - 07/31/2010

**Fund:** SCHOOL NUTRITION FUND

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### Period Vendor Report by Fund

**07/01/2010 - 07/31/2010**

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DONELLY WOOD FLOORING & REF.  IMPROVEMENT
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ELECTRICAL ENGINEERING & EQUIP  IMPROVEMENT
Vendor Total: 6,983.98
INDEPENDENCE PLUMBING/HTG INC  SUPPLIES
Vendor Total: 4,246.49
PLUMB SUPPLY COMPANY  IMPROVEMENTS
Vendor Total: 513.55
SPAHN & ROSE LUMBER CO INC  EQUIPMENT
Vendor Total: 587.12
WBC MECHANICAL, INC.  IMPROVEMENTS
Vendor Total: 8,518.50
Fund Total: 22,849.64

Checking Account: 4  Fund: 33  LOCAL OPTION SALES AND SERVICES TAX
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CDW GOVERNMENT, INC.  SUPPLIES
Vendor Total: 1,629.46
IOWA WALL SAWING SERVICE  IMPROVEMENT
Vendor Total: 1,472.00
LYNCH ROOFING & SIDING INC  IMPROVEMENTS
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Board Report for August  
Jennifer Sornson, Junior/Senior High School Principal

State Baseball  
I attended our state baseball game. It was a very good game and a wonderful way for our senior athletes to end their high school careers. It was an incredible park to play in and I am sure that our younger players will work hard to get back to the state tournament.

As you can imagine it has been an incredibly busy summer.

- High school schedules have been mailed out. Mr. Adams is already meeting with students for schedule changes.
- Room assignments have been made. We have rooms that are being shared by teachers and teachers that will be moving throughout the day. I have tried to keep the number of moves to a minimum and I put a great deal of thought into how to make this arrangement work.
- Unused space will not be an issue. There are areas available to staff and teachers to work, make phone calls, run copies, etc.
- Parking lots – The North and South lots will be for students only. All staff will park in the East lot.
- The Junior/Senior High building is looking very good. A few projects are not completed but nothing that cannot be finished in the first few weeks of school.

Orientation  
Orientation for 9th graders is set for August 20 at 1:30 in the gym  
7th and 8th grade orientation is set for the same date and time in the lunchroom

Major focus for the upcoming school year  
The two areas that I will be focusing on this year are Effective Classroom Instruction and Technology use. Technology needs to be pushed. Teachers need to use the technology we have to create engaging and student-centered learning activities. Technology use is also part of the 21st Century skills in the Iowa Core. It is not just about use it is about the product or tasks that students need to perform.

Co-Teaching – Regular Education Teachers and Special Education Teachers working together to best serve the needs of all students. The high school has 9 courses that will be co-taught 1st Term. The junior high will have co-taught math and language arts classes.
Junior High 8-16-2010 Board Report

The Junior High Schedule for 2010-2011 is completed with only a few minor adjustments needing to be made. I am very pleased with the schedule because it takes advantage of faculty strengths, will better meet the needs of our 7th & 8th grade students and we were able to keep our class sizes under 25. A few changes from previous years; 1-that every student will have their exploratory classes meet daily for 9 weeks and then rotate to another exploratory class (art-FCS-health-IT), 2-most students will have a daily guided study class (study hall), and 3-ADVISOR will be a 40 minute period at the end of the school day. I especially want to thank Jennifer Sornson and Brett Adams for their efforts and working with me to be able to blend our schedules together to meet the needs of our students and faculty.

I want to thank Mike Donnelly, all of the custodians, the volunteers and Val Maximovich for their efforts in making our move from the “old” Middle School to the “new” Junior/Senior High School a successful one. There will need to be the last minute adjustments and fine-tuning but it appears all systems are “GO”!

Sandy Merritt and I are holding frequent discussions on ways that we can improve our ITBS scores with a year-long effort of strategies. We will be looking at tweaking the ITBS “prep” plan that was developed last year, utilizing/improving the At-Risk SIMS (Success in the Middle) after school program and improving the student tracking we currently have in place through the IMIT (Independence Middle Intervention Team) team.

5 faculty members will be attending the Co-Teaching professional development model through the AEA 267 this year. They will meet 1 day prior to the start of school and 3 days on Early Out Wednesday’s during the school year. Faculty members are; Tracy Curtis, Lori Dietzenbach, Sonya Elzey, Sue Henkes and Rachel Thomsen.

Garry Anderson and I will be attending the AEA Technology Integration professional development on August 10 with other building administrators and faculty members.

Our ADMIN team recently attended the SAI conference in Des Moines for 2 days. We participated in many beneficial sessions and learned about educational trends that will help us keep Independence Community Schools in the drivers seat as we move our district forward.
Report to the Board of Education
West Elementary
August 16, 2010

The Move
Everyone has been working tirelessly to get our building ready for students. The classrooms in the wheel are completed and teachers have already spent many hours getting their classrooms set up. The sixth grade classrooms should be ready by the board meeting. We owe a huge thank you to our custodial crew and volunteers who have worked hard all summer to get everything done!

West Parent Advisory Council
Our Parent Advisory Council has been busy in the last few weeks. We met to discuss how the building should be labeled to help parents get around in the building. We have signage being created by one of the council members, Dan Lake. Some of the team met last week to paint our mini hallways to help children locate their grade level area. The team came in to mow, trim, and pull weeds around the building so that we look our best for our open house. They have written advertisements and sent them to papers in the area to inform them of our open house. This is a tremendous group of people whom I greatly appreciate.

Beginning of the Year Activities
We will host an open house on Friday, August 20 from 4:30-6:00 to allow our families to come see our new home. Our Parent Advisory Council will be available to help parents navigate the building. We will have cookies and water available.

On the first morning of school, we are planning a “Red Carpet Grand Opening” of the building. Students will get the red carpet treatment as they enter for their first day of the 2010-11 school year.

Sandy Merritt
8/16/10 Board Report  
East/ECC  
Mary Jean Blaisdell, principal  

1. PK4 Enrollment  
As known so far, we have the following numbers: 

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<th></th>
<th>ECSE</th>
<th>PK4</th>
<th>HS</th>
<th>PK5</th>
<th>Subtotal</th>
<th>Repeats</th>
<th>Total indivs</th>
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<tr>
<td>ICSD</td>
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<td>pm</td>
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<td>pm</td>
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<td>1</td>
<td>9</td>
<td>12</td>
<td>5</td>
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<td>18</td>
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<td>50</td>
<td>9</td>
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<tr>
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<td>106</td>
<td>12</td>
<td>16</td>
<td></td>
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<td>127</td>
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</table>

Subtract SJ possible attendees 39  
Likely # headed for East 92  
Add estimated ECSE 5 yr olds 5  
Subtotal 97  
Estimated PK4 staying in PK5 10  
Likely 2011-12 ICSD Kindergarten 87  
Number of SJ students guestimated attending IN 19  
Subtotal 106  
Number of OE in PK4 students guestimated returning to res district 11  

2. ECSE enrollment = 10 (6 more slated for placement soon into the year)  
K: 20, 20, 20, 21 = 81  
1: 19, 19, 20, 20, 20 = 98  
2: 17, 18, 19, 19, 19 = 92  

Total East K-2 = 271 (2009-10 = 305)  

3. East will continue our efforts on improving reading comprehension through reading/writing. During professional development we will be finishing language arts summatives, continuing our implementation of reading materials and investigating ways to differentiate instruction. We will also continue to use new technology and apply this to teaching students 21st century skills.  

4. The PK4 program will be verified in November. We continue to work as a partner group periodically to keep the program coordinated among partners. The ICSD has an new administrative assistant to replace Val Maximovich. This is Janette Hopkins. School will start officially at all of the preschools on August 30, to allow for professional development. We will primarily be serving students 4 half days a week instead of 5 in order to complete the professional development needed for meeting standards.
Activities 8-16-2010 Board Report

I want to Spotlight the success of our baseball program by qualifying for state this past season. They started out quickly with 5 wins, competed in many close contests throughout the rest of the schedule and finished with a 3 game winning streak culminating at the State Baseball Tournament. Working hard in practice, daily improvement and dealing with the inevitable adversity that comes with every baseball season allowed our athletes and coaches to be one of 8 teams playing in class 3A on the final week-end of competition in the state. Congratulations to Coach Arnold, Coach Burns, the players and all of the people that had a part in this wonderful success story.

I want to sincerely thank Steve Kalous for his time and efforts meeting with me daily throughout the month of June to prepare me to become the Activities Director this school year. We spent time discussing each sport, activity, coach/sponsor, schedules, officials, budgets, WAMAC guidelines, State Association rules and overseeing the district facility usage.

I am in the process of meeting with every head coach and sponsor in a very thorough 1-on-1 information gathering and sharing session. I am discussing what I consider to be the 4 building blocks of every program with them; academics, multi-sport/activity participation, year round strength training program and their program itself. We will also be looking at ways to improve student numbers within each program, improving the product we put on the field/court/mat/stage/etc. and how we will be able to build successful programs versus successful teams.

August 2 I attended the new Activity Director's Workshop put on by the Iowa High School Athletic Association in Boone. It was very informative, beneficial and thorough. There will be 2 more follow up sessions during the upcoming school year I will also be attending.

Finally, I want to say very sincere and meaningful THANK YOU to Julie Reeder and all of the people working hard behind the scenes to make our Booster Club a success. Their hours of hard work, dedication, perseverance and commitment make a difference every day for our young people. Membership numbers, clothing purchases and people willing to lend a hand are all increasing. GO MUSTANGS!
Iowa Core and Common Core State Standards
The Iowa Department of Education announced last week that Iowa has adopted the national Common Core State Standards. Iowa played an important role in developing the common standards that 48 states have now adopted. The Department of Education has studied the Common Standards and determined that 88% of the math skills and concepts addressed in the Iowa Core are also covered in the Common Core. The alignment of language arts is at 84%.

Our Iowa Core provides a much more inclusive set of guidelines. The Common Core only covers the areas of language arts and math and will be incorporated into the Iowa Core. As you may recall, the Iowa Core includes literacy, mathematics, science, social studies, and 21st Century Skills.

The Iowa Department of Education will be spending the next month revising the Iowa Core Essential Concepts and Skills to align with the Common Standards in math and language arts. Once that is completed, local school districts will begin the alignment process.

The timelines for implementing the Iowa Core remain the same.

Annual Yearly Progress Report
We have received our report from the state and it is disappointing. Even though our students did make progress overall, our subgroups (SES and IEP) did not make enough growth and we have been notified that West is on the watch for special education and low socio economic sub groups in reading. West special education subgroup is SINA for math. Middle school special education is SINA 2 for reading and SINA 1 in math for low social economic and special education subgroups. I have made some tables to illustrate what has happened over the last 3 years. The first numbers are the number of kids who were proficient out of the total (34 of the total 52 IEP students at West were proficient). It is followed in each box by what that percentage would be. Note at West how the number of SES students doubled from last year to this year. SES numbers at MS have remained about the same since 2007-08. Special education numbers have remained about the same at West and dropped at MS.

<table>
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<tr>
<th></th>
<th>2007-08 were proficient</th>
<th>2008-09 were proficient</th>
<th>2009-10 were proficient</th>
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<tr>
<td>IEP</td>
<td>Reading-34/52 (65%)</td>
<td>Reading-38/63 (60%)</td>
<td>Reading-29/52 (56%)</td>
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<tr>
<td></td>
<td>Math-77/97 (79%)</td>
<td>Math-30/62 (48%)</td>
<td>Math-35/52 (67%)</td>
</tr>
<tr>
<td>SES</td>
<td>Reading-74/97 (76%)</td>
<td>Reading-66/97 (68%)</td>
<td>Reading-86/119 (72%)</td>
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<td></td>
<td>Math-77/97 (79%)</td>
<td>Math-30/62 (48%)</td>
<td>Math-95/119 (80%)</td>
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</tbody>
</table>
Middle School

<table>
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<th>2007-08 were proficient</th>
<th>2008-09 were proficient</th>
<th>2009-10 were proficient</th>
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<tr>
<td>Reading</td>
<td>36/85 (42%)</td>
<td>38/82 (46%)</td>
<td>18/59 (31%)</td>
</tr>
<tr>
<td>Math</td>
<td>42/84 (50%)</td>
<td>34/81 (42%)</td>
<td>18/59 (31%)</td>
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<table>
<thead>
<tr>
<th>SES</th>
<th>2007-08 were proficient</th>
<th>2008-09 were proficient</th>
<th>2009-10 were proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>74/97 (76%)</td>
<td>66/97 (68%)</td>
<td>52/93 (56%)</td>
</tr>
<tr>
<td>Math</td>
<td>66/100 (66%)</td>
<td>49/96 (51%)</td>
<td>50/93 (54%)</td>
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The programs we put in place last year were effective in every case and we will continue with them. We will also begin implementing a district wide intervention process known as Instructional Decision Making (IDM) or Response to Intervention (RtI). With this process we will use beginning of the year assessments to identify students who are either struggling or who are not being challenged enough. We will develop plans for success and monitor their progress on a weekly basis. Students who need extra support or more challenge will get 15-20 minutes of additional instruction in a small group format 2-3 times a week. Students whose data indicates over time that they need even more support/challenge would get more intensive instructional time. That could be more time and/or more individualized support. Students who still do not respond to interventions may be considered for entitlement to special education. We will look at data every 4-6 weeks to determine if students continue to need support, if they are making adequate progress, and if new students need extra support.

We will focus special education professional development on monitoring student progress and co-teaching. We have 15 teachers (7 teams of special education and general education teachers) from across the district who will receive training using the co-teaching model this year. During learning team times, special education teachers will focus on progress monitoring. Teachers will bring data on students who are not making growth to the meetings and the team will discuss with each other what should be next steps.

**2010-11 Focus for Professional Development**

Our professional development this year will focus on the Characteristics of Effective Instruction, specifically Teaching for Learner Differences, Student Centered Classrooms and Rigorous and Relevant Instruction that matches student needs. We will be sending lead learning teams to AEA 267 again this year to study literacy, math, science, and technology.

Sandy Merritt
August 23, 2010

This summer has seen huge changes beside the “massive move.” Technology and the school network also had heart surgery and brain surgery. PowerSchool, OneCall Now, network logins/storage, email, copiers/printers, virus protection, ICN, firewall and web content filter has had major changes over the summer. These changes have kept me busy for the summer.

**Email:** Google is now hosting our email. We have seen a dramatic decrease of spam. If people were forwarding @independence email to another account, you will need to follow directions at Google to forward email. I will be receiving training through AEA to further take advantage of Google.

**PowerSchool:** Parent Single-sign-on. Parents are now able to look at all of their 7-12 students with one login. All previous passwords had to be erased and new ones created.

**Copier/printers:** All staff computers will print to the building copiers as a cost savings measure.

**Web Content Filter:** Our new web filter will do a better job of filtering content and allow me to control content by computer, person, time or by a host of factors. Teachers will need to make sure they can navigate to websites before they use the sites in class. We are still working on general policies for students and staff of our network.

**OneCall Now:** OneCall Now will sync with PowerSchool on a regular schedule. All previous information had to be erased to take advantage of the new syncing from PowerSchool. Parents will continue to be able to login to OneCall Now and add three phone numbers as well as email addresses.

I am working on getting the computers back into classrooms and setting them up. Thank you to the volunteers who have helped me. There will still be work to do even though school started today.

Registration Day processed about 1,000 students throughout the day. Parents seemed to like the external monitors to help check for accuracy. The laptops would sometimes put the monitor to sleep and were unavailable for the parent. The longest lines were much shorter then previous years. We are looking at a variety of options for Registration for next year.

For the 2010-2011 academic year I will be blocking out Thursday mornings to work on PowerSchool related issues. I am not sure I will ever ‘love’ PowerSchool, but we will ‘like’ PowerSchool more as I spend regular-planned time with the program. Other Districts believe PowerSchool is great.

Respectfully,

Stephen B. Noyes
District Technology Director
Nutrition
I have received several lengthy lists from both vendors and distributors with items that comply with the Iowa Healthy Kids Act, which regulates A la Carte and Vending items. I will sending out a bid request for the items we feel we'd like to sell on the High School a la carte line and in the milk vending machines.

Farm to School
Our school garden is looking fantastic! It’s official name after the voting at the end of last year is “Mustang Roots and Shoots.” Many thanks to several teachers, Micki Sand-Cohen and Joe Olsen, who have been taking care of it this summer. We hope to have classes visit the garden this fall, before the produce is completely gone. We are also hoping to use at least some of the produce in the school lunches. Look for “School Garden Vegetable” on the menus!

I have had a few people express interest in the Farm to School Coordinator position and hope to have them interviewed in the next week.

Our program is off to a very slow start this year and will most likely not be as big as it was last year. My time has been shorter than usual and I had to mail bids out to our local growers to get prices this year, rather than making phone calls. Also, my kitchen staff did a great job with all of the extra preparation last year, we will all have the school changes to deal with, as well as new job assignments in the kitchen to deal with this year. I didn’t want to overwhelm my staff with too much work right away.

Equipment/Budget
Last year the auditors requested that I include equipment we disposed of in my board report. The two items we disposed of were past their 12 years of depreciation. Here is a list of items we disposed of in school year 09-10:

4 Chest Freezers, all 22 cu. ft., from the High School (Several attempts were made to donate these freezers, but no one I contacted wanted them.)
1 upright, reach-in freezer, from East (This freezer broke down last year and was essentially too old to repair.)

Here are the items we will be selling with the old East Elementary:

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<th>Item</th>
<th>Year Purchased</th>
<th>Depreciated Value</th>
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</thead>
<tbody>
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<td>Cooler, 3-door, upright reach-in</td>
<td>1992</td>
<td>$0.00</td>
</tr>
<tr>
<td>Chest Freezer</td>
<td>1990</td>
<td>$0.00</td>
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<tr>
<td>Chest Freezer</td>
<td>1990</td>
<td>$0.00</td>
</tr>
<tr>
<td>Stovetop/Range, 8 burner</td>
<td>1995</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dishwasher</td>
<td>1991</td>
<td>$0.00</td>
</tr>
<tr>
<td>Booster Heater (w/dishwasher)</td>
<td>2003</td>
<td>$368.33</td>
</tr>
<tr>
<td>Steam Table, Natural Gas</td>
<td>2000</td>
<td>$126.00</td>
</tr>
<tr>
<td>Water Softener</td>
<td>1990</td>
<td>$0.00</td>
</tr>
<tr>
<td>Garbage Disposal</td>
<td>1999</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dishwasher, motor Replaced</td>
<td>2010</td>
<td>$1,546.74</td>
</tr>
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Personnel
I have one cook resigning her position, Nadine Chesmore at East Elementary. By the time of the Board Meeting I hope to have her replacement hired. Because contracts are not out yet, I can’t be sure at this time if the rest of my cook’s are coming back for the 10-11 school year, however, I’ve spoken to each of them and they’ve told me they are planning to be back. I also recalled one employee whom we laid off last year due to budget reductions. After more closely examining the staff at West Elementary, we decided we needed to have someone else in during the time we serve and clean up. We will very short on subs, but I have several applications to look through and hope to have at least 1-2 hired before classes start.

Technology
After further investigation into the touch screens for the lunch program, it is going to cost us a little over $1,000.00 per touch screen... a far cry from the original $250 we were told. Because we didn’t want to add any more changes to the beginning of this school year, and because of the cost, we will not be getting touch screens at this time. We may look into it again for next school year, or even in January 2011.

Respectfully Submitted,
Kelly Crossley, Food Service Director
**Transportation:** The busses and Vans are ready for school to start. We are still working on bus routes due to new stops, will have to change a few routes to accommodate them. For the start of School I have been hearing a lot about traffic concerns at all schools, we have made some changes at all sites regarding traffic flow and with that and because of closing of East we think the traffic flow will be better than before. The first few days of school we might not see it, but the next week we should see the difference.

**Buildings:** The high school is in pretty good shape to start school. East and West still has work in progress and will be ready for the first day of School. At all schools there will be projects that will still need to be completed, but hope they will not affect the instruction of students. This was a much larger project than most people realized including myself, everyone has worked very hard to get ready for the first day of school. I know there are things that people still want, but tried to stress that at the beginning of the project everyone wont get what they want but will get what they need to start school.

**Grounds:** We are definitely behind on mowing and trimming around buildings, this is due partially because of all the wet weather. The other problem we have in our district is all the help that we used for mowing, trimming and winter snow removal is part time help. We do not have a full times ground person therefore it has been a hit and miss for part time help.

Thanks Mike Donnelly
RESOLUTION

A RESOLUTION OF THE SCHOOL BOARD OF THE INDEPENDENCE COMMUNITY SCHOOL DISTRICT ADOPTING THE CITY OF INDEPENDENCE HAZARD MITIGATION PLAN

WHEREAS, the City Council of the City of Independence, Iowa has adopted its Hazard Mitigation Plan ("Plan"); and,

WHEREAS, the City received funding through the FEMA Hazard Mitigation Grant Program for the development of said Plan; and,

WHEREAS, a Public Hearing was held in the City Hall for the purpose of obtaining citizen input on the said Plan; and,

WHEREAS, said Plan Hazard Mitigation Plan was prepared in accordance with FEMA requirements at 44 C.F.R. 201.6 and has been certified by FEMA; and,

WHEREAS, the Independence Community School District participated in the formulation of said Plan through their representation on the Hazard Mitigation Planning Committee and attending related planning meetings and contributing or agreeing to goals, projects or activities contained therein.

NOW THEREFORE BE IT RESOLVED THAT the School Board of the Independence Community School District herewith adopts the Independence Hazard Mitigation Plan, and any amendments thereto.

Passed and adopted this __________ day of __________ 2010.

______________________________
District President

ATTEST:

______________________________
Superintendent
# CONTRACTED SERVICES AGREEMENT

Tri-County Child & Family Development Council, Inc. (Tri-County) and Independence Community Schools (District) wish to enter into an agreement under which the District shall furnish certain designated services necessary to implementation of Tri-County's program operations funded by a Department of Health and Human Services Grant in the District's Early Childhood Center. For the purposes of this Agreement, the following terms shall be used:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tri-County</td>
<td>Tri-County Child &amp; Development Council, Inc.</td>
</tr>
</tbody>
</table>
| Tri-County Address          | PO Box 1050  
Waterloo, IA 50704  
205 Adams St. Suite 2  
Waterloo, IA 50703     |
| District                    | Independence Community Schools                                                                                                             |
| District Address            | 1009 1st St. W  
Independence, IA 50644                                                                                                                   |
| Site Location               | Early Childhood Center                                                                                                                     |
| Applicable HHS Award No.    | 07CH0233                                                                                                                                     |
| Location for Provision of Services: | Early Childhood Center                                                                                                                   |
| Covered Primary Services:   | Health, Education, Nutrition and Disabilities portions of Center Based Head Start Programming.                                                |
| Required Service Group for Primary Services: | A minimum of 8 children per semester for two semesters, 100% income eligible; subject to funding limitations a maximum of 10 children may be served per semester. |
| Minimum Service for Primary Services: | 3.5 hours per day, 4 days per week, 33 weeks per year exclusive of holidays and weather-related closings. Must provide 128 days of service with children in attendance. |
| Maximum Funding for Primary Services: | Four thousand dollars per child per year payable by semester at $2000.00 per child per semester minus the cost of one assistant Teacher provided by Tri-County. See attached budget. |
Term | Definition
---|---

The parties agree to abide by the specific terms and provisions of the following attachments, which are incorporated into this agreement by reference and made a part of it:

- Basic Contract Provisions
- Insurance Requirements
- Compliance Checklist
- Pre-K Calendar

**Contracted Services Agreement**

Dated:____________________

**Independence Community Schools**

By:____________________

Board President

Dated:____________________

**Tri-County:**

Tri-County Child & Family Development Council, Inc.

By:____________________

Megan Lostroh, Board Chairperson

By:____________________

Jean Richardson, Secretary
BASIC CONTRACT PROVISIONS

I. PURPOSE AND SCOPE OF CONTRACT

The purpose of this contract is to set out the terms and conditions of the agreement between Tri-County and the District to furnish certain services required under the Applicable HHS Award and to meet all HHS requirements for a written agreement and mandated terms.

Achievement of the goals and objectives of the Head Start program requires commitment from all levels and persons involved in the program. Policies, regulations and guidelines contribute to the effective and efficient process necessary for goal attainment. Tri-County encourages and expects philosophical commitment to the Head Start goals, as well as compliance with the approved grant application, Provider Agreement for Contracted Services, all policies, regulations, and guidelines of the HHS/ACF and the Grantee.

The services to be provided under this Agreement are designed to provide the following services at the same site setting, subject to availability of funding:

1. Health, Education, nutrition and disabilities services to Head Start eligible children in an integrated environment;
2. Transition planning and implementation for children and families into the K-12 Independence Community School District.
3. Access for Head Start Families to half day, school year service; and
4. Enhanced capability of both parties to provide high quality services to all children in the setting.

II DISTRICT SERVICE RESPONSIBILITIES

District shall provide the specified Covered Primary Services and at the designated Location of Services for the specified Term of Agreement in accordance with Head Start Performance Standards.

District shall provide those services for the Required Service Group(s) at least at the level of Minimum Service. The District shall also notify Tri-County if the number of enrolled students being served is reduced below the number set out as the Required Service Group. That notice shall be given within 10 working days.

In addition to the specific provisions of this Agreement, the District shall comply with all applicable state, federal, and local laws, rules, and regulations.

III FUNDING

Tri-County shall provide no more than the specified Maximum Funding level in federal funds to implement the Head Start Program as set out in the Program Budget, which is part of this Agreement. It is expressly understood and agreed that in no event will the total amount paid under this Agreement exceed the Maximum Funding level for full and complete performance nor will the per pupil funding unit exceed the designated Funding Level unless additional funding is
specifically authorized in writing by Tri-County in advance.

IV DISTRICT METHOD FOR FISCAL MANAGEMENT

The District shall maintain such records and accounts, including property, personnel, and financial, as are deemed necessary by Tri-County or the Department of Health and Human Service/Administration for Child and Families (HHS/ACF) to assure proper accounting for all federal funds provided for this program. These records will be made available for audit purposes to Tri-County, HHS/ACF, and the Comptroller General of the United States or any authorized representative of them and will be retained for four(4) years after the expiration date of this contract and any renewals of it, unless permission to destroy them is granted by both Tri-County and HHS/ACF.

The District shall specifically provide the following specified reports and conform to the following fiscal management guidelines:

1. Semester billing reports on the program shall be submitted to Tri-County within fifteen (15) calendar days following the close of each semester.

2. An end of fiscal year financial report on the program shall be submitted on or before June 15 each year.

3. If alternate funding sources are available for nutrition and educational services, Head Start dollars shall be the last dollars spent. It is specifically required that benefits from the United States Department of Agriculture (USDA) (CACFP or School Lunch program or the like) will be utilized fully before Head Start Funds are used to support food costs. The District shall maintain documentation of its receipt and application of alternative food and educational funding sources. The District will assure nutrition requirements are met and all fees for nutrition are included in the fees to the District.

4. The District agrees to secure and keep in force for the duration of this Agreement adequate insurance coverage to protect against losses. Coverage must include student accident, general liability, and fidelity bonding. The District as evidence of current coverage shall submit copies of the cover sheet of the policies, or a summary of the applicable insurance coverage. Tri-County must also be included as an additional named insured on all applicable policies. Required insurance shall be at least in the amount set out in the Insurance Requirements, which are part of this Agreement. Should transportation become part of required or provided services, vehicle coverage (collision and liability) for any vehicle used for Head Start program purposes must be provided in the same manner.

5. All information shall be provided on the forms provided by Tri-County, if such forms are provided.

V. DISTRICT PERSONNEL MANAGEMENT

The District shall assure:
1. There is a personnel management system covering its staff, which is consistent with ACF Regulations and State of Iowa Voluntary Preschool Standards and shall provide a copy of its personnel policies and procedures to Tri-County. This shall include, but not be limited to, a current organizational chart for the District’s program and those sections of District’s policies, which cover performance appraisals.

2. Compliance with HHS/Tri-County’s requirements regarding staff certification, training, and technical assistance.

3. Maintenance of personnel records of each of District’s employees providing services under this Agreement, which personnel records shall include the documents specified on Tri-County’s personnel checklist.

4. All subcontracts with third party businesses or individuals to conduct any activity under this Agreement and to be paid with funds acquired under this Agreement must meet Head Start Standards, the standards specifically set out in this Agreement, and shall be properly documented, including specific data describing work to be performed and expected outcomes, and time sheets maintained to support the contractual agreement.

VI DISTRICT SUBMISSION OF REPORTS, RECORDS AND EVALUATIONS

The District agrees to prepare, retain and permit Tri-County to inspect, as Tri-County considers necessary, all records required for this program by HHS and Tri-County regulations. The District further agrees Tri-County may carry out monitoring and evaluation activities to include, at minimum, periodic observations of the daily program, conferring with staff and parents, validation of the District self-assessment procedures and on-site visits to conduct specific activities. The District shall insure the cooperation of the District’s employees, contractors, policy groups and board members in those efforts.

The District further agrees to submit to Tri-County such information as may be required by HHS/ACF directives or by the Tri-County, including (but not exclusive of) monthly attendance reports, monthly enrollment reports, Program Information Reports, Self Assessment Instruments, and improvement plans. Tri-County’s representative shall have the right to inspect all such records and reports whether related to the District’s Head Start Program or any other activity conducted by the District as Tri-County and the District reasonably determine.

VII TRI-COUNTY GENERAL RESPONSIBILITY FOR SERVICE

Tri-County shall provide technical support and assistance for the specified Covered Primary Services and at the designated Location of Services for the specified Term of Agreement in accordance with Head Start Performance Standards.

Tri-County shall monitor those services through the required reports and bi-weekly meetings and notify the District within one week if there are concerns, deficiencies, or Head Start Performance Standards the District’s service is missing.

In addition to the specific provisions of this Agreement, the District shall comply with all applicable state, federal and local laws, rules and regulations.
VIII TRI-COUNTY SPECIFIC RESPONSIBILITIES FOR SERVICE

Tri-county shall provide the following services:

1. Direct grant requirement monitoring of the District program activities through scheduled site visits by designated Tri-County staff and analysis of computerized program activity data and on going communication with the District regarding the rate of compliance or dissatisfaction.

2. Train the District staff in required reporting procedures and forms.

3. Assist in assuring education program improvement through routine site visits and provision of consulting and training services. If training is needed, set up a timeline and written plan for Tri-County’s and the District’s obligation for assisting in this goal.

4. Systematically provide information and consultation to the District about HHS rules and regulations to facilitate and support compliance efforts.

5. Train the District in the expectations of the budgeting and billing reports. Evaluate budgets and fiscal reports. Follow-up with the District on the compliance of these reports.

6. Monitor and assist in assuring overall program quality and performance standard training requirements by providing regularly scheduled pre-service and in-service training and other career opportunities as requested by the District, this monitoring will also cover the Early Childhood Special Education classrooms.

7. If an improvement plan is written it will include administration from both entities, and include:
   1) A written assessment of the issue.
   2) A meeting with the District and Tri-County to develop a plan.
   3) A timeline of realistic goals and expectations for both the District and Tri-County.
   4) Specific Action Plan for implementation.
   5) Consequences should the District not be able to or refuse to comply.

Independence Community Schools Specific Responsibilities for services

Independence shall provide the following services:


2. Supervision of all personnel assigned to the program.

3. Assure a staff child ratio of 1:10 and not exceed the requirement of groups size of 20 per Head Start Performance Standards.
4. Evaluations of personnel assigned to the program.

5. Assist Tri-County in the identification of children to be served.


7. Development, implementation and monitoring of the curriculum in cooperation with Tri-County and in adherence to Head Start Performance Standards.

8. Annual evaluation of children’s program.

9. Results of child screen and assessment data on a monthly or quarterly basis.

10. Compliance with the attached compliance checklist

X. DISCRIMINATION CLAUSE

The District will not discriminate against any person employed in the performance of this contract, or against any applicant for employment because of race, sex, age, creed, religion, color, national origin, sexual orientation, political affiliation, veteran’s status, or handicapping condition. This requirement shall apply to, but not be limited to the following: employment, upgrading, demotion or transfer, selection for training, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and all other privileges, terms and conditions of employment.

No person shall, on the grounds of race, religion, sex, creed, color, national origin, sexual orientation, political affiliation, veteran’s status, or handicapping condition be excluded from participation in, be denied the benefits of, or be subject to discrimination in the performance of this contract.

XI. POLITICAL ACTIVITY PROHIBITED

None of the funds, materials, property, services contributed by Tri-County or the District under this contract shall be used for any partisan political activity, (1) to further the election or defeat of any candidate for public office, or to pay directly or indirectly, the salary or expenses of either party to this contract or their agent, to engage in any activity designed to influence legislation or appropriations pending before Congress, (2) to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election or (3) to assist any voter registration activity. Nothing in the above statement is intended in any way to inhibit or discourage any party from exercising its lawful rights to attempt to influence legislation pending before Congress as long as the costs are not charged to this Head Start Program.

XII. DRUG FREE ENVIRONMENT

The District shall not permit use of drugs, alcohol, or tobacco by its employees or
contractors at any Location used for Primary or Secondary Services, in any motor vehicles owned or provided by Tri-County or otherwise used in conjunction with providing Primary or Secondary Services, or in any manner in the presence or in the view of the children and families being served under this agreement.

XIII. COMPLIANCE WITH APPROVED PROGRAM

The District agrees to perform all activities authorized by this agreement in accordance with the approved work program, the approved budget, and the grant conditions inclusive of Head Start Performance Standards, Program Instructions, CFR 45 (Administration of Grants), Audit Guide, Head Start guidelines and all other HHS/ACF directives.

If Tri-County determines the District’s program is not operating in compliance, it will notify the District of the manner in which it is out of compliance and Tri-County shall assist in developing an improvement plan. The District shall then come into compliance within a specified period to be determined by Tri-County and specified in the improvement plan.

Non-compliance may result in financial reimbursement being withheld and probationary status imposed immediately upon determination of non-compliance. Programs remaining out-of-compliance beyond the specified deadline shall be defunded and Tri-County may at its sole option terminate this contract without further notice or liability under this Agreement.

XIV. SCHEDULE OF PAYMENT

Subject to receipt of funds from HHS/ACF, Tri-County agrees to pay the District for authorized expenditures on a not less than a semester basis. In no event shall the District receive reimbursement for costs exceeding the Maximum Funding for Services under this Agreement, or four times the total non-Federal share contributions provided by District, whichever is less.

XV. CHANGES IN SERVICE

Tri-County may request changes in the scope of the services to be performed under this Agreement. Mutually agreed upon changes, including any increase or decrease in the amount of the District's compensation or modification of the budget, must be reduced to written form before they shall be enforceable by either party.

XVI. COVENANT AGAINST CONTINGENT FEES

The District warrants no person, selling agency or other organization has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee. For breach or violation of this warrant, the Tri-County shall have the right to annul this contract or otherwise recover the full amount of any such commission, percentage, brokerage or contingent fee, or to seek
such other legal remedies as may be available.

XVII. TERMINATION OF AGREEMENT

Except in the case of Tri-County’s loss of funding from HHS, financial assistance under this contract shall not be terminated or reduced, or an application for refunding denied or financial assistance suspended for longer than 30 days unless the District has been afforded reasonable notice.

XVIII. DISSOLUTION CLAUSE

Should termination of this contract/program occur District shall arrange for immediate transfer of program record reports as required by HHS regulation and/or Tri-County.

XIX. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The District certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. If the District is unable now, or at any time during the term of this agreement to certify to any of the statements in this certification, District shall immediately provide an explanation to Tri-County and this contract shall be subject to immediate termination by Tri-County in the event District’s participation is disallowed as a result of that debarment or suspension.

XX RENEWAL

Upon the mutual agreement of the parties, this Agreement may be renewed for a maximum of two one-year periods upon execution of a Renewal Agreement in the format set out in this Agreement.
Insurance Requirements

Liability: $1,000,000.00 each occurrence
              $2,000,000.00 aggregate

Umbrella: $1,000,000.00 excess liability

Sexual Abuse Coverage: $50,000.00 each person
                          $250,000.00 maximum

Bond: All persons who control money need to be bonded in an amount sufficient to assure no loss of program funds in the context of all funds handled, including those from other sources.

Tri-County must be listed as an additional insured on all policies.

Budget

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>Description</th>
<th>Cost</th>
<th>Party Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>One 8 hour per day 4 days per week employee meeting minimum CDA credential. Duties will include classroom assistance and meal supervision as requested.</td>
<td>Hours will be determined by the District, schedules will be provided to the District by Tri-County. Work days determined by Independence calendar and Tri-County Master Calendar</td>
<td>($21,426.00)</td>
<td>Tri-County Child and Family</td>
</tr>
<tr>
<td>Education, Disabilities, Nutrition services for 8-10 Head Start enrolled children minimum of 128 days of service with children</td>
<td>3.5 hours of programming for children meeting Head Start Performance Standards</td>
<td>$32,000-$40,000</td>
<td>Tri-County Child and Family</td>
</tr>
<tr>
<td>Total Cost of Contract</td>
<td></td>
<td>$10,574.00-$18,574.00</td>
<td>Tri-County Child and Family</td>
</tr>
</tbody>
</table>
SHARING MEMORANDUM OF AGREEMENT
Between
Independence Consortium of Community School Districts
And
Hawkeye Community College

WHEREAS, the Independence Consortium of Community School Districts, hereinafter referred to as the DISTRICT, wishes to provide certain of its students the opportunity to receive instruction in the following Hawkeye Community College Courses for the 2010-2011 school year:

- PLTW Introduction to Engineering Design 3 credit hours
- PLTW Principles of Engineering 3 credit hours
- PLTW Computer Integrated Manufacturing 3 credit hours
- PLTW Digital Electronics 3 credit hours
- PLTW Civil & Architectural Engineering 3 credit hours
- PLTW Biotechnical Engineering 3 credit hours
- PLTW Engineering Design & Development 3 credit hours

and

WHEREAS, Hawkeye Community College, hereinafter referred to as HCC, has the expertise to provide instruction to students in the above listed courses, and

WHEREAS the parties for mutual consideration and benefits agree to provide joint services on the terms and conditions hereinafter set forth.

1. The purpose of the agreement is to assist specified DISTRICT students to prepare for the world of work by receiving instruction in the above listed courses and to utilize the expertise of both the DISTRICT and HCC in providing such instruction.

2. The DISTRICT agrees to:
   (a) provide administrative and counseling support to students enrolled in the program;
   (b) follow the PLTW and HCC course syllabi and identified learning outcomes (competencies)
   (c) provide textbooks, equipment and software updates

3. The following Financial Commitments at the current tuition rate per credit hour or as noted

   **HCC Instructor**  
   12 students 100% tuition  
   13-16 students 90% tuition  
   17 students & above 80% tuition

   **HCC Qualified Local Instructor**  
   (# of students) x (# or credit hrs.) x (100% tuition with 60% reimbursed for the instructor’s salary)

   (a) $25 fee for reviewing PLTW end-of-course examinations and changing course numbers from EGT prefix to EGR prefix (only applies to students who apply for transfer credit). See 6b.
   (b) name a DISTRICT designee to receive student grade and transcript data
   (c) communicate student’s program to appropriate parent or guardian
   (d) assist student in completion of HCC registration
   (e) facilitate transportation to consortium teaching site(s)
   (f) provide ideas which would strengthen and enhance Partnership Agreement

4. HCC agrees to:
   (a) administer the program
   (b) provide staff or approve local instructional staff meeting PLTW and HCC requirements for program teaching
   (c) develop and maintain the curriculum
   (d) at the completion of the term, provide the DISTRICT designee with a grade report of the student(s) academic performance
   (e) provide the DISTRICT with necessary documentation for billing purpose
5. It is further mutually agreed that:
   (a) upon termination of the program at the high school
       1. any instructional materials or equipment provided by the DISTRICT shall remain the
          property of the DISTRICT;
       2. any instructional materials or equipment provided by HCC shall remain the property of
          HCC;
   (b) The program may qualify for supplemental weighted funding if a seven criteria “test” is met.
       To meet this “test,” the course must:
       1. supplement, NOT supplant high school courses.
       2. be included in the community college catalog or an amendment or addendum to the
          catalog.
       3. be open to all registered community college students, not just high school students. (We
          interpret this on a “space available” basis.)
       4. be for college credit, and that college credit must apply toward an associate’s degree or
          college diploma program.
       5. be taught by a teacher meeting PLTW teacher qualification requirements
       6. utilize the PLTW course syllabus.
       7. be of the same quality as a course offered on a community college campus.
   (c) All state and federal statutes regarding nondiscrimination on the basis of race, color, national
       origin, sex, handicap, religion, or economic status will be followed.

6. Students
   (a) who successfully complete the course of study in the following courses, will earn college
       credit at Hawkeye Community College as follows:

       | Course                                           | Credit Hours |
       |--------------------------------------------------|--------------|
       | PLTW Introduction to Engineering Design          | 3            |
       | PLTW Principles of Engineering                   | 3            |
       | PLTW Computer Integrated Manufacturing           | 3            |
       | PLTW Digital Electronics                         | 3            |
       | PLTW Civil & Architectural Engineering           | 3            |
       | PLTW Biotechnical Engineering                    | 3            |
       | Engineering Design & Development                 | 3            |

   (b) will receive a grade for the course (EGT prefix) as a technical elective; however, credit for
       engineering technology programs of study will only be applied for students who earn an “A”
       or “B” in the course and successfully complete the PLTW end-of-course examination. The
       cost for reviewing the PLTW end-of-course examination and changing the student transcript
       to the transfer course number (EGR prefix) will be an additional $25 for Hawkeye
       Community College Credit. This fee will be billed to the schools following the successful
       completion of the PLTW end-of-course examination. Students who do not meet these
       requirements may apply credit for these courses as general technical electives.

   (c) may also receive credit from University of Iowa ($150) or Iowa State University ($125).
       Students electing these options must pay this fee directly to the examining institution.

   (d) are registered as Hawkeye Community College students and therefore have a Hawkeye
       Community College transcript.

   (e) will not be charged for the Hawkeye Community College credit (EGT prefix) awarded
       through this agreement.

AUTHORIZATION:

We the undersigned, hereby certify that we, the properly authorized officers of the organization, approve and
implement this Partnership Agreement.

Independence Community Schools
(LEA)  

[Signature]  

Supt. or Board Pres.  

Date

Hawkeye Community College
(Merged Area VII)

[Signature]

V.Pres. Academic Affairs  

Date
DATE: 7-27-2010
BUILDING: HIGH SCHOOL
NAME OF GROUP: FOOTBALL

PURPOSE OF FUNDRAISER: PURCHASE FOOD AFTER ROAD GAMES.

DESCRIPTION OF ITEM TO BE SOLD: NOTHING.
# SEE ATTACHED SHEETS
COST OF ITEM TO BE SOLD: NOTHING.
WHEN WILL YOUR GROUP BE SELLING ITEMS: NO SELLING.
WILL THE ITEM BE SOLD IN THE SCHOOL, COMMUNITY, OR BOTH: NO
IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED:
TROJAN SALES, PINKZZ LOTTERY

DATE FOR PROGRESS REPORT ON FUNDRAISER: OCT. 29
(THIS REPORT MAY BE WAIVED)
ESTIMATED PROFIT FROM FUNDRAISER: $900.00

SIGNATURES: 
Group Sponsor
Building Principal
Activities Director
Administration Office
AMERICAN FAMILY INSURANCE FUNDING PROGRAM PARTICIPATION SHEET – FALL SEASON

American Family Insurance (AFI) is promoting a teen safe driving initiative at hundreds of high schools across the country. As part of this effort, your school has been selected by American Family Insurance to participate. For participating during the fall (football) season, your school will receive $900 to support extracurricular activities. Details are as follows:

ELEMENTS OF THE PROGRAM

- **FIELD LEVEL SIGNS** - Two (2) 3’ x 8’ field level signs to be placed 8-10 yards behind the end zone on each end of the field. These signs are not designed to be placed on a fence; schools that place signage on the fence will not get paid.

- **SCHEDULE MAGNETS** - A local AFI agent will attend your first home varsity football game to distribute magnets with your team’s varsity schedule printed on it. Please allow the agent to distribute the magnets near your admission gate(s). We need your schedule for this opportunity! **Date of your first home game:** ____________

- **PROGRAM INSERTS** - AFI will provide your school with 2,000 full-page, color inserts to be placed into the football game program.

- **PUBLIC ADDRESS ANNOUNCEMENTS** - A public address announcement, approximately 10 seconds in length, should be read 2 - 4 times at all home varsity football events.

- **ON-SITE VISIT/CHECK PRESENTATION** - AFI would like to set up a table at one (1) mutually agreeable home game during the season. The table/booth should be placed in a visible, high traffic location. AFI would like to make a “check presentation” of $900 to the school at this same event. **Suggested date (other than 1st home game):** __________

- **ONLINE TEEN SAFE DRIVER PLEDGE** - As a part of this campaign, AFI wants your students and parents to visit a website to agree to the teen safe driver pledge. As a part of this contest, individuals who complete the pledge can win prizes like Wiis and iPods, and your school can win a significant cash prize (in addition to the $900). More details to come as we get closer to the football season. See attached sheet on schools that won cash prizes during the winter of 2009-10.

- **PAYMENT** - For complying with the above and sending HTM a picture of the signs, your school will receive $900.

ADDITIONAL DETAILS

- There is **NO COST** for participating in this program. Home Team Marketing will produce/ship all materials for the school.

- During the fall season, AFI has the right to utilize your school’s marks/logos in promotional materials.

- During the program, AFI is looking for opportunities for their local agent to speak to different parent, administration and student organizations about this program. The importance of this issue and how promoting this program is mutually beneficial. Upon the school’s acceptance of this program, HTM will provide concepts as to how AFI agents can execute the above. It is expected that the school will aid AFI in executing these programs to the best of their ability.

- Each school **must** provide Home Team Marketing with a picture (digital or hard copy) of the signs on the football field to receive payment. Pictures can be emailed to pictures@hometeammarketing.com or mailed to: Home Team Marketing, 812 Huron Rd., Ste. 205, Cleveland, OH 44115.

AGREEMENT TO PARTICIPATE:

High School: ____________________________

Athletic Director Name (print): ____________________________

AD Signature: ____________________________

Date: ____________________________

School Enrollment (9-12): ____________________________

Please fax to 1-877-612-8374 to participate.

Please include your varsity football schedule!

HTM Contact Info: Danny Chalhoub, dchalhoub@hometeammarketing.com, 866-810-2111
INDEPENDENCE COMMUNITY SCHOOL DISTRICT
ACTIVITY FUND
FUNDRAISING REQUEST

DATE: 8/11/10
BUILDING: West
NAME OF GROUP: West Milk Moo/a
DATE(S) OF SALE: year-round
PURPOSE OF FUNDRAISER: building activities such as Pizza Parties for Kids of Character
DESCRIPTION OF ITEM TO BE SOLD: Collect milk lids + items for reimbursement
COST OF ITEM TO BE SOLD: __________
WHEN WILL YOUR GROUP BE SELLING ITEMS: __________
WILL THE ITEM BE SOLD IN THE SCHOOL, COMMUNITY, OR BOTH: __________
IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED: Life Touch, Reader's Digest, pencils, Book Fair
DATE FOR PROGRESS REPORT ON FUNDRAISER: year-round
(THIS REPORT MAY BE WAIVED)
ESTIMATED PROFIT FROM FUNDRAISER: $100

SIGNATURES:
[Signature] Group Sponsor
[Signature] Building Principal
[Signature] Activities Director
[Signature] Administration Office
DATE: 8/11/10

BUILDING: West

NAME OF GROUP: West - Pencils

DATE(S) OF SALE: Year Round

PURPOSE OF FUNDRAISER: Activities Throughout the year

DESCRIPTION OF ITEM TO BE SOLD: Pencils

COST OF ITEM TO BE SOLD: 25¢

WHEN WILL YOUR GROUP BE SELLING ITEMS: Through the year

WILL THE ITEM BE SOLD IN THE SCHOOL, COMMUNITY, OR BOTH: School

IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED: Scholastic, Reader's Digest, Milk Must, Box Tops, Book Fair

DATE FOR PROGRESS REPORT ON FUNDRAISER: 9/30

(THIS REPORT MAY BE WAIVED)

ESTIMATED PROFIT FROM FUNDRAISER: $12.50 per group

SIGNATURES:

Group Sponsor

Building Principal

Activities Director

Administration Office

This is an ongoing fundraiser that has been in place multiple years. There is a machine in the office area for students to purchase pencils on an as needed/whenever basis.
INDEPENDENCE COMMUNITY SCHOOL DISTRICT
ACTIVITY FUND
FUNDRAISING REQUEST

DATE: 8/11/10
BUILDING: West
NAME OF GROUP: West
DATE(S) OF SALE: Feb
PURPOSE OF FUNDRAISER: Field Trip to Living History Farms + Other Trips

DESCRIPTION OF ITEM TO BE SOLD: disseminate post cards for Reader's Digest + possibly selling cookie dough
COST OF ITEM TO BE SOLD: no cost for us

WHEN WILL YOUR GROUP BE SELLING ITEMS: Feb post cards +
cookie dough

WILL THE ITEM BE SOLD IN THE SCHOOL, COMMUNITY, OR BOTH: both
IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED: Pencils, Milk Moola, Box Tops, Life Touch, Book fair

DATE FOR PROGRESS REPORT ON FUNDRAISER: April
(This report may be waived)
ESTIMATED PROFIT FROM FUNDRAISER: $1000

SIGNATURES: Group Sponsor
Sandy Merritt
Building Principal
Charlotte Johnson
Activities Director
Ann Haverland
Administration Office
DATE: 8/11/10 [Life Touch]
BUILDING: West
NAME OF GROUP: West
DATE(S) OF SALE: Feb 10, 1011
PURPOSE OF FUNDRAISER: Funding for special projects/field trips

DESCRIPTION OF ITEM TO BE SOLD: Pictures are offered to families for purchase. School gets 50% of sales.
COST OF ITEM TO BE SOLD: Packages vary
WHEN WILL YOUR GROUP BE SELLING ITEMS: Feb
WILL THE ITEM BE SOLD IN THE SCHOOL, COMMUNITY, OR BOTH: School
IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED: Readers Digest, Math Mode, pencils, Bar Toppers, Book Fair
DATE FOR PROGRESS REPORT ON FUNDRAISER: 3/14 [April]
(This report may be waived)
ESTIMATED PROFIT FROM FUNDRAISER: $900

SIGNATURES:

Sandy Matter [Group Sponsor]

Ernie Shaw [Building Principal]

Karen Steele [Activities Director]

[Administration Office]
INDEPENDENCE COMMUNITY SCHOOL DISTRICT
ACTIVITY FUND
FUNDRAISING REQUEST

DATE OF REQUEST: 8-12-10

BUILDING: ____________________________

NAME OF GROUP: Athletic Booster Club

DATE(S) OF SALE: All Home FB games

PURPOSE OF FUNDRAISER: Fundraiser to be given by athletic teams under booster club name

DESCRIPTION OF ITEMS TO BE SOLD: Cotton Candy & Sno Cones

COST OF ITEMS TO BE SOLD: $1-$2.00

WHEN WILL YOUR GROUP BE SELLING ITEMS: Home FB games

WILL THE ITEMS BE SOLD IN THE SCHOOL, COMMUNITY OR BOTH: FB games

IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED: ___________

DATE FOR PROGRESS REPORT ON FUNDRAISER: Nov 30/10
(THIS REPORT MAY BE WAIVED)

ESTIMATED PROFIT FROM FUNDRAISER: $200-300/ game to be given back to team(s)

SIGNATURES:

President
Group Sponsor

Building Principal

Activities Director

Director of Finance

ACTUAL FUNDS RAISED: $ ________________

TARGET GOAL MET? YES NO
INDEPENDENCE COMMUNITY SCHOOL DISTRICT
ACTIVITY FUND
FUNDRAISING REQUEST

DATE OF REQUEST: 8-12-10

BUILDING: ________________________________

NAME OF GROUP: Athletic Booster Club

DATE(S) OF SALE: Last home FB game

PURPOSE OF FUNDRAISER: To raise money

DESCRIPTION OF ITEMS TO BE SOLD: Pigskin Lottery - Turf Wars

COST OF ITEMS TO BE SOLD: $10 - $100.00

WHEN WILL YOUR GROUP BE SELLING ITEMS: All FB game, VB game, etc

WILL THE ITEMS BE SOLD IN THE SCHOOL, COMMUNITY OR BOTH: Both

IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED:

DATE FOR PROGRESS REPORT ON FUNDRAISER: Nov 2010

(THIS REPORT MAY BE WAIVED)

ESTIMATED PROFIT FROM FUNDRAISER: $6,000

SIGNATURES:

[Signature]
President

[Signature]
Group Sponsor

[Signature]
Building Principal

[Signature]
Activities Director

[Signature]
Director of Finance

ACTUAL FUNDS RAISED: $

TARGET GOAL MET? YES NO
July 1, 2010

Devin Emrary
Independence CSD
1207 First Street W
Independence, IA 60644

Dear Mr. Emrary,

Enclosed with this letter is a contract for continuation of SAM/principal support services for the 2010-2011 school year. The annual contract rate for your team(s) during the 2010-2011 school year will be $8,360 per team (payable in two payments). You will notice that the amount is considerably less than last year. We have been able to analyze our expenses and become more efficient; in addition your SAM/Principal team in its' second year as a team will not need the readiness work or training that is required of a new SAM/Principal team. Please sign and return the contract to Jody Linkenhoker at School Administrators of Iowa.

As you know we as a state have applied for a five-year federal i3 grant with the states of Illinois, Missourri, Kentucky, and Delaware as well as Atlanta, GA and Victorville, CA. If we receive word that we have been awarded the grant in late August, we will cancel your “fee for service” contract but in the meantime we are asking you that you sign and return the contract. Billing for the contract is in two equal payments. If any services are provided between now and the grant awarding the cost of those services will be billed to you from the first payment received.

If we do not receive i3 grant, the contract for your services will be as outlined on the contract itself.

Please do not hesitate to call or write if you have any questions.

Sincerely,

Carol Lensing
State Coordinator, SAM Project
Consulting Services Agreement

THIS AGREEMENT made effective ____________, 2010 (the “Effective Date”).

BETWEEN:

______________________________ COMMUNITY SCHOOL DISTRICT, a school
district accredited pursuant to the laws of the State of Iowa for
______________________________ school

(hereinafter “School District”)

AND

School Administrators of Iowa, a non-profit corporation, incorporated pursuant to the
laws of the State of Iowa

(hereinafter “SAI”)

WHEREAS, some school districts are adding School Administration Manager (hereinafter
“SAM”) to some or all of their buildings using federal stimulus money or other funds.

WHEREAS, the statewide SAM project is a “shovel ready” project with infrastructure and
support already in place for school districts. The SAM project is in place in nine states across
the country, and is a data-driven program that focuses on the use of time by the building
principal. Principals review their own time-use data to track time spent on instructional
leadership while delegating management tasks to a SAM.

WHEREAS, schools participating in the SAM project show a significant improvement in principal
time spent on instructional improvement within one or two years.

WHEREAS, the SAM project requires ongoing support for work with teachers, support staff,
parents and students.

WHEREAS, SAI has consulting expertise to assist School District with implementation of the
SAM project.

WHEREAS, School District is desirous of implementing the SAM project and wishes to engage
SAI to provide statewide consulting services in support of the project.

NOW THEREFORE, in consideration of the covenants of each of the parties given to the other
and other good and valuable consideration, the receipt and sufficiency of which is hereby
acknowledged, the parties hereto agree as follows:
1. **SERVICES**

1.1 Effective as of the Effective Date, the School District engages SAI and SAI accepts an engagement with School District to render consulting services for School District as set forth herein. Nothing in this Agreement shall be interpreted or construed as creating or establishing a relationship of employer and/or employee between School District and any of SAI's employees, contractors, and/or other agents (hereinafter “SAI Consultants”).

2. **DUTIES**

2.1 SAI Consultants shall devote reasonable time and effort to the performance of this Agreement. School District acknowledges that SAI and SAI Consultants shall also be entitled to render services to others during the term hereof.

2.2 SAI shall provide the following services to School District: ongoing support for School District’s school board and staff; data collection and analysis (shadowing and surveys) to ascertain amount of time spent in instructional leadership, management, and personal time, technical support for the use of the Time Track tool on a daily basis; a SAMs newsletter, monthly coaching sessions with the SAMs and principals on site; a state-wide SAM conference annually; as well as annual data collection during the next fiscal year for comparative data.

2.3 In return for SAI’s agreement to perform those duties set forth in section 2.2 of this Agreement, School District agrees to cooperate in good faith with SAI to provide timely data, participate in the SAM-Principal training and cooperate with SAI regarding implementation of the SAM project according to national and statewide guidelines within School District, as well as timely payment to SAI pursuant to the terms set forth in the renumeration paragraph below.

3. **RENUMERATION**

3.1 School District agrees to pay SAI the sum of $8,360.00 (U.S.) in two (2) installments, to be paid as follows: the first payment of $4,180.00 (U.S.) shall be paid within 45 calendar days of receiving an invoice of payment from SAI; and, the second payment of $4,180.00 (U.S.) shall be paid no later than January 1, 2011.

3.2 The School District shall not be required to provide any benefits to SAI or SAI Consultants, including, without limitation, dental, medical, disability or life insurance.

3.3 School District shall not be responsible for the payment of the income or any other taxes of SAI or SAI Consultants.
4. CONFIDENTIALITY

SAI shall not disclose confidential information concerning School District’s staff, volunteers, agents, and students, except to the extent that SAI is required to do so pursuant to state or federal law.

5. TERM

This Agreement shall be for a term commencing _________________, 2010 and terminating _________________, 2011.

6. NOTICES

Either notices delivered or received between either party shall be deemed to have been received:

(a) if it was delivered in person, on the date it was delivered;

(b) if it was sent by electronic facsimile transmission, on the date it was delivered;

(c) it was sent by mail, on the day it was received to the following address:

________________________________________ COMMUNITY SCHOOL DISTRICT
ATTN: __________________________
________________________________________
________________________________________, IA __________
By Facsimile: (____)____-____

SCHOOL ADMINISTRATORS OF IOWA
ATTN: __________________________
12199 Stratford Dr.
Clive, IA 50325-8146
By Facsimile: (515)267-1115

7. MODIFICATION OF AGREEMENT

Any modification of this Agreement must be made in writing signed by the Executive Director of SAI and the President of School District’s board of directors or such modification shall have no force or effect and shall be void.
8. HEADINGS

The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions or limitations of the covenants and agreements contained in this Agreement.

9. ENTIRE AGREEMENT

The parties acknowledge that it is their intention that the provisions of this Agreement shall be binding only to the extent that they may be lawful under the existing applicable laws and that in the event that any provisions of this Agreement is determined by a court of law to be overly broad or unenforceable, the remaining valid provisions shall remain in full force and effect. This Agreement constitutes the sole agreement between the parties hereto for services to be performed as herein described and the mutual covenants contained herein constitute due and adequate consideration for the full performance by each party of its obligations under this Agreement.

10. GENERAL MATTERS

The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of the same or of any other provisions of this Agreement.

11. REIMBURSEMENT FOR PARTICIPANT TRAVEL

It is an expectation that the principal and the SAM will participate in the state-wide meeting. To this end, School District will be reimbursed for participants' travel expenses to this meeting. Reimbursement will be processed in accordance with state guidelines.

(a) Mileage will be reimbursed at $0.39 per mile.

(b) The maximum reimbursement for a hotel stay is $75 plus tax. A hotel room will only be reimbursed if any one of the following apply: (1) travel to attend meetings will be more that 125 miles (one way); or (2) the end time of the meeting means the traveler will arrive home after 11 pm; or (3) the traveler determines that road and weather conditions constitute a dangerous travel situation.

(c) Maximum reimbursement for meals are $8 for breakfast, $12 for lunch and $23 for dinner with a 15% maximum tip to be applied before taxes.

(d) Itemized receipts are required for all purchases.
(e) The purchase of alcohol is not reimbursable.

If participants choose to attend the National SAMs Conference, School District is to assume any associated travel costs.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the _____ day of ________________, 2010.

_________________________ COMMUNITY SCHOOL DISTRICT
By: __________________________
Its: President, Board of Directors

_________________________ (signature)

SCHOOL ADMINISTRATORS OF IOWA
By: Dr. Daniel Smith
Its: Executive Director

_________________________ (signature)
COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities who wish to use school district facilities or equipment must apply through the Activity Director. It is the responsibility of the Activity Director to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the Activity Director to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment. Fees will be billed through the Central Administration Office.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings or sites must leave the building or site in the same condition it was in prior to its use. Entities that use school district equipment must return the equipment in the same working condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

The school district will sponsor education related organizations' use of the ICN upon approval of the superintendent. Sponsored ICN user’s mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorized users of the ICN shall ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district’s ICN classroom to originate, receive or broadcast programming, must follow the state scheduling requirements. However, it is recommended that entities that wish to use the school district’s ICN classroom to originate, receive, or broadcast programming, contact the school district’s ICN scheduler’s office to inform them of their needs.

Approved 11/1/2004  Reviewed _________  Revised 06/15/2009

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user’s mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity’s failure to comply with the law or school district policy and its supporting administrative regulations.

The board may allow entities, that are school related or of an educational nature, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

It is the responsibility of the superintendent to develop a fee schedule for the board’s approval and to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 8D; 276; 278.1(4); 279.8; 288; 297.9-.11 (2003).
751 I.A.C. 14.

Cross Reference: 704 Revenue
USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT APPLICATION FORM

Permit to Use School Buildings and Grounds for Non-School Activities

Independence Community School District
1207 First Street West
Independence, IA 50644
319-334-7400

Copies to: Administration
Organization
Principal
Custodian
Food Service, if applicable

Date of Request: __________________________
Organization: _____________________________
Representative: ___________________________
Contact Numbers: _________________________
Building to be used: _______________________
Principal: _________________________________
Proof of Insurance attached?  Yes  No

Facilities:
____ Gymnasium
____ Multi-purpose Room
____ Cafeteria
____ Kitchen
____ Classrooms (Number?)
____ Playground
____ Other

Equipment Needed:
____ Public Address System
____ Special Lighting
____ Audio Visual Equipment
____ Tables (Number?)  ____ Chairs (Number?)
____ Kitchen Equipment
____ Other Equipment needs:

Rental Fee: _______________________________

Additional Stipulations: ____________________________

The organization agrees to comply with all school rules and regulations and the Board of Education policies and to pay as directed the Independence Community Board of Education the charges as stated on the attached sheet. The organization should give the school building principal forty-eight hours notice in case of cancellation. Additionally, district activities take precedence.

The organization agrees to reimburse the Independence Community School District for any and all injuries and damages occasioned or arising out of the use of school property.

The organization agrees to indemnify and hold harmless the Independence Community School District, its agents and employees from and against all loss and expense, including attorney fees, by reason of liability imposed by law upon the owner for damages because of bodily injury, including death, at any time resulting there from sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by the Independence Community School District, its agents or employees.

I hereby certify that I have full authority and have been authorized to sign for and on behalf of the above-entitled organization.

________________________________________  _______________________________________
Board of Education Representative  Organization Representative

________________________________________  _______________________________________
Date  Title

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT INDEMNITY & LIABILITY INSURANCE AGREEMENT

The undersigned hereafter referred to as "entity," states that it shall hold the Independence School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as shall protect the entity and the school district from claims for damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity. Such insurance shall include the Independence Community School District as an additional named insured in the policy carried by the entity and described above.

The entity shall furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at ____________________, Iowa, this __________ day of ____________________, 20_____.

________________________________________________________

(Entity)

By ________________________________ By ________________________________

Superintendent

Title ________________________________

By ________________________________

Secretary

Address ________________________________

_______________________________

_______________________________

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

1. Alcoholic beverages will not be brought to or consumed in the school district facilities or grounds.
2. Smoking is prohibited in school district facilities.
3. A custodian or employee must be present while the school district facility or equipment is being used by an entity, if deemed necessary by the superintendent/designee.
4. After a school district facility or site has been used by an entity, cleaning, including restoring the facility or site to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility or site will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility or site to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
6. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time shall be charged a ½ the original fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.
7. All groups using school facilities must have responsible adult supervision. No group will be admitted to a building unless accompanied by or preceded by an adult supervisor. The adult supervisor must remain in the building until the last member of the group is out of the building.
8. If kitchen equipment is to be used, a food service staff person is to be present and the school will be reimbursed for their time.
9. If a large crowd is expected, the organization should secure special police for the protection of the school facilities, if deemed necessary by the superintendent/designee.
10. FEE SCHEDULE
   a. If custodians are needed, the rate will be charged actual cost to the district and in accordance with state and federal regulations.
   b. If food service personnel are needed, the rate will be the actual cost to the district and in accordance with state and federal regulations.
   c. The following rate schedule is per day. A day is defined as any length of time in a 24 hour period.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Rental Fee</th>
<th>Custodial Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-school for-profit</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-school non-profit</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>School-related non-profit</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Government related</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

d. The superintendent or designee will determine the fee schedule for exceptional or unusual circumstances concerning the rental of school facilities.
# USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT FEES SCHEDULE

## Rates for Use of Buildings and Sites

<table>
<thead>
<tr>
<th>Building and Site</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary school gym</td>
<td>$75.00</td>
</tr>
<tr>
<td>Elementary kitchen</td>
<td>$100.00</td>
</tr>
<tr>
<td>Middle school gym</td>
<td>$125.00</td>
</tr>
<tr>
<td>Middle school kitchen</td>
<td>$100.00</td>
</tr>
<tr>
<td>High school gym</td>
<td>$125.00</td>
</tr>
<tr>
<td>Single classroom</td>
<td>$50.00</td>
</tr>
<tr>
<td>High school kitchen</td>
<td>$100.00</td>
</tr>
<tr>
<td>High school lunch room</td>
<td>$100.00</td>
</tr>
<tr>
<td>Middle school commons</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
| Outdoor athletic facilities                    | $125.00 plus half gate<sup>*</sup>  
*Exception EB/Jesup half gate only* | |
| Storage Fee (upon availability)                | $30.00/month |

Add to above:

- Custodial charges: Per hour + IPERS, FICA
- Food service employee charges: Per hour + IPERS, FICA

---

ICN classroom per hour: $12.50/hr plus hourly custodial fee  
*School scheduling takes priority

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In addition to paying the above fees, other than entities using the ICN classroom, each entity must make arrangements with the school district to have adequate custodial and supervisory services. Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

Renter is responsible for the repair and/or replacement of damaged equipment and/or facilities.
ICN ROOM USE

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees and board members. The school district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the school district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal law in using the ICN.

High School Media Specialist is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program shall be filed with the High School Media Specialist.

It shall be the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
5. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other school district facilities, sites, areas in the school district building or equipment are off limits to the authorized users.
6. The charge for use of the ICN room is $12.50 per hour plus hourly custodial fee.
7. The ICN will be available Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m. School scheduling takes priority.
8. The sponsored or authorized user is responsible for all site and site usage charges.
9. A school district employee will be present in the school district facility while the ICN is in use.
10. Food and drink are not permitted in the ICN room.
11. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.
12. The school district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.
13. The school district reserves the right to charge all costs, including attorneys' fees that may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.