

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors
of the Adel-DeSoto Community School District will meet at 8:00 o'clock
P.m., on the 15th day of January 1985, at Library,
Jr.-Sr High School Building, Adel, Iowa.

The tentative agenda is as follows:

SPECIAL BOARD MEETING AGENDA
HIGH SCHOOL LIBRARY

JANUARY 15, 1985
8:00 P.M.

OPENING:

8:00 P.M. Call to order
 Roll Call
 Welcome of visitors
 Emergency additions & adoption of agenda

ACTION ITEMS:

8:05 P.M. Presentation by building architects:

 Construction Market Search Report (preliminary)
 Interior Design and Graphics review
 Finalize Building Systems Selections
 Finalize Contract Alternates to be Included
 Review Bidding Format
 Budget Update

10:30 P.M. Adjournment

ADEL-DeSOTO COMMUNITY SCHOOL DISTRICT
215 N. 11th Street
Adel, Iowa 50003

Margaret Elliott
Secretary, Board of Education

Telephone No. 993-4283

MINUTES OF BOARD OF EDUCATION

Special Schoolhouse 8:00 P.M. January 15, 1985
 Kind of Meeting Meeting Place Time Month Day Year
 Day of Week Tuesday

MEMBERS

Present

Absent

Doug Henderson

Presiding Officer

Ron DeardorffJudy BurgusLarry CrannellJanice DalyTim Hoffman

Superintendent of Schools

Margaret Elliott

Secretary-Board of Education

Marginal headings of
 items of business. Items
 may be numbered con-
 secutively.

1228-A—HAMMOND & STEPHENS CO., FREMONT, NEBR.

Call to order
 Roll call

Meeting called to order at 8:12 P.M. Present were Judy Burgus, Larry Crannell, Ron Deardorff, and Doug Henderson, president. Visitors included: Marilyn Dillivan, Charles Winterboer, Jim Anderson, Jim and Carol Charling, Bev Deardorff, Gary Colwell, Jim Scott, Jean Beatman, Sheryl Engelhardt, Mike Cooper, Judd Bristow, Don Flater, Skip Harsh, Jerry Baker, Principals Stan Norenberg, Bill Kimber and Jim Nelsen, and a representative from United Brick and Tile.

Approve
 agenda

Motion to approve agenda as presented was made by Deardorff, seconded by Crannell. Deardorff-aye; Crannell-aye; Burgus-aye; and Henderson-aye. Carried.

Supt. Hoffman presented an update on the building project.

Representatives from Dana, Larson, and Roubal architect firm arrived at 8:30 PM.

Presentation
 by school
 architects

A slide presentation of schools designed by Dana, Larson, and Roubal was shown.

Color schemes for floors, walls (interior and exterior) and auditorium seating were shown. No agreement was reached. A decision must be made at the next workshop meeting.

Steps leading to bidding were presented.

Tentative dates for meetings were set: Workshop: Thursday, February 7, at 7:00 P.M. Bid Date: Tuesday, March 12 at 2:00 P.M.

Adjournment

Meeting adjourned at 11:20 P.M.

Minutes approved as presented

Date 2-11-85

Douglas C. Henderson
 Douglas Henderson, President

Judy Burgus
 Judy Burgus, Acting Secretary

Marginal headings of
items of business. Items
may be numbered con-
secutively.

Continuation of _____ board meeting held _____
Month Day Year

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors
of the Adel-DeSoto Community School District will meet at 6:30 o'clock
p.m., on the 4th day of February 19 85, at Library.
Jr-Sr High School Building, Adel, Iowa.

The tentative agenda is as follows:

SPECIAL BOARD MEETING AGENDA
HIGH SCHOOL LIBRARY

February 4, 1985
6:30 P.M.

OPENING:

6:30 P.M. Call to order
 Roll call
 Welcome of visitors
 Emergency additions & adoption of agenda

ACTION ITEMS:

6:35 P.M. Interview candidates for DeSoto principalship
 (Closed Session)

11:00 P.M. Adjournment

ADEL-DeSOTO COMMUNITY SCHOOL DISTRICT
215 N. 11th Street
Adel, Iowa 50003

Margaret Elliott
Secretary, Board of Education
Telephone No. 993-4283

MINUTES OF BOARD OF EDUCATION

Special

Kind of Meeting

Schoolhouse

Meeting Place

6:30 P.M.

Time

February 4, 1985

Month

Day

Year

Day of Week Monday

MEMBERS

Present

Absent

Doug Henderson

Presiding Officer

Ronald DeardorffJanice DalyJudy BurgusLarry CrannellTim Hoffman

Superintendent of Schools

Margaret Elliott

Secretary-Board of Education

Marginal headings of items of business. Items may be numbered consecutively.

1228-A—HAMMOND & STEPHENS CO., FRENCH, NEBR.

Call to order
Roll call

Meeting called to order. Roll call was taken. Present were Judy Burgus, Ron Deardorff, Janice Daly, Larry Crannell and Doug Henderson, president. There were no visitors.

Approve
agenda

Motion to approve agenda as presented was made by Daly, seconded by Burgus. Daly-aye; Burgus-aye; Crannell-aye; Deardorff-aye; and Henderson-aye. Carried.

DeSoto prin-
cipalship
interviews

The candidates listed below were interviewed by the Board of Directors, a committee of elementary teachers, a committee of coaches, the building principals, Superintendent and Board Secretary.

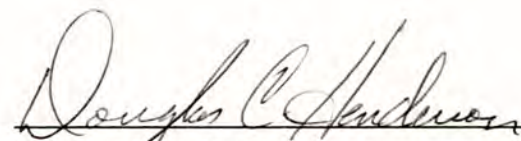
The candidates were: Randy Braden of East Union;
Jerry Hilton of Valley of Elgin;
Fred Whipple of Earlham; and
Charles Winterboer of Adel.

Each committee shared reactions with the Board. A decision is expected at the February 11 meeting.


Adjournment

Meeting adjourned at 11:20 P.M.

Minutes approved as presented


Douglas Henderson,
President

Date 2-11-85


Margaret Elliott,
Secretary

Marginal headings of
items of business. Items
may be numbered con-
secutively.

Continuation of board meeting held
Month Day Year

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors
of the Adel-DeSoto Community School District will meet at 7:00 o'clock
pm., on the 7th day of February 19 85, at Library.
Jr. - Sr. High School Building, Adel, Iowa.

The tentative agenda is as follows:

SPECIAL BOARD MEETING AGENDA
HIGH SCHOOL LIBRARY

FEBRUARY 7, 1985
7:00 P.M.

OPENING:

7:00 P.M. Call to Order
 Roll Call
 Welcome of Visitors
 Emergency Additions & Adoption of Agenda

ACTION ITEMS:

7:05 P.M. Presentation by Building Architects:
 1. Contract Documents Review
 2. Set Bid Date, Advertising, Public
 Hearing, etc.
 3. Final Interior Design and Materials
 Review
 4. Budget Update
 5. Approve Contract Documents and
 Authorize Release to Bidders

10:30 P.M. Adjournment

ADEL-DeSOTO COMMUNITY SCHOOL DISTRICT
215 N. 11th Street
Adel, Iowa 50003

Margaret Elliott
Secretary, Board of Education

Telephone No. 993-4283

MINUTES OF BOARD OF EDUCATION

Special

Schoolhouse

7:00 P.M. February 7, 1985

Kind of Meeting

Meeting Place

Time

Month

Day

Year

Day of Week Thursday

MEMBERS

Present

Absent

Douglas Henderson

Presiding Officer

Ronald Deardorff

Janice Daly

Judy Burgus

Larry Crannell

Tim Hoffman

Superintendent of Schools

Margaret Elliott

Secretary-Board of Education

Marginal headings of items of business. Items may be numbered consecutively.

1228-A—HAMMOND & STEPHENS CO., FREMONT, NEBR.

Call to order
Roll call

Meeting called to order. Roll call was taken. Present were Judy Burgus, Jan Daly, Larry Crannell, Ron Deardorff, and Doug Henderson, president. Visitors included Jerry Clark, Al Bierbaum, Wayne Geadelman, Roger Ohde, Sharyl Engelhardt, Mark Etchen, Carolyn and Jim Scott, Larry and Marilyn Dillivan, W. Seymour, Don Flater, Judd Bristow, Gordon Mercial, Tom Baughman, principals Jim Nelsen, Bill Kimber, Stan Norenberg and Marc Stiles of the Dallas County News.

Approve
agenda

Motion to approve agenda as presented was made by Burgus, seconded by Deardorff. Burgus-aye; Deardorff-aye; Crannell-aye; Daly-aye; and Henderson-aye. Carried.

Welcome of
visitors

President Henderson welcomed visitors.

Discussion
of heating
systems

Jerry Clark of Clark-Peterson Plumbing/Heating, gave a presentation on ground water heat pump systems. Al Bierbaum, chief engineer of the Iowa Association of Electric Cooperatives, was present to talk about commercial or large facilities that have used water-source heat pumps and loop systems. Mark Etchen, Iowa Power representative, talked on electric and gas rates.

Bob Berry, architect from Dana, Larson and Roubal, school hired architect firm recommended a water source heat pump system using a ground water supply well. The system also called for a small electric boiler for supplemental heat.

Presentation
by building
architects

After much discussion regarding the proposed heating systems, the Board consensus was to approve the recommendation of the architects.

Presentation by the architects regarding contract document review; set bid date, advertising, public hearing, etc. was held.

Bid opening

Bid opening will be held March 14 at 2:30 P.M. in the High School lunchroom.

Approval of
contract docu-
ments

Motion to approve the contract documents and authorize Dana, Larson and Roubal architect firm to proceed with bidding procedures was made by Deardorff, seconded by Crannell. Deardorff-aye; Crannell-aye; Burgus-aye; Daly-aye; and Henderson-aye. Carried.

Month

Day

Year

Marginal headings of
items of business. Items
may be numbered con-
secutively.

Continuation of special board meeting held February 7, 1985
Month Day Year

1228-B—Hammond & Stephens Co., Fremont, Nebr.

Adjournment

Meeting adjourned at 11:15 P.M.

Minutes approved as presented

Douglas C. Henderson
Douglas Henderson,
President

Date 2-11-85

Janice Daly
Janice Daly,
Acting Secretary

Marginal headings of
items of business. Items
may be numbered con-
secutively.

Continuation of.....board meeting held.....
Month Day Year

1228-B—Hammond & Stephens Co., Fremont, Nebr.

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors
of the Adel-DeSoto Community School District will meet at 7:30 o'clock
p. m., on the 11th day of February 19 85, at Library,
Jr-Sr High School Building, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA
HIGH SCHOOL LIBRARY

FEBRUARY 11, 1985
7:30 P.M.

OPENING:

7:30 P.M. Call to order
 Roll call
 Emergency additions and adoption of agenda
 Approval of minutes
 Approval of bills and claims
 Secretary/Treasurer's financial reports
 Approve Quarterly Report for publication
 Welcome of Visitors and Open Forum

ACTION ITEMS:

8:00 P.M., Review pickup bids
8:10 Modify board policies 402.1, 403.2 and 406.2
8:15 Receive school bus bids
8:45 Review job description of Activities Director and coach
8:55 Approve contract for elementary principal
9:00 Resignations
9:05 Discuss Tort, Unemployment, Site and Cash Reserve Levies
9:20 Asbestos inspection procedure
9:30 Heartland AEA site choice
9:35 Select auditor for FY85
9:40 Material selection policy
9:45 Administrative reports

10:00 P.M. Adjournment

ADEL-DeSOTO COMMUNITY SCHOOL DISTRICT
215 N. 11th Street
Adel, Iowa 50003

Margaret Elliott
Secretary, Board of Education

Telephone No. 993-4283

MINUTES OF BOARD OF EDUCATION

Regular	Schoolhouse	7:30 P.M.	February 11,	1985
Kind of Meeting	Meeting Place	Time	Month	Day
			Year	
			Day of Week	Monday

MEMBERS

Present

Absent

Douglas Henderson

Presiding Officer

Ronald Deardorff

Janice Daly

Judy Burgus

Larry Crannell

Tim Hoffman

Superintendent of Schools

Margaret Elliott

Secretary-Board of Education

Marginal headings of items of business. Items may be numbered consecutively.

1228-A—HAMMOND & STEPHENS CO. FREMONT, NEBR.

Call to order. Roll call.	Meeting called to order at 7:34 P.M. Present were Ron Deardorff, Jan Daly, Judy Burgus, Larry Crannell and Douglas Henderson, president. Visitors included Carolyn Scott, Carol and Jim Charling, Laura Brenner, Beth Shields, Don Flater, Judd Bristow, Dave Leonard, Jean Bertman, Principals Bill Kimber and Jim Nelsen and Marc Stiles of the Dallas County News.
Approval of agenda	Motion to approve agenda as presented was made by Crannell, seconded by Deardorff. Crannell-aye; Deardorff-aye; Burgus-aye; Daly-aye; and Henderson-aye. Carried.
Approval of Minutes	Motion to approve minutes of regular meeting of January 14, special meetings of January 15, February 4 and February 7 was made by Burgus; seconded by Crannell. Burgus-aye; Crannell-aye; Deardorff-aye; Daly-aye; and Henderson-aye. Carried.
Bills	Discussion was held regarding bills. Payment to Baldon & Son of \$449.29 included \$353.00 for paint that was used to restore walls after fire damage. This amount will be included in the claim damage to the insurance company. Board consensus was to reduce the Baldon & Son check by the \$353.00 or to a total of \$96.29. Motion to approve bills as amended with a corrected total of \$36,708.90 was made by Deardorff; seconded by Burgus. Deardorff-aye; Burgus-aye; Crannell-aye; Daly-aye; and Henderson-aye. Carried.
Qtrly Report f/Publication	Motion to approve Quarterly Report for publication was made by Crannell, seconded by Burgus. Crannell-aye; Burgus-aye; Deardorff-aye; Daly-aye; and Henderson-aye. Carried.
Mo. Fin. Reports	Monthly financial reports were reviewed and discussed. Hot lunch report was reviewed and discussed.
Open Forum	President Henderson welcomed visitors and asked for concerns during Open Forum. No concerns were expressed.
Color scheme f/auditorium	Discussion was held on the color scheme of the auditorium. Citizen's committee was asked to report back at the end of the meeting.

Marginal headings of items of business. Items may be numbered consecutively.

Continuation of _____ board meeting held _____

	Month	Day	Year
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Month

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Year

Marginal headings of items of business. Items may be numbered consecutively.

Continuation of.....regular.....board meeting held.....February 11, 1985.....
Month Day Year

1228-B—Hammond & Stephens Co., Fremont, Nebr.

Review pickup bids

General consensus of the Board was to table consideration of a pickup until after the High School construction bids came in.

Modification of Board Policies

Superintendent reviewed recommended modification of the following board policies:

Policy 406.2: Change 195 days to 189. A day's wages for substitutes should be based on the number of paid days in the contract year.

Policy 403.2: The IASB has recommended a change in the resignation policy. The new policy is attached.

Policy 402.1: Drop the third paragraph and incorporate it into a new policy 403.2.

Motion to make the changes as recommended by the Superintendent for the above mentioned board policies was made by Deardorff, seconded by Burgus. Deardorff-aye; Burgus-aye; Crannell-aye; Daly-aye; and Henderson-aye. Carried. This was the second and final reading.

Receive bus bids

Received bids from 4 body companies and no chassis bids (five were sent out). Board consensus was to have the bids resubmitted in March after the construction bids for the new building were received.

Job descriptions

Job descriptions for Activities Director and coach were reviewed. Athletic Director job description changed name to Activities Director with basically the same responsibilities updated as presented. Coach job description needs to be changed because of the new separate contract law. Coach does not have to be a teacher in the district. Also, coaches for junior high, junior varsity and some other activities do not have to be certified teachers.

Motion to approve revised job descriptions as presented for Activities Director and coach was made by Deardorff, seconded by Crannell. Deardorff-aye; Crannell-aye; Burgus-aye; Daly-aye; and Henderson-aye. Carried.

Contract for Elem. Principal

Supt. Hoffman recommended Gerald Hilton for the High School Activities Director, DeSoto building principalship with Chapter I Reading and GATE Co-ordinator position. Motion to approve Superintendent's recommendation to hire Gerald Hilton as presented was made by Burgus; seconded by Deardorff. Burgus-aye; Deardorff-aye; Crannell-aye; Daly-aye; and Henderson-aye. Carried.

Resignations

Three resignations were presented: Jack Dubbs as Junior High softball coach for the summer of 1985; Charles Winterboer, Junior High Boys Basketball at the end of the 84-85 season; and Boni Schultz, elementary teacher at DeSoto.

The Board accepted Boni Schultz's resignation but not Dubbs and Winterboer as they weren't sure of coaching needs and availability of replacements. Motion was made by Daly, seconded by Burgus. Daly-aye; Burgus-aye; Deardorff-aye; Crannell-aye; and Henderson-aye. Carried.

Marginal headings of items of business. Items may be numbered consecutively.

Continuation of.....board meeting held.....
 Month Day Year

1228-B—Hammond & Stephens Co., Fremont, Nebr.

Marginal headings of items of business. Items may be numbered consecutively.

Continuation of regular board meeting held February 11, 1985
 Month Day Year

1228-B—Hammond & Stephens Co., Fremont, Nebr.

Discussion re:
Tort, Unemploy-
ment, Site &
Cash levies

Discussion was held on Tort, Unemployment, Site and Cash levies. Consensus of the Board is to continue Site levy, Tort and Unemployment levies. Will decide on cash reserve levy next month.

Asbestos
inspection
procedure

Motion that the Adel-DeSoto School District will conduct a complete inspection of all buildings, to access the usage of asbestos. If any is found, it will be removed or encapsulated. Further, all aspects of the law concerning asbestos will be complied with, including proper notices and maintenance of records was made by Burgus, seconded by Crannell. Burgus-aye; Crannell-aye; Deardorff-aye; Daly-aye; and Henderson-aye. Carried.

Heartland AEA
site choice

The lease on the Heartland AEA buildings expires in October of 1986. They are studying several options and have asked for input from local boards. Board consensus was to not reply with a preference until more figures and facts became available.

Select auditor
for FY85

Supt. recommended we stay with the auditing firm of Estal & Associates of Oskaloosa. Motion to have the auditing firm of Estal & Associates do the 1984-85 audit was made by Crannell, seconded by Deardorff. Crannell-aye; Deardorff-aye; Burgus-aye; Daly-aye; and Henderson-aye. Carried.

Material
selection
policy

A material selection policy was discussed. Supt. recommended we adopt a district procedure for the selection of education material and a process for handling objections. Motion to approve Educational Materials - A Selection Procedure as presented was made by Daly, seconded by Burgus. Daly-aye; Burgus-aye; Crannell-aye; Deardorff-aye; and Henderson-aye. Carried.

Administrative Reports:

Fire damage
report

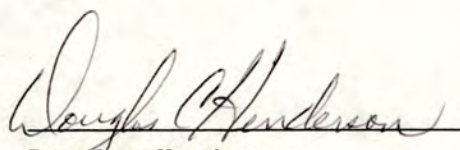
Superintendent presented fire damage report.

Citizen's comm
report/color
auditorium
Adjournment

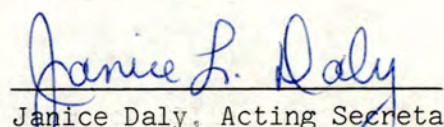
Report from citizen's committee on color selection was given. Seat covers will be dark blue with peacock and copper, pattern #700, color #6400 if available; curtain will be #4163 Copen Blue (KM Fabrics, Inc.)

Meeting adjourned at 10:52 P.M.

Minutes approved as presented


Douglas Henderson,
President

Dated 3-11-85


Janice Daly, Acting Secretary

Marginal headings of
items of business. Items
may be numbered con-
secutively.

Continuation of.....board meeting held.....
Month Day Year

1228-B—Hammond & Stephens Co., Fremont, Nebr.

APPROVED

WARRANTS DATED FEBRUARY 11, 1985

VENDOR NAME	WARRANT	AMOUNT
A T & T INFORMATION SYSTEMS	60053469	197.78
ADDISON-WESLEY	60053470	163.05
ADEL '66'	60053471	144.74
ADEL AUTO SUPPLY	60053472	19.39
ADEL GIRLS SOFTBALL LEAGUE	60053473	86.05
ADEL SUPERMARKET	60053474	129.73
ADEL TIRE & AUTO CENTER	60053475	16.18
ADEL-DESO TO ACTIVITIES FUND	60053476	170.00
ADEL-DESO TO LUNCH PROGRAM	60053477	30.50
AMBIT PUBLICATIONS, INC.	60053478	34.95
AREA EDUCATION AGENCY 11	60053479	98.39
THE ART STORE	60053480	53.23
BAKER & TAYLOR COMPANY	60053481	179.76
BALDON & SON HARDWARE	60053482	449.29 96.29
BECKLEY CARDY COMPANY	60053483	143.70
BEN FRANKLIN VARIETY STORE	60053484	195.61
BOUND TO STAY BOUND BOOKS INC	60053485	388.45
R.R. BOWKER	60053486	194.25
LAURA BRENNER	60053487	155.00
BRENTON BANK & TRUST CO.	60053488	877.48 VOID
BRODART INC	60053489	96.40
CAROLINA BIOLOGICAL SUPPLY CO	60053490	13.25
CHILDRENS PRESS	60053491	8.58
COLEX INTERNATIONAL, LTD.	60053492	31.66
COMMUNICATION SKILL BUILDERS, IN	60053493	297.00
CONNEY SAFETY PRODUCTS	60053494	103.06
DALLAS COUNTY NEWS	60053495	22.00
DALLAS COUNTY FIRST RESPONDERS	60053496	22.00
RON DEARDORFF	60053497	88.72
DEMCO	60053498	44.48
DEPARTMENT OF PUBLIC INSTRUCTION	60053499	48.00
DES MOINES REGISTER & TRIBUNE	60053500	351.75
DESO TO SKELGAS	60053501	167.48
DLM, INC.	60053502	33.00
JOHN DONNELLY	60053503	67.80
DUFFIELD & ASSOCIATES	60053504	127.09
EDDYS SUPER VALU	60053505	5.78

PAGE TOTAL

5,255.58
4,378.10

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE ABOVE LIST OF BILLS IS CORRECT AND HAS BEEN PAID.

SECRETARY

APPROVED

WARRANTS DATED FEBRUARY 11, 1985

VENDOR NAME	WARRANT	AMOUNT
EMERGENCY MEDICAL PRODUCTS, INC.	G0053506	26.10-
JON ENGELHARDT	G0053507	51.60-
J.G. FERGUSON PUBLISHING CO.	G0053508	72.15-
FULLER PETROLEUM SERVICE	G0053509	3,941.63-
FULLERS STANDARD	G0053510	144.43-
GENERAL TELEPHONE CO	G0053511	109.99-
GINN AND COMPANY	G0053512	57.48-
GROLIER EDUCATIONAL CORP.	G0053513	381.50-
HALDIN CUSTODIAL SUPPLY	G0053514	2,838.85-
HARVEYS UPTOWN DX	G0053515	10.14-
HERFF JONES	G0053516	2.84-
HICKS PHARMACY	G0053517	10.99-
HIGHWAY SERVICE CORPORATION	G0053518	434.97-
TIMOTHY HOFFMAN	G0053519	428.26-
IDEA PRESS	G0053520	59.44-
INDUSTRIES COUNCIL	G0053521	45.00-
INFOMAX OFFICE SYSTEMS, INC.	G0053522	282.55-
IOWA POWER & LIGHT COMPANY	G0053523	11,728.31-
IOWA RADIO SUPPLY CO.	G0053524	45.01-
IOWA STATE INDUSTRIES	G0053525	228.00-
IOWA TESTING PROGRAMS	G0053526	335.00-
J & S SOFTWARE	G0053527	51.50-
ROGER JORGENSEN	G0053528	195.28-
K-L PARTS	G0053529	90.77-
WILLIAM KIMBER	G0053530	185.00-
J S LATTA COMPANY	G0053531	37.98-
LORRAINES AGATE SHOP, INC.	G0053532	25.15-
WILLIAM V. MACGILL & CO.	G0053533	36.72-
THE MASTER TEACHER	G0053534	9.50-
BOB MCINTYRE	G0053535	131.04-
MERLES SUPER SERVICE	G0053536	50.30-
MODERN CURRICULUM PRESS	G0053537	43.08-
SHARON MULLARKEY	G0053538	100.80-
NASH MUSIC COMPANY	G0053539	819.19-
NATIONAL GEOGRAPHIC SOCIETY	G0053540	14.77-
NATIONAL SCHOOL PRODUCTS	G0053541	73.95-
JAMES NELSEN	G0053542	199.43-

PAGE TOTAL

23,298.70

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE
ABOVE LIST OF BILLS IS CORRECT AND HAS BEEN PAID.

SECRETARY

APPROVED

WARRANTS DATED FEBRUARY 11, 1985

VENDOR NAME	WARRANT	AMOUNT
SANDRA L. NELSON	60053543	18.37 —
STAN NORENBURG	60053544	806.10 —
NORTHWESTERN BELL TELEPHONE CO	60053545	751.90 —
PERMA-BOUND	60053546	125.84 —
PIONEER PUBLISHING COMPANY	60053547	74.64 —
PUCKETT ELECTRIC TOOLS INC	60053548	29.38 —
RADIO SHACK	60053549	44.49 —
RICHARDS SANITATION SERVICE	60053550	64.89 —
RIVERSIDE PUBLISHING CO	60053551	17.23 —
KIM ROBY	60053552	30.32 —
ROYAL OFFICE SYSTEMS, INC.	60053553	2,226.00 —
S & S ARTS AND CRAFTS	60053554	45.30 —
SANDE LUMBER CO INC	60053555	137.07 —
SAX ARTS & CRAFTS	60053556	160.83 —
SCHOLASTIC BOOK SERVICES	60053557	17.66 —
SCHOOL BUS SALES CO.	60053558	44.82 —
SCIENCE RESEARCH ASSOCIATES INC	60053559	127.91 —
SOLBERG'S	60053560	53.92 —
SOUTH WESTERN PUBLISHING CO	60053561	129.47 —
SPORTS AWARDS	60053562	31.30 —
PAUL STANGL	60053563	26.88 —
STITZELL ELECTRIC SUPPLY CO	60053564	446.30 —
UNIVERSITY BOOK STORE	60053565	51.30 —
UPSTART LIBRARY PROMOTIONALS	60053566	35.37 —
UZ ENGINEERED PRODUCTS	60053567	245.18 —
VAN HORN PLASTIC	60053568	12.90 —
CHARLES WINTERBOER	60053569	45.20 —
WORLD BOOK-CHILDCRAFT INTL	60053570	433.00 —
XEROX CORPORATION	60053571	3,151.53 —

PAGE	TOTAL	9,385.10
DATE	TOTAL	37,939.38
TYPE	TOTAL	37,939.38
DISTRICT	TOTAL	37,939.38
		37,061.90

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE ABOVE LIST OF BILLS IS CORRECT AND HAS BEEN PAID.

SECRETARY

Marginal headings of items of business. Items may be numbered consecutively.

Continuation of regular board meeting held January 14, 1985

Month Day Year

1228-B—Hammond & Stephens Co., Fremont, Nebr.

Bills

Bills paid between meetings:

DeSoto Skelgas	Heat for portable/discount	\$ 430.20
Insurance Revolving	Board/Employer share, insurance,	
	January payroll	6,692.60
Iowa Power	Electric	876.82
Iowa Radio Supply Co.	Supplies & equipment for Robot	
	project/discount	183.74
IPERS	Board/Employer share, Jan. payroll	9,026.22
IPERS(FOAB)	Board/Employer share, FICA, Jan.	
	payroll	11,546.75
Postmaster, Adel	Stamps for district wide use	201.00
	TOTAL	\$28,957.33

APPROVED:

REC'D
JSC
JAB

Marginal headings of
items of business. Items
may be numbered con-
secutively.

Continuation of board meeting held
Month Day Year

1228-B—Hammond & Stephens Co., Fremont, Nebr.

HANDWRITTEN

WARRANTS DATED JANUARY 31, 1985

VENDOR NAME	WARRANT	AMOUNT
BRENTON BANK & TRUST CO.	S0000649	168.20
PAGE	TOTAL	168.20
DATE	TOTAL	168.20
TYPE	TOTAL	29,227.37
DISTRICT	TOTAL	29,227.37

Less Schoolhouse - 270.04
\$28,957.33

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE
ABOVE LIST OF BILLS IS CORRECT AND HAS BEEN PAID.

SECRETARY

HANDWRITTEN

WARRANTS DATED JANUARY 25, 1985

VENDOR NAME	WARRANT	AMOUNT
ADEL-DESOTO ACTIVITIES FUND	G0002875	6,692.60
IPERS	G0002876	9,026.22
IPERS FOAB	G0002877	11,546.75

PAGE	TOTAL	27,265.57
DATE	TOTAL	27,265.57

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE
ABOVE LIST OF BILLS IS CORRECT AND HAS BEEN PAID.

SECRETARY

HANDWRITTEN

WARRANTS DATED JANUARY 28, 1985

VENDOR NAME	WARRANT	AMOUNT
DESOTO SKELGAS	G0002874	182.70
	PAGE	TOTAL
	DATE	TOTAL
		182.70
		182.70

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE
ABOVE LIST OF BILLS IS CORRECT AND HAS BEEN PAID.

SECRETARY

HANDWRITTEN

WARRANTS DATED JANUARY 08, 1985

VENDOR NAME	WARRANT	AMOUNT
IOWA POWER & LIGHT COMPANY	60002870	876.82
DESOTO SKELGAS	60002871	247.50
IOWA RADIO SUPPLY CO.	60002872	183.74

PAGE	TOTAL	1,308.06
DATE	TOTAL	1,308.06

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE
ABOVE LIST OF BILLS IS CORRECT AND HAS BEEN PAID.

SECRETARY

HANDWRITTEN

WARRANTS DATED JANUARY 15, 1985

VENDOR NAME	WARRANT	AMOUNT
POSTMASTER	60002873	201.00
	PAGE	TOTAL
	DATE	TOTAL
		201.00
		201.00

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE
ABOVE LIST OF BILLS IS CORRECT AND HAS BEEN PAID.

SECRETARY

HANDWRITTEN

WARRANTS DATED DECEMBER 31, 1984

VENDOR NAME	WARRANT	AMOUNT
BRENTON BANK & TRUST CO.	S0001005	101.84
	PAGE TOTAL	101.84
	DATE TOTAL	101.84

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE
ABOVE LIST OF BILLS IS CORRECT AND HAS BEEN PAID.

SECRETARY

REVENUE & EXPENDITURE TOTALS
GENERAL, TORT, UNEMPLOYMENT & SCHOOLHOUSE FUNDS

January, 1985 <u>GENERAL FUND REVENUE</u>	<u>PREVIOUS</u>	<u>TO DATE</u>	<u>THIS MONTH</u>
LOCAL SOURCES	732,666.80	759,319.75	26,652.95
STATE SOURCES	713,111.35	864,635.35	151,524.00
FEDERAL SOURCES	<u>8,140.00</u>	<u>31,085.00</u>	<u>22,945.00</u>
TOTALS	1,453,918.15	1,655,040.10	201,121.95
<hr/>			
TORT FUND REVENUE	3,718.33	3,889.10	170.77
UNEMPL COMP REVENUE	3,230.47	3,488.68	258.21
<u>SCHOOLHOUSE FUND REVENUE</u>			
CAPITOL LOAN NOTES (67½¢ Levy)	4,565.70	4,565.70	.00
CAPITOL PROJECT (42)	3,534,170.97	3,554,489.43	20,318.46
DEBT SERVICE	2,509.69	2,595.05	85.36
SITE	<u>20,406.75</u>	<u>21,677.17</u>	<u>1,270.42</u>
TOTAL ALL FUNDS	5,022,520.06	5,245,745.23	223,225.17
<hr/>			
<u>GENERAL FUND EXPENSES</u>			
DISTRICT WIDE	304,807.41	327,365.53	22,558.12
JR-SR HIGH	541,739.87	634,784.48	93,044.61
ALL ELEMENTARY	28,018.45	33,566.79	5,548.34
ADEL ELEMENTARY	289,303.66	340,670.78	51,367.12
DeSOTO ELEMENTARY	232,636.27	275,192.99	42,556.72
SPEC ED OUT	168.00	168.00	.00
NON-PUBLIC	<u>1,001.91</u>	<u>1,001.91</u>	<u>.00</u>
TOTALS	1,397,675.57	1,612,750.48	215,074.91
<hr/>			
TORT FUND EXPENSE	1,395.00	1,395.00	.00
UNEMPL COMP EXPENSE	298.00	298.00	.00
<u>SCHOOLHOUSE FUND EXPENSE</u>			
CAPITOL PROJECT (42)	112,520.27	127,622.11	101.84
DEBT SERVICE	5,625.00	5,625.00	.00
SITE	<u>6,929.00</u>	<u>7,097.20</u>	<u>168.20</u>
TOTAL ALL FUNDS	1,539,442.84	1,754,787.79	215,344.95

RECAPITULATION OF FUNDS - JANUARY 1985

GENERAL FUND

	<u>Operating Fund</u>
Balance, December 31, 1984	\$439,822.81
Receipts, January	201,955.20
Expenses, January	215,908.16
Plus Transfer from Building Fund (42)	<u>86,700.00</u>
(Repayment of Loan)	
Balance, January 31, 1985	\$512,569.85
Invested: Money Market Account	<u>512,095.15</u>
Cash: NOW Account @ 5½% Interest	<u>\$ 474.70</u>

	<u>Tort Fund</u>	<u>Unemployment Fund</u>
Balance, December 31, 1984	\$4,713.96	\$16,328.01
Receipts, January	170.77	258.21
Expenses, January	<u>.00</u>	<u>.00</u>
Balance, January 31, 1985	\$4,884.73	\$16,586.22
Invested: Money Market Acct.	<u>4,624.39</u>	<u>15,753.63</u>
Cash: NOW Acct. @ 5½% Int.	<u>\$ 260.34</u>	<u>\$ 832.59</u>

RECAPITULATION OF FUNDS - JANUARY 1985

SCHOOLHOUSE FUND

	<u>Bonds & Interest</u>	<u>Site</u>
Balance, December 31, 1984	\$827.16	\$118,393.79
Receipts, January	85.36	1,270.42
Expenses, January	<u>.00</u>	<u>168.20</u>
Balance, January 31, 1985	\$912.52	\$119,496.01
Invested: Money Market Acct.	<u>826.82</u>	<u>118,710.50</u>
Cash: NOW Acct. @ 5½ Int.	<u>\$ 85.70</u>	<u>\$ 785.51</u>

Capital Loan Notes (67½¢ Levy)

Balance, December 31, 1984	\$524,565.70
Receipts, January	.00
Expenses, January	<u>.00</u>
Balance, January 31, 1985	\$524,565.70
Invested: CD #16799	\$524,565.70

Capital Project (Building - 42)

Balance, December 31, 1984	\$3,493,350.70
Receipts, January	20,318.46
Expenses, January	101.84
Additional Expenses - Loan Repayment to General Fund	<u>86,700.00</u>
Balance, January 31, 1985	\$3,426,867.32
Invested: C.D.s	3,290,000.00
Money Market Fund	<u>136,086.89</u>
Cash: NOW Acct. @ 5½% Interest	<u>\$ 780.43</u>

REPORT OF STUDENT BODY ACTIVITIES - JANUARY 1985

	<u>RECEIVED THIS MONTH</u>	<u>EXPENDITURES THIS MONTH</u>	<u>PREVIOUS BALANCES</u>	<u>NEW BALANCES</u>
LETICS	5,290.41	2,998.97	3,630.19	5,921.63
BAND RESALE	14.75	281.03	(136.60)	(402.88)
BAND UNIFORM			2,050.18	2,050.18
INSTRUMENT RENT			372.25	372.25
POM PON GIRLS		33.10	246.89	213.79
CLASS OF '84			(18.78)	(18.78)
CLASS OF '85		46.84	1,008.10	961.26
CLASS OF '86	933.90	299.36	1,586.61	2,221.15
BUTTON CLUB	40.20		(70.69)	(30.49)
CHEERLEADERS			202.79	202.79
DRAMA	115.00	115.07	3,143.30	3,143.23
H.S. STUDENT COUNCIL	94.05		746.12	840.17
ACCOMODATIONS	638.40	1,047.48	(634.40)	(1,043.48)
ADEL ELEM. FUND			1,088.92	1,088.92
ADULT EDUCATION	487.50		1,730.55	2,218.05
ART	147.00	215.21	2,969.95	2,901.74
BOTTLE REFUND FUND	36.45		0.00	36.45
' & GOWN FEE			701.52	701.52
ANGE	800.00	1,000.00	(50.00)	(250.00)
COMM. AWARENESS PROG.		45.50	123.40	77.90
ELEM. IND. ARTS			293.26	293.26
FACULTY LOUNGE	110.00	72.48	467.58	505.10
ICE CREAM FUND	312.98	160.10	(4,188.14)	(4,035.26)
IND. ARTS RESALE	143.21	39.03	(431.79)	(327.61)
INSURANCE			(29.00)	(29.00)
INSURANCE REVOLVING	2,733.11	9,344.55	1,483.12	(5,128.32)
LIBRARY BOOK FINES	20.00		154.76	174.76
MISC. REC. & EXP.	311.46	80.00	10,920.13	11,151.59
PADLICK FEE	25.00		194.30	219.30
PEP BUS			424.06	424.06
PHOTOGRAPHY FUND			17.24	17.24
POPCORN FUND			896.63	896.63
REVOLVING			0.00	0.00
SCHOLARSHIP	700.00	1,000.00	718.51	418.51
SOC. SEC. REFUND			8,012.38	8,012.38
TEXTBOOK	76.00	98.71	7,488.34	7,465.63
TOWEL FEE	2.00	3.00	509.95	508.95
VOCAL FUND			(102.09)	(102.09)
WILDROWS			0.00	0.00
WORKBOOKS			0.00	0.00
YEARBOOK	469.26	125.64	3,859.90	4,203.52
TOTALS	13,500.68	17,006.07	49,379.44	45,874.05
INVESTMENTS	256.57		40,940.18	41,196.75

RECAPITULATION OF ACTIVITY FUND

JANUARY 1985

Balance, December 31, 1984	\$ 49,379.44
Receipts, January	13,500.68
Expenses, January	<u>17,006.07</u>
Balance, January 31, 1985	\$ 45,874.05
Invested: Money Market Acct.	<u>41,196.75</u>
Cash: NOW Acct. @5 $\frac{1}{4}$ Int.	<u>\$ 4,677.30</u>

Adel-DeSoto Community Schools

Hot Lunch Financial Report

January 1985

Receipts for January

Student Lunches-----	\$ 9,524.05
Special Milk-----	1,162.45
Seconds-----	73.65
Adult Lunches-----	580.50
Federal Reimb.(November & December)-----	8,239.93
Interest-----	21.93
Other Income-----	124.11
Total Income for January-----	\$ 19,726.62

Expenses for January

Food-----	\$ 3,654.49
Salary & Fringe Benefits(November & December)--	11,674.30
Other Expenses-----	192.92
Total Expenses for January-----	\$ 15,521.71

Previous Receipts-----	\$ 58,790.37
January Receipts-----	19,726.62
Total Income for Year to Date-----	78,516.99
Opening Cash Balance-----	598.58
Total Cash Available-----	\$ 79,115.57

Previous Expenses-----	\$ 58,527.29
January Expenses-----	15,521.71
Total Expenses for Year to Date-----	\$ 74,049.00

Bank Statement Balance-----	\$ 5,315.67
Less Outstanding Checks-----	249.10
Total-----	5,066.57
Plus Undeposited Checks(From Schedule)-----	0.00
Reconciled Bank Statement Balance-----	\$ 5,066.57

Jan 16, 1985

WARRANTY

Ford & Dodge IDENTICAL

12 mo. or 12000 miles - EVERYTHING

24 mo. or 24,000 miles w/100 deductible - Power Train

Dodge - Fleet Bids Best Quality for 50,000 miles or 50,000 miles WARRANTY.

S.V.W.

Dodge - Maximum Available on 3/4 ton 7500 #

Ford - OVER 8500 # BASE PRICE \$12138

UNDER 8500 # BASE PRICE \$10,572

ADD OPTION TO 2800 #

238

-10810

\$1328.00

Difference

Difference Wholesale Approx. 1000

MITCHELL FORD BID 11701.11

Difference for 6.1% - 1000.

\$10,701.11 = Ford Price

COMPARABLE TO DODGE'S \$11,173.50

EQUAL TRUCK & EQUIP.

TIRES

ALL TERRAIN - O.K. WILL WEAR LONGER THAN MUD & SNOW.

A/T OR MUD & SNOW BOTH O.K. FOR SNOW.

MUD & SNOW DEFINITELY BETTER FOR MUD.

LIMITED SLIP DIFFERENTIAL (REAR AXLE ONLY)

Dodge + Ford BOTH - Add. \$238.00 (KIST)

WOULD RECOMMEND

Ken Heald

RESIGNATION OF CERTIFICATED PERSONNEL Code No. 403.2

Resignation shall be in writing, signed by the resigning party, directed to the superintendent of schools; the superintendent will submit it to the Board of Directors with recommendations, as provided by law.

All resignations for the following school year submitted within twenty-one (21) days of the annual issuance of the contract modification form shall be accepted by the Board.

All other resignations must be filed at least thirty (30) days prior to the requested release from contract. Except as otherwise provided, no teacher will be released until a suitable replacement has been found. The resigning teacher may be required, at the discretion of the Board, to reimburse the school district up to \$500 for expenses incurred to hire the replacement teacher. Such expenses shall be payable to the district by the resigning teacher as a condition for the Board to accept the resignation. Failure to provide reimbursement may result in a charge being filed in small claims court. This paragraph does not apply to resignations resulting from medical disability.

If an employee leaves without proper release, the superintendent of schools is directed to file a complaint with the Iowa Professional Teaching Practices Commission.

Date of Adoption: _____

LEGAL REFS.: Iowa Code Sections 272A.6; 279.13(2); 91A.2; 91A.3, 91A.5
Iowa Administrative Code 670-35.43(259); 670-50

CROSS REF.: 402.2, Continuing Contracts of Certificated Personnel

ANNUAL SUMMARY OF BUS OPERATIONS 1983-84

JUNE, 1984

ADEL-DeSOTO COMMUNITY SCHOOL DISTRICT

	Bus #1 B 1977 Chev Cap. 76 DeReus	Bus #2 C 1980 Ford Cap. 59 Dillinger	Bus #3 1983 Ford Cap. 65 Nesselroad	Bus #4 C 1978 Ford Cap. 60 Spare	Bus #5 B 1976 Ford Cap. 60 Spare	Bus #6 W 1982 Ford Cap. 65 Stangl	Bus #7 B 1976 Ford Cap. 66 Miller	Bus #8 C 1980 Ford Cap. 59 McCollom	Bus #9 B 1975 Ford Cap. 60 Gordon	Bus #9 1983 Ford Cap. 65 Gordon	Bus #10C 1979 Ford Cap. 59 Spare	Bus #11C 1979 Ford Cap. 59 Spare	TOTALS
1. Miles 1983-84	15,740	12,748	7,043	4,446	2,546	14,274	4,237	11,577	854	9,653	3,966	4,964	92,048
2. Gas Used (Gal)	3,728	2,929	1,033	1,197	554	2,181	1,199	2,996	164	1,367	675	1,100	19,123
Av. Miles			Diesel			Diesel				Diesel			Dsl. 6.76
3. PerGal.	4.22	4.35	6.81	3.72	4.60	6.54	3.54	3.86	5.21	7.06	5.88	4.51	Gas 4.20
4. Oil Used (Qts)	102	76	15	24	13	57	18	97	3	26	29	24	484
Speedometer	(15,740) 86,299	62,619	7,779	52,059	78,830	29,689	76,414	45,398	68,883	10,422	(4,172) 54,172	(53,958) 7,458	
Diesel (\$.89)													
5. Gas Cost (\$.90)	3,380	2,636	919	1,136	498	1,941	1,091	2,697	176	1,217	659	990	\$17,340
7. Total Oil & Lube	285	209	42	69	34	199	63	245	3	94	94	67	\$ 1,404
8. Repairs	5,703	2,555	228	2,255	653	2,569	1,254	1,406	437	140	4,327	933	\$22,460
9. Tires	945	242	-	68	-	-	742	267	-	647	13	25	\$ 2,949
10. Insurance	289	289	289	289	289	289	289	289		289	289	289	\$ 3,179
11. Other Expenses (i.e sub-drivers)	179	249	41	98	85	333	296	225	52	120	227	68	\$ 1,973
12. General Misc. Exp													\$ 1,337
Salaries,													
13. Benefits	7,327	6,109	4,573	-	-	6,792	2,306	4,925	-	5,890	-	-	\$37,922
TOTALS (6-13)	18,108	12,289	6,092	3,915	1,559	12,123	6,041	10,054	668	8,397	5,609	2,372	\$88,564
Av. Cost Per Mile													
Oil Repairs, Etc.													
(Salaries Not													
Included)	68¢	48¢	22¢	88¢	61¢	37¢	88¢	44¢	78¢	26¢	1.41	48¢	55¢

Activity & Field Trips - - - - - 14,138 Miles
Insurance Claims Paid - - - - - 0-
Average Number of Pupils Transported Per Day - - - 661

Depreciation - - - - - \$ 32,113
Total Cost of Operation (Inc. Depreciation) - - - - \$120,677
Cost of Operation Per Mile

Bus #1 New Engine 1983-84
Bus #7 Overhaul 1981-82
Bus #10 New Engine 1983-84

Salaries (\$37,922) 41.20¢
Gas, Oil, Repairs, Etc. (\$50,642) 55.02¢
Total (\$88,564) 96.22¢
Depreciation (\$32,113) 34.89¢
Total for Op. & Dep. (\$120,677) \$1.31

TITLE: Athletic Director *pld*

QUALIFICATIONS: 1. Valid teacher certification.
2. A master's degree, with courses in the organization and administration of athletic and physical education programs.
3. Successful experience as a head coach.

REPORTS TO: Principal of the Junior-Senior High School and the Superintendent.

SUPERVISES: Coaches

JOB GOAL: To provide each enrolled student in the Junior-Senior High School an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
2. Assists in the selection, assignment, and evaluation of athletic coaches and physical education staff members.
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all inter-scholastic athletic events.
5. Hires officials, game physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games.
6. Arranges transportation for athletic contest participants.
7. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
8. Establishes the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.
9. Supervises the expenditure of funds for the athletic program.
10. Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
11. Supervises the cleaning, storage, and care of all athletic equipment.
12. Supervises all ticket sales connected with the athletic program, and assumes responsibility for proper handling and accounting of moneys involved.

13. Arranges all details of visiting team's needs.
14. Makes all necessary arrangements for the use of non-school playing fields and facilities.
15. Arranges the practice schedules for the coaches on the fields and in the gymnasiums.
16. Provides for the physical examination of all athletes prior to the beginning of each season.
17. Keeps records of the results of all Junior and Senior High School athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
18. Directs an inschool, extracurricular program designed to foster support for the athletic teams and a school spirit among non-participants.
19. Plans and supervises recognition programs for school athletes.
20. Operates in accordance with Board policies and sees that all policies of the Board pertaining to his area of jurisdiction are implemented.

TERMS OF EMPLOYMENT: As per contract.

EVALUATION: Performance of this job will be evaluated annually in accordance with Board policy.

ADMINISTRATIVE DUTIES OF ACTIVITY DIRECTOR

THE ACTIVITY DIRECTOR SHALL:

1. Schedule athletic contests and make out contracts for same.
2. Secure officials--contract same--requisition checks and make payment following athletic contests.
3. Give publicity to athletic contests--arrange for window display cards and have same distributed. Send schedules to local newspaper and other communication media, upon request.
4. Arrange for programs and for the distribution of same at games.
5. Arrange for players' transportation for away games.
6. Fill out rating sheets for officials and report same to the governing bodies.
7. Arrange for change for games and concessions--the accounting of receipts and deposit same.
8. Complete financial and attendance reports and report same to the Superintendent's and Board of Education.
9. Secure tickets for athletic contests.
10. Secure ticket sellers and ticket takers for athletic contests. Arrange for money deposit after games.
11. Arrange for official scorers and timers for contests and for a person to man the public address system for football, basketball, and wrestling events.
12. Arrange for traffic control at football games. Secure help for parking cars.
13. Schedule faculty members and spell out responsibility for same for supervising duties at athletic contests (ticket help and crowd supervision).
14. Arrange to have a doctor in attendance at football games (Dr. Hanlon).
15. Arrange to have public address system set up on the track for homecoming skits and activities.
16. Arrange to have lighting reflectors in place for night track and restored for football. Arrange to have light bulbs replaced in the football and baseball lighting system.
17. Secure sweepers for home basketball games.
18. Arrange for "Star Spangled Banner" at basketball and wrestling events (vocal, stage band, or recorder at all varsity athletic contests).
19. Send schedule (girls' basketball) to competing schools and the Athletic Union along with names of officials to be used in games. Send schedules to officials for verification of dates.
20. Send reminder notices to officials (generally a week ahead of game).
21. Collect insurance premiums from athletes and remit same in due time along with lists of insured in each listing. Make certain all athletes have completed a physical before being permitted to practice.
22. Record injuries and make out insurance report claims and place in hands of insured personally or through the mail.
23. Make the "end of the year" report to governing bodies. Secure three copies from head coach of each sport (names, record, team scores, letter winners).
24. Supervise eligibility of students in activities (chairman of the Good Conduct Code Committee). Arrange for conduct code hearings: music, drama, athletics. Update Conduct Code each year.

25. Arrange for and order letter awards for all students in activities.
26. Request coaches to make up sets of training rules and keep same on file.
27. Make arrangements for Parents Night in football, basketball, and wrestling. Type up the script and give to game announcer who will present seniors and parents between games.
28. Evaluate coaches.
29. Send in suggested list of tournament officials (twice).
30. Remit membership fees to the IHSAA and IGHSAA, along with cards from the record book indicating sports to be participated in.
31. Manage all tournaments assigned to Adel-DeSoto High School.
32. Complete the Athletic Record Book each year.
33. Arrange to have the bleachers set up and removed following football, baseball, and track season. Arrange to close off all areas around football and baseball fields.
34. Arrange for transportation for cheerleaders if no pep bus.
35. Arrange for locker room facilities for visiting teams.
36. Arrange for banquet program and set up for activity and athletic dinners and banquets.
37. Secure player personnel from competing schools for program material and have programs distributed. Arrange for the printer to print football programs for all home games.
38. Assume direct responsibility for athletic contests. Assume responsibility for spectator behavior.
39. Keep current inventory of all sports equipment and order athletic supplies, as needed.
40. Arrange for coaches' meetings as needed.
41. Supervise the athletic budget (equipment, uniforms, materials, etc.).

TITLE:

Coach *old*

QUALIFICATIONS:

1. Employment as a teacher.
2. Coaching endorsement.
3. Demonstrated interest in and aptitude for performing the tasks listed.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Athletic Director

JOB GOAL:

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules a regular program of practice in season.
3. Works closely with the Athletic Director in scheduling intramural and interscholastic contests.
4. Recommends purchase of equipment, supplies, and uniforms, as appropriate.
5. Maintains necessary attendance forms, insurance records, and similar paperwork.
6. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
7. Establishes performance criteria for eligibility in interscholastic competition in his sport.
8. Enforces disciplined and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
9. Operates in accordance with Board policies and sees that all policies of the Board pertaining to his area of jurisdiction are implemented.
10. Head coaches shall call a meeting of all assistant and Junior High coaches in each sport before the season starts to discuss philosophy, procedures, training rules, etc.

TERMS OF EMPLOYMENT: As per contract.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy.

TITLE: Coach

QUALIFICATIONS: 1. Certificate, license, or other legal credential required.
2. Demonstrated interest in and aptitude for performing the tasks listed.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Activity Director

JOB GOAL: To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules a regular program of practice in season.
3. Works closely with the activity director in scheduling intramural and interscholastic contests.
4. Recommends purchase of equipment, supplies, and uniforms, as appropriate.
5. Maintains necessary attendance forms, insurance records, and similar paperwork.
6. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
7. Establishes performance criteria for eligibility in interscholastic competition in his sport.
8. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
9. Operates in accordance with Board policies and sees that all policies of the Board pertaining to the area of jurisdiction are implemented.
10. Head coaches shall call a meeting of all assistant and Junior High coaches in each sport before the season starts to discuss philosophy, procedures, training rules, etc.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.



AREA EDUCATION AGENCY 11

DR BILL M. CLARK, ADMINISTRATOR

—serving the Heartland of Iowa—

January 15, 1985

Mr. Tim Hoffman, Superintendent
Adel-DeSoto School District
Adel, IA 50003

Dear Mr. Hoffman:

As your elected representative to the Heartland Education Agency Board of Directors, I wish to consult you on an important matter. The lease on our central office, which houses 170 staff persons, expires in October, 1986.

The annual rent, including taxes, on our building is currently \$130,000. A law passed in 1979 allows us to lease-purchase a building, and we believe this is the route to follow instead of continuing to rent.

Our current building has served us well; however, it will not meet our needs for the next decade as it presently exists. It lacks sufficient space and parking. We would also prefer increased energy-efficiency.

After almost 12 months consideration, we have narrowed our options to four:

- Existing buildings on the Des Moines Area Community College.
- Des Moines Community School District, Samuelson Elementary.
- A new building in the Green Meadows development, Johnston.
- A new building built by Universal Realty, off Interstate-35.

In addition, we have not ruled out purchasing our present site, extensively enlarging the building and parking.

A study showed that Heartland needs a 50,000 square foot building. Because the existing buildings would need major renovation to meet our specifications, the costs of any of the five options may be comparable. Certainly the Heartland Board will consider costs and accessibility; however assuming the costs to be similar, we would like your input.

The Heartland Board of Directors would be grateful if you would consult with the board members in your school district concerning any preference of the relative desirability of the sites we are considering.

A combination form/background sheet is included, along with a stamped, self-addressed envelope, that I'd like to receive before February 15, 1985. Please feel free to contact me, or Dr. Bill Clark, Heartland Administrator, with any questions. Thank you for your help.

Sincerely,

Michael J. Hall

Michael J. Hall
Director District 3
Heartland Board of Directors
712/792-3335 or 792-4375

ADEL-DeSOTO COMMUNITY SCHOOL

FIRE REPORT

Boiler Room Lounge 12/23/84

Broken Window	\$	15.00	
Developer Fluid		10.00	
Chemicals in Boiler Room		20.00	
Trash Container		45.00	
Door Knob		25.00	
Electric Cords (2)		10.00	
Athletic Supplies		387.55	
Service Master		5,196.55	
Mileage Trip		29.28	
Custodial Hours		290.80	
Stage Curtain		<u>(1,250.00)</u>	allowance)
	\$	7,279.18	
	\$	<u>(1,250.00)</u>	deductable
	\$	<u>6,029.18</u>	reimbursed by insurance