

# 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, p.m., on the 11th day of August, 19 86, at Library, New High School Building  
Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA  
LIBRARY, NEW HIGH SCHOOL

August 11, 1986  
7:00 P.M.

## OPENING:

7:00 P.M.      Call to order  
                 Roll call  
                 Emergency additions & adoption of agenda  
                 Approval of minutes  
                 Approval of bills & claims  
                 Secretary/Treasurer's financial reports  
                 Welcome of visitors & Open Forum

## ACTION ITEMS:

7:30 P.M.      Enrollment application  
8:00            Approve Board Policy 402.8 & 408.5  
8:05            Recognize Economy Task Force  
8:10            Construction change order  
8:15            Award petroleum bids  
8:20            Resignations  
8:25            New contracts  
8:30            Approve evaluation instruments  
8:35            Approve district goals  
9:00            Approve district handbooks  
9:15            Application for breakfast & hot lunch programs  
9:20            Appoint district secretary/treasurer  
9:25            Resignation of school board member  
9:30            Administrative reports  
  
10:00 P.M.      Performance evaluation (closed meeting)  
  
10:30 P.M.      Adjournment

ADEL-DeSOTO COMMUNITY SCHOOL  
801 S. 8th. Street  
Adel, Iowa 50003  
(515) 993-4283

Margaret Elliott  
Secretary, Board of Education



## MINUTES OF BOARD OF EDUCATION

Regular	Schoolhouse	7:00 P.M.	August 11,	1986
Kind of Meeting	Meeting Place	Time	Month	Day
			Monday	Year
			Day of Week	

## MEMBERS

Present

Absent

Douglas Henderson

Presiding Officer

Ronald Deardorff

Janice Daly

Larry Crannell

Judy Burgus

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 &amp; STEPHENS CO., FREMONT, NEBR.

Call to order	Meeting called to order. Roll call was taken. Present were Ron Deardorff, Jan Daly, Larry Crannell and Doug Henderson, president. Judy Burgus arrived at 7:10 P.M. Visitors included Dennis Skutley and David Whipple and principals Stan Norenberg and Jim Nelsen.
Roll Call	
Agenda	Motion to adopt agenda as presented was made by Daly, seconded by Crannell. Daly-aye; Crannell-aye; Deardorff-aye; and Henderson-aye. Carried.
Minutes	Motion to approve minutes of regular meeting of July 14 and minutes of special meeting of August 4 as presented was made by Crannell, seconded by Deardorff. Crannell-aye; Deardorff-aye; Daly-aye; and Henderson-aye. Carried.  Judy Burgus arrived at 7:10 P.M.
Bills	Motion to approve bills totaling \$69,598.65 and \$15,344.46 and bills between meetings as presented was made by Daly, seconded by Burgus. Daly-aye; Burgus-aye; Crannell-aye; Deardorff-aye; and Henderson-aye. Carried.
Unemployment Claims	Superintendent stated that we will be paying an unemployment claim by Rosie Peters, substitute secretary who filled in on a maternity leave, and have attended a hearing to protest a claim by Russell Dillinger, former bus driver.
Mo. Fin. Reports	Monthly financial reports were reviewed and discussed. Hot Lunch Report was reviewed. Motion to approve Treasurer's report as submitted was made by Deardorff, seconded by Crannell. Deardorff-aye; Crannell-aye; Daly-aye; Burgus-aye; and Henderson-aye. Carried.
Treasurer's Report	
Welcome of Visitors	President Henderson welcomed visitors and asked for concerns during Open Forum. No concerns were expressed.
Enrollment application	Superintendent presented an enrollment application by David Whipple who had been expelled from school last year. After much discussion with David and his step-father, a motion to approve enrollment application of David Whipple as presented (see Discipline Contract) was made by Daly, seconded by Crannell. Daly-aye; Crannell-aye; Burgus-aye; Deardorff-aye; and Henderson-aye. Carried. David agreed to sign a discipline contract as part of the terms of his re-enrollment.

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

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



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

Continuation of regular board meeting held August 11, 1986  
Month Day Year

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

Board Policies 402.8 and 408.5	Motion to approve Board Policies 402.8 and 408.5 as presented was made by Deardorff, seconded by Burgus. Deardorff-aye; Burgus-aye; Daly-aye; Crannell-aye; and Henderson-aye. Carried. This is the second and final reading.
Economy Task Force	Superintendent stated that an Economy Task Force had been established. Members include: Jim Anderson, Darrell Bauman, Peg Dawes, Marilyn Dillivan, Ray Hemphill, Keith Troester, Janice Colwell, Sue Luther, Karin Daly, Chris Rassmussen, Darryl Spatz, Sherril Wiltgen and Harold Forret.  A meeting is being established as required by law.
Change Order	Motion to approve Change Order E-5 for \$4,650 was made by Burgus, seconded by Crannell. Burgus-aye; Crannell-aye; Daly-aye; Deardorff-aye; and Henderson-aye. Carried.
Gas and diesel, fuel oil bids	Motion to approve gas bid to Central Iowa Farm Service and diesel fuel and fuel oil to Fuller Petroleum was made by Crannell, seconded by Burgus. Crannell-aye; Burgus-aye; Deardorff-aye; Daly-aye; and Henderson-aye. Carried. See attached bid sheet. Central Iowa Farm Service was awarded the gas bid due to ease of access for the buses as their bid tied as low bid. Fuller was awarded diesel and fuel oil as low bidder.
Resignations	Superintendent presented the following resignations for approval:  Bonnie Nelsen, guidance secretary; Mary Goettsch, head softball. Motion to approve resignations as presented was made by Daly, seconded by Deardorff. Daly-aye; Deardorff-aye; Crannell-aye; Burgus-aye; and Henderson-aye. Carried.  Let the minutes show that bus driver Jim Miller tendered his resignation by not signing his contract for the 1986-87 school year.
New Contracts	Motion to approve contracts for Eric Heikes, assistant boys basketball; Jim Fountas, Middle School custodian; and Glenda Arthur and Dick Tarlton, bus drivers was made by Burgus, seconded by Daly. Burgus-aye; Daly-aye; Deardorff-aye; Crannell-aye; and Henderson-aye. Carried.
Evaluation Forms	Motion to approve evaluation forms for teachers, coaches, and classified staff as presented was made by Deardorff, seconded by Daly. Deardorff-aye; Daly-aye; Crannell-aye; Burgus-aye; and Henderson-aye. Carried.
1986-87 Distr Goals	Motion to approve 1986-87 district goals as presented was made by Burgus, seconded by Daly. Burgus-aye; Daly-aye; Crannell-aye; Deardorff-aye; and Henderson-aye. Carried.
Handbooks	Motion to approve Adel-DeSoto Middle School teacher's handbook, Adel Elem. School teacher's handbook and Adel Elem. handbook for parents as presented was made by Daly, seconded by Crannell. Daly-aye; Crannell-aye; Burgus-aye; Deardorff-aye; and Henderson-aye. Carried.
Federal break- fast & Hot Lunch Programs	Motion to approve application for Federal breakfast and hot lunch programs was made by Deardorff, seconded by Burgus. Deardorff-aye; Burgus-aye; Crannell-aye; Daly-aye; and Henderson-aye. Carried.

Short recess was held at 9:15 P.M. Returned to session at 9:25 P.M.



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.

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

Continuation of regular board meeting held August 11, 1986  
 Month Day Year

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

# Board Member Resignation

Motion to approve resignation of Board Member Judy Burgus effective August 22, 1986 was made by Daly, seconded by Crannell. Daly-aye; Crannell-aye; Deardorff-aye; Burgus-aye; and Henderson-aye. Carried. Mrs. Burgus's term would have expired this September. Her position will be filled by the general election.

## Administrative reports:

VFW Auxiliary wanted to supply flags for the new school. They will provide one for the auditorium and gym and one for outside.

Asbestos bid was mis-quoted. Bid was only for removing what inspection company recommended not complete removal. School will receive new bid. Superintendent will post notices for middle school building. The Adel and DeSoto elementary buildings are now asbestos free.

# Closed session

Motion to hold a closed session as provided in Section 28A.5(1)(i) of the Open Meetings Law to evaluate the professional competency of an individual whose performance is being considered to prevent needless and irreparable injury to that individual's reputation, as that individual has requested a closed session was made by Daly, seconded by Deardorff. Daly-aye; Deardorff-aye; Burgus-aye; Crannell-aye; and Henderson-aye. Carried.

Let the minutes show that the administrator requested a closed session for his annual job performance evaluation.

At 9:45 P.M., the Board went into closed session and the tape recorder was turned on.

# Return to Open session

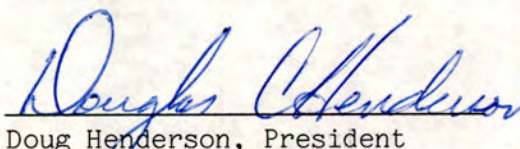
Motion to return to open session was made by Deardorff, seconded by Crannell. Deardorff-aye; Crannell-aye; Burgus-aye; Daly-aye; and Henderson-aye. Carried.

Board returned to open session at 10:34 P.M. and the tape recorder was turned off.

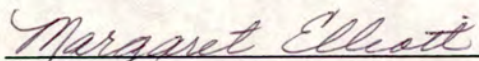
# Adjournment

Meeting adjourned at 10:40 P.M.

Minutes approved as \_\_\_\_\_

  
 Doug Henderson, President

Dated \_\_\_\_\_

  
 Margaret Elliott, Secretary

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.



APPROVED

WARRANTS DATED AUGUST 11, 1986

VENDOR NAME	WARRANT	AMOUNT
A-D LUMBER COMPANY	G0055868	14.75
ADDISON-WESLEY	G0055869	289.02
ADEL '66'	G0055870	2,092.93
ADEL AUTO SUPPLY	G0055871	34.52
ADEL TIRE & AUTO CENTER	G0055872	376.00
ADEL TV & APPLIANCE CO	G0055873	6.99
ALLYN & BACON INC	G0055874	384.71
APPLE COMPUTER, INC.	G0055875	1,636.63
AREA EDUCATION AGENCY 11	G0055876	37.15
ATD AMERICAN CO.	G0055877	771.51
BALDON & SON HARDWARE	G0055878	505.85
BECKLEY CARDY COMPANY	G0055879	3,140.62
MICHAEL BIER SMA	G0055880	10.00
BOUND TO STAY BOUND BOOKS INC	G0055881	315.27
BRODHEAD-GARRETT COMPANY	G0055882	50.55
CONNIE BYARS	G0055883	28.00
CAPITAL SANITARY SPLY CO INC	G0055884	173.80
CITY ELECTRIC SUPPLY, INC.	G0055885	387.56
COLE SUPPLY	G0055886	137.27
COMMERCIAL OFFICE SUPPLY CO.	G0055887	2,049.04
MICHAEL COOPER	G0055888	29.99
KEVIN CRANNELL	G0055889	46.75
CREATIVE EDUCATIONAL MATERIALS	G0055890	15.72
CURRICULUM ASSOCIATES INC	G0055891	501.37
MARILYN DAUGHERTY	G0055892	35.00
DES MOINES STAMP MFG CO	G0055893	304.25
JOHN DONNELLY	G0055894	992.18
<del>EBSCO SUBSCRIPTION SERVICES</del>	<del>G0055895</del>	<del>494.75</del> VOID
EDUCATORS PROGRESS SERVICE, INC.	G0055896	24.30
JOHN ERICKSON	G0055897	850.00
EWALD, INC.	G0055898	24,193.00
FARMERS COOP ELEVATOR CO	G0055899	22.75
FULLER PETROLEUM SERVICE	G0055900	253.97
FULLERS STANDARD	G0055901	279.67
GALE RESEARCH COMPANY	G0055902	87.35
GENERAL TELEPHONE CO	G0055903	139.06
GLENCOE PUBLISHING CO., INC.	G0055904	376.84

PAGE TOTAL

41,089.12

40,594.37

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 AUGUST 11, 1986

VENDOR NAME	WARRANT	AMOUNT
BARBARA GORDON	G0055905	14.00
GRANT WOOD - AREA EDUCATION AGY	G0055906	149.38
ESTHER GRAY	G0055907	18.72
GROLIER EDUCATIONAL CORP.	G0055908	315.50
HALDIN CUSTODIAL SUPPLY	G0055909	68.60
HICKS PHARMACY	G0055910	44.61
HIGHWAY SERVICE CORPORATION	G0055911	3.33
GERALD R. HILTON	G0055912	140.00
TIMOTHY HOFFMAN	G0055913	225.00
HOUGHTON MIFFLIN CO	G0055914	58.62
IOWA POWER & LIGHT COMPANY	G0055915	1,237.81
K-L PARTS	G0055916	13.07
WILLIAM KIMBER	G0055917	185.00
LABVOLT SYSTEMS	G0055918	3,520.00
LAKESHORE	G0055919	1,647.43
J S LATTA COMPANY	G0055920	26.01
LEARNING POST	G0055921	43.52
LION PRODUCTS CORP.	G0055922	268.41
MACMILLAN PUBLISHING CO INC	G0055923	5.10
MALECKI MUSIC INC	G0055924	130.75
CELIA MCCOLLUM	G0055925	35.00
BOB MCINTYRE	G0055926	1,745.25
CHARLES E MERRILL PUBLISHING CO	G0055927	86.55
METROPOLITAN SUPPLY CO	G0055928	1,971.71
MID-AMERICAN RESEARCH CHEM CORP	G0055929	196.00
MID-IOWA EDUC COMP CENTER	G0055930	2,916.00
MIDWEST PUBLICATIONS CO., INC.	G0055931	43.73
SHARON MULLARKEY	G0055932	72.03
NASCO	G0055933	23.02
JAMES NELSEN	G0055934	100.00
STAN NORENBURG	G0055935	193.00
NORTHWESTERN BELL TELEPHONE CO	G0055936	730.45
PIONEER PUBLISHING COMPANY	G0055937	72.77
POSTMASTER	G0055938	725.00
PUCKETT ELECTRIC TOOLS INC	G0055939	258.15
QUILL CORPORATION	G0055940	146.20
RICHARDS SANITATION SERVICE	G0055941	234.28

PAGE TOTAL

17,664.00

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

-----  
SECRETARY



APPROVED

WARRANTS DATED AUGUST 11, 1986

VENDOR NAME	WARRANT	AMOUNT
RIVERSIDE PUBLISHING CO	60055942	131.35
ROYAL OFFICE SYSTEMS, INC.	60055943	1,169.63
RUSSELL INSURANCE AGENCY	60055944	65.00
SANDE LUMBER CO INC	60055945	1,175.62
SAX ARTS & CRAFTS	60055946	6.16
SCHMITT MUSIC CENTERS	60055947	4.68
SHERWIN WILLIAMS PAINT	60055948	869.01
JOHN WILEY & SONS, INC.	60055949	187.12
SOUTH WESTERN PUBLISHING CO	60055950	424.06
STITZELL ELECTRIC SUPPLY CO	60055951	135.39
TEACHER'S DISCOVERY	60055952	15.50
JANICE TETRICK	60055953	16.41
TREASURERS OFFICE	60055954	123.50
WEAR-GUARD	60055955	377.85
WENGER CORPORATION	60055956	5,564.00
CHARLES WINTERBOER	60055957	1,075.00

PAGE	TOTAL	11,340.28
DATE	TOTAL	70,093.40
TYPE	TOTAL	70,093.40
DISTRICT	TOTAL	70,093.40

69,598.65

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 AUGUST 11, 1986

VENDOR NAME	WARRANT	AMOUNT
AMERICAN GUIDANCE SERVICE <i>test kit</i>	G0055958 <i>spec. ed.</i>	109.50
AMF, INC. <i>referee platform</i>	G0055959	1,573.30
AREA EDUCATION AGENCY 11 <i>supplies</i>	G0055960 <i>all areas</i>	5,956.70
MICHAEL BARNEY <i>bus wash</i>	G0055961	2.00
BECKLEY CARDY COMPANY <i>CRT table &amp;</i>	G0055962 <i>suppl. station</i>	212.32
BRODHEAD-GARRETT COMPANY <i>sheet metal</i>	G0055963 <i>benches</i>	4,118.00 <i>Baughman</i>
EDDYS SUPER VALU <i>Board mty suppl</i>	G0055964	72.68
ENCO MANUFACTURING CO. <i>guiding</i>	G0055965 <i>wheels</i>	7.53 <i>Baughman</i>
GRONERT COMPUTERS, LTD. <i>computer</i>	G0055966 <i>equip &amp; ribbon</i>	877.10
SUSAN HEIN <i>physical</i>	G0055967	35.00
LABVOLT SYSTEMS <i>fit on work</i>	G0055968 <i>benches</i>	180.82 <i>Baughman</i>
MIDWESTERN TELEPHONE CO. <i>speaker</i>	G0055969 <i>phones &amp; add</i>	185.00 <i>hot wire</i>
JAMES MILLER <i>bus washes</i>	G0055970	7.00
RICHARDS SANITATION SERVICE <i>landfill</i>	G0055971 <i>chgs</i>	40.50
RUSSELL INSURANCE AGENCY *	G0055972	123.00
SAF-T-LINER BUS SALES <i>Bus repair #5</i>	G0055973	211.01
SCHOLASTIC MAGAZINES <i>spec. ed, Crg.</i>	G0055974 <i>Spanish, etc.</i>	1,633.00

PAGE	TOTAL	15,344.46
DATE	TOTAL	15,344.46
TYPE	TOTAL	15,344.46
DISTRICT TOTAL		15,344.46

→ Rusty's return premium was included in our refund.

*LLD* *REA*  
*gob*

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 July 14, 1986  
 Month Day Year

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

# Bills

## Bills paid between meetings:

### GENERAL FUND:

AMOCO	Gas/Admin. Conference	\$ 7.70
Bureau of Labor	Inspection fees/boilers/heaters	55.00
DeSoto Skelgas	Gas for DeSoto portable/discount	129.75
Distr Supply Co.	Dry ink, toner, etc./Xerox/discount	3,698.32
Ins. Revolving	Employer's share, ins., July payroll	6,620.31
IPERS	Employer's share, July payroll	8,899.29
IPERS(FOAB)	Employer's share, FICA, July payroll	11,743.75
Iowa Power	Electric & gas	3,608.02
Story Const.	Part of Appl. & Cert. for pymt #14	<u>63,617.88</u>
TOTAL		\$ <u>98,380.02</u>

### TORT FUND:

Ruedlinger, Inc.	Catastrophic liability ins, Jr High	\$ 196.00
------------------	-------------------------------------	-----------

### SCHOOLHOUSE FUND:

#### Fund 42:

Hart Floors	Change Order #1 & Pymt #3/Final	\$ 2,821.43
Hughes Drilling	Appl. & Cert. for Pymt #3	12,028.60
Institutional	Appl. & Cert. for Pymt #8 & #9	3,107.00
Kerr Plumbing	Appl. & Cert. for Pymt #14	11,114.00
Mayhew Electric	Appl. & Cert. for Pymt #14	4,750.00
Omaha Stage	Appl. & Cert. for Pymt #5	16,048.00
Triangle	Appl. & Cert. for Pymt #1	45,315.00
Weber Const.	Appl. & Cert. for Pymt #1 & #5	64,828.00
Story Const.	Part of Appl. & Cert. for Pymt #14	<u>6,472.83</u>
TOTAL		\$ <u>166,484.86</u>

#### Fund 45:

Marshall Sod Co.	3 acres of seeding & 2,000 sq. ft./sod	\$ 2,615.00
------------------	--	-------------

*LLD*  
*REB*  
*gob*



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 JULY 28, 1986

VENDOR NAME	WARRANT	AMOUNT
BUREAU OF LABOR	60003030	55.00
PAGE	TOTAL	55.00
DATE	TOTAL	55.00
TYPE	TOTAL	267,675.88
DISTRICT	TOTAL	267,675.88

*Part - 196.00*  
*School - 169,099.86*  
*\$98,380.02*

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 JULY 03, 1986

VENDOR NAME	WARRANT	AMOUNT
DISTRICT SUPPLY CENTER, INC.	G0003025	3,698.32
RUEDLINGER COMPANIES	T0000014	196.00
	PAGE	TOTAL
	DATE	TOTAL

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 JULY 10, 1986

VENDOR NAME	WARRANT	AMOUNT
DESOTO SKELGAS	G0003026	129.75
	PAGE	TOTAL
	DATE	TOTAL

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 JULY 14, 1986

VENDOR NAME	WARRANT	AMOUNT
STORY CONSTRUCTION	G0003027	63,617.88
HUGHES DRILLING CO., INC.	S0000745	12,028.60
HART FLOORS	S0000746	2,646.43
INSTITUTIONAL EQUIPMENT, INC.	S0000748	2,940.00
INSTITUTIONAL EQUIPMENT, INC.	S0000749	167.00
LARRY KERR PLUMBING & HEATING	S0000750	11,114.00
MAYHEW ELECTRIC	S0000751	4,750.00
OMAHA STAGE EQUIPMENT, INC.	S0000752	16,048.00
TRIANGLE	S0000754	45,315.00
WILLS EDUCATIONAL SALES	S0000755	64,828.00
STORY CONSTRUCTION	S0000756	6,472.83

PAGE	TOTAL	229,927.74
DATE	TOTAL	229,927.74

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 JULY 25, 1986

VENDOR NAME	WARRANT	AMOUNT
IPERS	G0003031	8,899.29
IPERS FOAB	G0003032	11,743.75
INSURANCE REVOLVING ACCOUNT	G0003033	6,620.31

PAGE	TOTAL	27,263.35
DATE	TOTAL	27,263.35

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 JULY 27, 1986

VENDOR NAME	WARRANT	AMOUNT
AMOCO OIL COMPANY	G0003028	7.70
IOWA POWER & LIGHT COMPANY	G0003029	3,608.02
	PAGE	TOTAL
	DATE	TOTAL

3,615.72

3,615.72

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 JULY 01, 1986

VENDOR NAME	WARRANT	AMOUNT
HART FLOORS	S0000747	175.00
	PAGE	TOTAL
	DATE	TOTAL

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 JULY 02, 1986

VENDOR NAME	WARRANT	AMOUNT
MARSHALL CO. SOD FARMS	S0000744	2,615.00
	PAGE	TOTAL
	DATE	TOTAL

2,615.00

2,615.00

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

-----  
SECRETARY

# RECAPITULATION OF FUNDS - JULY 1986

## GENERAL FUND

	<u>Operating Fund</u>
Balance, June 30, 1986	\$ 880,363.01
Receipts, July	347,569.48
Expenses, July	315,142.24
Loan to Schoolhouse Funds	<u>36,223.86</u>
Balance: July 31, 1986	\$ 876,566.39
Invested: Money Market Account	<u>876,135.94</u>
Cash: NOW Acct.	<u><u>\$ 430.45</u></u>

	<u>Tort Fund</u>	<u>Unemployment Fund</u>
Balance, June 30, 1986	\$3,667.37	\$22,892.34
Receipts, July	127.31	264.80
Expenses, July	<u>196.00</u>	<u>.00</u>
Balance, July 31, 1986	\$3,598.68	\$23,157.14
Invested: Money Market Acct.	<u>3,372.95</u>	<u>22,361.81</u>
Cash: NOW Acct.	<u><u>225.73</u></u>	<u><u>\$ 795.33</u></u>



SCHOOLHOUSE FUND

	<u>Bonds &amp; Interest</u>	<u>Site</u>
Balance, June 30, 1986	\$ (18,410.93)	\$ 1,626.46
Receipts, July	5,277.53	345.52
Loan from General Fund	13,133.40	1,941.47
Expenses, July	<u>.00</u>	<u>2,615.00</u>
Balance, July 31, 1986	<u>.00</u>	\$ 1,298.45
Invested: Money Market Acct.		<u>750.00</u>
Cash:		<u>\$ 548.45</u>

Capital Loan Notes (67½¢ Levy)

Balance, June 30, 1986	\$ (21,845.14)
Receipts, July	696.15
Loan from General Fund	21,148.99
Expenses, July	<u>.00</u>
Balance July 31, 1986	<u>\$ .00</u>

Capital Project (Building - 42)

Balance, June 30, 1986	\$ 165,572.03
Receipts, July	912.83
Expenses, July	<u>166,484.86</u>
Balance, July 31, 1986	<u>.00</u>

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

JULY, 1986

<u>GENERAL FUND REVENUE</u>	<u>PREVIOUS</u>	<u>TO DATE</u>	<u>THIS MONTH</u>
LOCAL SOURCES	.00	27,797.63	27,797.63
STATE SOURCES	.00	315,827.00	315,827.00
FEDERAL SOURCES	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTALS	<u>.00</u>	<u>343,624.63</u>	<u>343,624.63</u>
<u>TORT FUND REVENUE</u>	.00	127.31	127.31
<u>UNEMPL COMP REVENUE</u>	.00	264.80	264.80
<u>SCHOOLHOUSE FUND REVENUE</u>			
CAPITOL LOAN NOTES (67½¢ Levy)	.00	21,845.14	21,845.14
CAPITOL PROJECT (42)	.00	912.83	912.83
DEBT SERVICE	.00	18,410.93	18,410.93
SITE	<u>.00</u>	<u>2,286.99</u>	<u>2,286.99</u>
TOTAL ALL FUNDS	<u>.00</u>	<u>387,472.63</u>	<u>387,472.63</u>
<u>GENERAL FUND EXPENSES</u>			
DISTRICT WIDE	.00	125,086.94	125,086.94
HIGH SCHOOL	.00	74,287.14	74,287.14
MIDDLE SCHOOL	.00	32,553.92	32,553.92
ALL ELEMENTARY	.00	5,356.81	5,356.81
ADEL ELEMENTARY	.00	74,790.17	74,790.17
DeSOTO ELEMENTARY	.00	35,339.98	35,339.98
SPEC ED OUT	.00	.00	.00
NON-PUBLIC	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTALS	<u>.00</u>	<u>347,414.96</u>	<u>347,414.96</u>
<u>TORT FUND EXPENSE</u>	.00	196.00	196.00
<u>UNEMPL COMP REVENUE</u>	.00	.00	.00
<u>SCHOOLHOUSE FUND EXPENSE</u>			
CAPITOL PROJECT (42)	.00	166,484.86	166,484.86
DEBT SERVICE	.00	.00	.00
SITE	<u>.00</u>	<u>2,615.00</u>	<u>2,615.00</u>
TOTAL ALL FUNDS	<u>.00</u>	<u>516,710.82</u>	<u>516,710.82</u>



## TREASURER'S ANNUAL REPORT

TO THE  
BOARD OF EDUCATION,  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
AND  
COUNTY TREASURER

For The Fiscal Year July 1, 85 Thru June 30, 86

NAME OF  
DISTRICT Adel-DeSoto Community School COUNTY Dallas

CO. NO.	DIST. NO.	AEA
25	0027	XI

File one copy of this report with the school board at its regular July meeting. File one copy immediately with the state superintendent of public instruction. File one copy immediately with the county treasurer. (Section 291.15, Code of Iowa, 1975)

## GENERAL FUND

1. Treasurer's Cash Balance July 1, <u>85</u>	\$ <u>91,037.76</u>	
2. Securities Owned July 1, <u>85</u>	\$ <u>747,616.56</u>	
3. Total Assets July 1, <u>85</u> (#1 + #2)	\$ <u>838,654.32</u>	
4. General Fund Receipts During Year	\$ <u>5,650,591.76</u>	
5. TOTAL ASSETS TO ACCOUNT FOR (#3 + #4)	\$ <u>6,489,246.08</u>	
6. General Fund Expenditures for Year	\$ <u>5,439,401.12</u>	
7. TREASURER'S TOTAL ASSETS JUNE 30, <u>86</u> (#5 - #6)	\$ <u>1,049,844.96</u>	
8. Securities Owned June 30, <u>86</u>	\$ <u>910,206.56</u>	
9. TREASURER'S CASH BALANCE JUNE 30, <u>86</u> (#7 - #8)	\$ <u>139,638.40</u>	

## SCHOOLHOUSE FUND

10. Treasurer's Cash Balance July 1, <u>85</u>	\$ <u>2,747.39</u>	
11. Securities Owned July 1, <u>85</u>	\$ <u>462,338.56</u>	
12. Total Assets July 1, <u>85</u> (#10 + #11)	\$ <u>465,085.95</u>	
13. Schoolhouse Fund Receipts During Year	\$ <u>8,007,235.32</u>	
14. TOTAL ASSETS TO ACCOUNT FOR (#12 + #13)	\$ <u>8,472,321.27</u>	
15. Schoolhouse Fund Expenditures During Year	\$ <u>8,303,087.78</u>	
16. TREASURER'S TOTAL ASSETS JUNE 30, <u>86</u> (#14 - #15)	\$ <u>169,233.49</u>	
17. Securities Owned June 30, <u>86</u>	\$ <u>127,404.50</u>	
18. TREASURER'S CASH BALANCE JUNE 30, <u>86</u> (#16 - #18)	\$ <u>41,828.99</u>	

AMOUNT OF INTEREST-BEARING WARRANTS OUTSTANDING ON JUNE 30, 86

19. General Fund	\$ <u>None</u>	
20. Schoolhouse Fund	\$ <u>None</u>	
21. Total Outstanding Interest-Bearing Warrants June 30, <u>86</u>	\$ <u>None</u>	

## STATEMENT OF BANK DEPOSITS

22. Affidavits from depositor banks should be submitted to the board with this report.

Name of Bank	Active Funds	Restricted Funds	Securities	Total
Brenton Bank	\$ <u>181,467.39</u>	\$ <u>None</u>	\$ <u>1,037,611.06</u>	\$ <u>1,219,078.45</u>
	\$ _____	\$ _____	\$ _____	\$ _____
Totals	\$ <u>181,467.39</u>	\$ _____	\$ <u>1,037,611.06</u>	\$ <u>1,219,078.45</u>

## RECONCILIATION WITH SECRETARY

	General Fund	Schoolhouse Fund
23. Treasurer's Balance June 30, <u>86</u>	\$ <u>139,638.40</u>	\$ <u>41,828.99</u>
24. Add Receipts Reported by Secretary but Not Treasurer	\$ <u>None</u>	\$ <u>None</u>
25. Subtract Outstanding Warrants	\$ <u>137,440.95</u>	\$ <u>41,311.18</u>
26. Subtract Deposits in Transit	\$ <u>None</u>	\$ <u>None</u>
27. Secretary Balance June 30, <u>86</u> w/June interest added	\$ <u>2,197.45</u>	\$ <u>517.81</u>

I hereby certify the above report to be correct to the best of my knowledge and belief.

DISTRICT TREASURER'S SIGNATURE

The board of directors has examined the treasurer's records and the report above and herewith certify that both have been approved for the fiscal year July 1, 85 through June 30, 86.

Dated this 11th day of July, 1986.

BOARD PRESIDENT'S SIGNATURE

BOARD SECRETARY'S SIGNATURE

## DIRECTIONS

- This report should be based upon the treasurer's books. Disbursements, Items 6 and 15, should include amounts actually paid out by the treasurer and should not include warrants issued by the secretary and not paid by the treasurer.
- Statement of bank deposits, Item 22, should agree with affidavits from depository banks. The total amount of bank deposits should reconcile with total balances on hand June 30, \_\_\_\_\_ in Items 9 and 18.
- Balances on hand July 1, \_\_\_\_\_, Items 1 and 10, should be the same as those reported on hand June 30, \_\_\_\_\_ in last year's report.



# REPORT OF STUDENT BODY ACTIVITIES - JULY 1986

	<u>Received This Month</u>	<u>Expenditures This Month</u>	<u>Previous Balances</u>	<u>New Balances</u>
ETICS	1,616.00	2,143.27	1,318.70	791.43
BAND RESALE			(127.88)	(127.88)
BAND UNIFORM			1,368.02	1,368.02
INSTRUMENT RENT			534.25	534.25
PCM PCM GIRLS			121.91	121.91
CLASS OF '86			445.68	445.68
CLASS OF '87			538.40	538.40
AIASA			150.59	150.59
BUTTON CLUB			103.16	103.16
CHEERLEADERS			136.39	136.39
DRAMA		17.40	1,699.18	1,681.78
H.S. STUDENT COUNCIL			32.49	32.49
FRENCH CLUB			618.16	618.16
SOFTBALL CLUB	824.05	655.80	0.00	168.25
SPANISH CLUB			9.00	9.00
ACCOMMODATIONS		1,862.94	76.19	(1,786.75)
ADEL ELEM FUND			1,188.32	1,188.32
T EDUCATION	599.90		1,106.89	1,706.79
BOTTLE REFUND FUND			2,821.10	2,821.10
CAP & GOWN			13.70	13.70
CHANGE			0.00	0.00
ELEM IND ARTS			0.00	0.00
FACULTY LOUNGE		160.00	171.43	171.43
ICE CREAM FUND	6.95		728.31	568.31
IND ARTS RESALE - METALS			(1,986.31)	(1,979.36)
IND ARTS RESALE - WOODS			129.95	129.95
INSURANCE			748.53	748.53
INSURANCE REVOLVING	2,601.10	8,630.87	0.00	0.00
LIBRARY BOOK FINES			13,300.09	7,270.32
MISC. REC. & EXP.	263.74		110.05	110.05
PADLOCK FEE			15,519.05	15,782.79
PEP BUS			237.30	237.30
PHOTOGRAPHY FUND			444.56	444.56
POPCORN FUND			17.24	17.24
REVOLVING			1,071.63	1,071.63
SCHEDULE BOARD OF ACTIVITIES			(40.25)	(40.25)
SCHOLARSHIPS	500.00		932.84	932.84
SOC. SEC. REFUND			1,488.51	1,988.51
TEXTBOOK		1,257.70	8,012.38	8,012.38
TOWEL FEE			(3,360.52)	(4,618.22)
VOCAL FUNDS			1,445.20	1,445.20
YEARBOOK			12.16	12.16
			4,472.23	4,472.23
TOTALS	6,411.74	14,727.98	55,608.63	45,292.39
INVESTMENTS	208.47		45,455.00	45,663.47



RECAPITULATION OF ACTIVITY FUND

JULY 1986

Balance, June 30, 1986	\$ 55,608.63
Receipts, July	6,411.74
Expenses, July	<u>14,727.98</u>
Balance, July 31, 1986	47,292.39
Invested: Money Market Acct.	<u>45,663.47</u>
Cash: NOW acct, @ $5\frac{1}{4}$ Int.	\$ <u><u>1,628.92</u></u>

Adel-DeSoto Community Schools

Hot Lunch Financial Report

July, 1986

Receipts for July

Federal Reimb.-(June)-----	\$ 4,805.60
Other Income-----	26.95
Interest-----	76.08
Total Income for July-----	\$ 4,908.63

Expenses for July

Salary-----	\$ 3,633.89
Other Expenses-----	205.42
Total Expenses for July-----	\$ 3,839.31

Previous Receipts -----	\$ 0.00
July Receipts-----	4,908.63
Total Income for Year to Date-----	4,908.63
Opening Cash Balance-----	13,481.75
Total Cash Available-----	\$ 18,390.38

Previous Expenses-----	\$ 0.00
July Expenses-----	3,839.31
Total Expenses for Year to Date-----	\$ 3,839.31

Bank Statement Balance-----	\$ 14,671.97
Less Outstanding Checks-----	120.90
Total-----	14,551.07
Plus Undeposited Funds(From Schedule)-----	0.00
Reconciled Bank Statement Balance-----	\$ 14,551.07



## DISCIPLINE CONTRACT

David Whipple and the Adel-DeSoto School District

As a condition of enrollment, David Whipple agrees:

1. That since he was expelled last term, he will be on probationary status for the 1986-87 school year. Probation requires higher standards and violation will result in immediate expulsion.
2. To apologize to Mr. Severidt for vulgar remarks made the day of expulsion.
3. To read the entire student handbook before September 15 and confirm the reading to Mr. Norenberg.

In addition, if any of the following agreements are broken, all parties acknowledge and agree that David Whipple will be expelled from the Adel-DeSoto School for the remainder of the 1986-87 school year:

1. I will not use, possess or supply tobacco, alcohol, or any controlled substance while on school grounds.
2. I will not be under the influence of any controlled substance while on school grounds.
3. I will not be truant from school.
4. I will not vandalize or steal any school property.
5. I will maintain a 95% attendance rate and contact the school to explain every absence.
6. I will not engage in any activity that would result in a school suspension including conduct to teachers, classroom cooperation, and behavior at activity events.
7. I will not loiter in the building or on school grounds.

David S Whipple  
STUDENT

Aug. 11 - 86  
DATE

Dennis R. Spentley  
PARENT

Aug - 11 - 86  
DATE

Douglas C. Henderson  
PRESIDENT OF THE BOARD OF EDUCATION  
ADEL-DeSOTO COMMUNITY SCHOOL DISTRICT

Aug 11, 86  
DATE



Code No. 402.8 - Vacations

The Superintendent of Schools shall establish a vacation schedule for full-time certificated employees of the district. All vacations shall be taken during the school vacation periods, except by special arrangement with the Superintendent. The amount of vacation time shall be set by individual contracts.

Code No. 408.5 - Vacations

The Superintendent of Schools shall establish a vacation schedule for all non-certificated employees of the district.

All vacations shall be taken during the school vacation periods, except by special arrangement with the Superintendent.

Twelve-month regular non-certificated employees, who are paid by the hour, shall receive one week's vacation after the first year of employment; two weeks from two to nine years; three weeks after ten years; and four weeks after fifteen years or more of service.

Salaried personnel shall have their vacation set by their individual contract.

Vacation time may not accrue from one year to the next and employees may not be employed by the district for extra wages during vacation periods except in emergency situations and with prior approval of the Superintendent.





# IASB NETWORK

A PUBLICATION FOR THE  
IASB LEGISLATIVE NETWORK

^A ASSOCIATION OF SCHOOL BOARDS 707 MIDLAND FINANCIAL BLDG., 6th AVENUE AT MULBERRY, DES MOINES, IOWA 50309 TELEPHONE: 515-288-1991

May 9, 1986

TO: Members of the IASB Legislative Network,  
Superintendents, and AEA Administrators

RE: HF 2462 - SCHOOL EFFICIENCIES

Enclosed is a copy of HF 2462 in the form which was sent to Governor Branstad. Because the enrolled version of the bill is not yet available, we have pieced together the bill, and the amendments which were adopted. This report will focus on provisions of the bill which relate to economy task forces, and limits on administrative expenditures. A brief summary of other sections of the bill is also provided.

## ECONOMY TASK FORCES

Of immediate importance to school officials are sections 101 through 107 of the bill. Those provisions require school districts to establish economy task forces. The organizational meeting of these task forces must be held prior to June 1, 1986.

If Governor Branstad signs the bill, it will become law upon publication. That could be any time between now and June 10, depending on when the bill is signed and when it is published. We recommend that school officials make every effort to meet the June 1 deadline for the organizational meeting.

Membership of the task forces are to be the advisory committees required under section 280.12 of the Code, plus representatives of a county board of supervisors, a city council, a regional transit board, and an individual who is a CPA or has an accounting background. Because the deadline is so near (June 1), we suggest that the organizational meeting be held, even if the membership of the task force is not complete. As soon as practicable, the other required members of the task force should be added. Additionally, the task force may be composed of a subcommittee of the advisory committee, if all of the advisory committee members are not available to participate. If a subcommittee is appointed, we suggest that the task force advise the full advisory committee, prior to making its report to the school board.

The report is to be completed by November 1, 1986, and it should be presented to the school board. A copy of the report must also be filed with the DPI, and we suggest that you also send a copy to IASB. In addition to the subject matter listed in section 103, the report should include recommendations for changes in state law which will improve the efficiency of school districts and AEAs.

School officials should view this as an opportunity to provide input to the Department and to the legislature about school operations. When the legislature asks for recommendations from school officials, they should be provided to them.



# CHANGE ORDER

AIA DOCUMENT G701

Distribution to:

OWNER ☐  
ARCHITECT ☐  
CONTRACTOR ☐  
FIELD ☐  
OTHER ☐



PROJECT: ADEL DESOTO HIGH SCHOOL  
(name, address) Adel, Iowa

CHANGE ORDER NUMBER: E-5

TO (Contractor):

INITIATION DATE: July 3, 1986

ARCHITECT'S PROJECT NO: 1011284

CONTRACT FOR: Electrical Work

Mayhew Electric  
613 "D" Avenue  
Vinton, IA 52349

CONTRACT DATE: March 22, 1985

You are directed to make the following changes in this Contract:

1. Furnish and install wiring and conduit to connect the second well pump east of the building.....ADD \$3,000.00
  2. Furnish and install clocks in Rooms 101, 123, 233, 332, 405, and 425.....ADD 1,650.00
- TOTAL ADD THIS CHANGE ORDER.....\$4,650.00

Not valid until signed by both the Owner and Architect.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original (Contract Sum) (~~Guaranteed Maximum Cost~~) was ..... \$ 363,850.00  
Net change by previously authorized Change Orders ..... \$ 6,536.72  
The (Contract Sum) (~~Guaranteed Maximum Cost~~) prior to this Change Order was ..... \$ 370,386.72  
The (Contract Sum) (~~Guaranteed Maximum Cost~~) will be (increased) ~~decreased~~ unchanged by this Change Order ..... \$ 4,650.00  
The new (Contract Sum) (~~Guaranteed Maximum Cost~~) including this Change Order will be ... \$ 375,036.72  
The Contract Time will be ~~increased~~ ~~decreased~~ unchanged by ( -0- ) Days.  
The Date of Substantial Completion as of the date of this Change Order therefore is unchanged

ARCHITECT: DANA LARSON ROUBAL & ASSOCIATES  
400 Essex Court, Regency Park  
Omaha, NE 68114

CONTRACTOR: MAYHEW ELECTRIC  
613 "D" Avenue  
Vinton, IA 52349

Authorized: ADEL DESOTO COMMUNITY SCHOOL  
OWNER: 215 North 11th Street  
Adel, IA 50003

BY: *[Signature]* DATE: 7 July 86

BY: *[Signature]* DATE: 7/5/86

BY: \_\_\_\_\_ DATE: \_\_\_\_\_



## ADEL-DeSOTO COMMUNITY SCHOOL

## COMPARISON SHEETS FOR BIDS

DATE 8-11-86

GASOLINE (Regular)	DEALER	BRAND	PRICE	DISCOUNT
1. Walt Flinn	Diamond Oil	Sunoco	No Bid	
2. Roger Payne	Central Iowa FS			Pad II +5¢
3. Robert Fuller	Fuller Petroleum	Standard		Pad II +5¢
4. <i>Adel Co</i>			<i>No Bid</i>	
5. <i>Hunter</i>			<i>No Bid</i>	
6.				
7.				
8.				

DIESEL FUEL	DEALER	BRAND	PRICE	DISCOUNT
1. Walt Flinn	Diamond Oil	Sunoco	.4275	Pad II
2. Roger Payne	Central Iowa FS		.5400 .3972	Fixed Pad II
3. Robert Fuller	Fuller Petroleum		.3790	Pad II
4.				
5.				
6.				
7.				
8.				

FUEL OIL (#2 Furnace)	DEALER	BRAND	PRICE	DISCOUNT
1. Walt Flinn	Diamond Oil	Sunoco	.3975	Pad II
2. Roger Payne	Central Iowa FS		.5300 .3972	Fixed Pad II
3. Robert Fuller	Fuller Petroleum		.3640	Pad II
4.				
5.				
6.				
7.				
8.				



**Adel-DeSoto Community School**  
**Teacher Observation Form**

Teacher \_\_\_\_\_

Date \_\_\_\_\_

Class \_\_\_\_\_

Observation Time \_\_\_\_\_

	unsatisfactory	needs improvement	meets district standards	exemplary
1. The teacher's weekly lesson plans are up to date and adequate.				
2. The teacher's plans, materials, and techniques are adapted to meet the needs of slow, average, and gifted students.				
3. The teacher organizes materials, equipment, etc., in advance for class.				
4. The teacher's explanations are clear and adequate.				
5. The teacher maintains teacher-pupil rapport so as to provide a good learning atmosphere.				
6. The teacher often checks for understanding, provides remediation, and reteaches when necessary.				
7. The teacher employs a variety of approaches in presenting materials.				
8. The teacher motivates pupils to participate actively in classroom discussions and activities.				
9. The contributions and efforts of individual pupils are given recognition.				
10. The teacher maintains interest; enthusiasm and leadership are evident.				
11. The teacher is relaxed and shows self-confidence.				
12. The teacher makes available and uses a variety of resource materials.				
13. The teacher guides the pupils into efficient study habits.				
14. The classroom discipline is handled consistently — fair but firm.				
15. The teacher uses instructional time wisely (time on task).				
16. The teacher adjusts physical features of the room to provide a healthy and attractive environment.				
17. The teacher accepts responsibility for discipline outside the classroom.				
18. The teacher is on time to school, classes, meetings and is prompt with other responsibilities.				
19. The teacher is responsive to suggestions for improvement.				
20. The teacher maintains a good working staff relationship.				

All items marked "needs improvement" or "unsatisfactory" will include written comments explaining the problem and suggestions for improvement.

COMMENTS:

\_\_\_\_\_  
Principal/Date

\_\_\_\_\_  
Teacher/Date



## COACHES EVALUATION

COACHES \_\_\_\_\_

SPORT \_\_\_\_\_

DATE \_\_\_\_\_

U F N I M S E  
 N A E M E T X  
 S C E P E A E  
 A T O S D R T N M  
 T O S O S D A P  
 I R V E D R L  
 S Y M I D A R  
 T E S S Y  
 T N T.

1. The coach is interested in the total activities program. He/she is supportive of other programs and encourages students to participate in other activities.
2. The coach is dedicated to his/her program and shows enthusiasm while working with the program, participants, administration and parents.
3. The coach keeps well informed of new trends, techniques and strategies in his/her field.
4. He/she has the ability to get a player or team ready to play, mentally, physically and emotionally.
5. The coach exerts firm, fair, and consistent discipline.
6. The coach has compassion and concern for the well being of all the participants in the program, not just the starters.
7. The coach is innovative in planning. He/she develops methods and strategies that fit the material and ability level of the players.
8. He/she has good rapport with the students in the program. He/she has gained their respect by setting good examples.
9. The coach works on public relations with parents, faculty, administration and the news media.
10. He/She has a good rapport with fellow coaches, faculty and the administration.
11. The coach displays proper conduct towards officials, crowd, visiting teams and their coaches. He/she encourages and exhibits fair play and equal treatment. He/she supports the team with self control and poise.
12. The coach uses good judgement in delegating responsibilities to assistant coaches and make use of their talents.
13. The coach takes responsibility for issuing equipment, collecting equipment at the end of the season, cleaning equipment, inventoring equipment, completing end of season reports, and requisition equipment for next season.
14. The coach keeps proper records of participants, practice schedule, pre game plans, post game details, and files end of season reports on time.
15. The coach arranges for proper supervision locker rooms, towel room, training room etc. He/She makes sure doors are locked and lights are off before leaving.



U N S A C T O R I S  
F A C T O R I S  
N E E D S  
I M P R O V E M E N T  
M E T R I C S  
S T A N D A R D I S S  
E X E M P L A R Y

16. The coach adheres to the rules and regulations of the IHSAA, IGHS AU, Raccoon River Conference and the Adel-DeSoto Community School District.
17. The coach is supportive of all school administrative policies.
18. He/She follows the "chain of command" in regards to needs and problems.



ADEL-DeSOTO COMMUNITY SCHOOL  
CLASSIFIED PERSONNEL EVALUATION

Employee \_\_\_\_\_

DATE \_\_\_\_\_

School/Dept. \_\_\_\_\_

Position: \_\_\_\_\_

	Unsatisfactory	Needs Improvement	Meets District Standards	Exemplary
Attendance & Punctuality				
Personal Appearance				
Friendliness/Attitude: To Staff				
To Parents				
To Students				
Initiative/Judgement				
Organization of Tasks				
Acceptance of Criticism				
Quality of Work				
Creativity				

Comments/Recommendations:

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Employee's Signature

Signatures indicate that this form has been discussed in a conference with the employee. It does not necessarily mean that the employee agrees with all aspects of the evaluation.

A copy of this evaluation has been given to the employee.



ATTENDANCE & PUNCTUALITY: Employee is prompt and dependable in coming to work daily, conforming to schedules, keeping appointments and attending meetings.

Exemp. - Prompt to work; willing to lend extra time to complete assignments; puts forth extra time to learn and become more proficient in their work.

M.D.S. - Seldom absent for reasons other than those appearing in the contractual agreement.

N.Imp. - Frequent absences for illness and personal reasons; at times late with work assignment.

Unsat. - Priorities of work are not in keeping with attendance and punctuality requirements.

PERSONAL APPEARANCE: Employee gives the personal impression of cleanliness, good grooming, neatness and appropriateness of attire to position.

Exemp. - Gives extra attention to appearance.

M.D.S. - Usually neat, clean, and well groomed.

N.Imp. - Generally neat and clean.

Unsat. - Could give more attention to appearance.

FRIENDLINESS/ATTITUDE: Employee is sociable and courteous reflecting a positive attitude toward patrons, other employees, supervisors, and students.

Exemp. - Polite and quick to offer help and assistance; supports supervisor and fellow staff members; team worker.

M.D.S. - Agreeable and friendly; willing to work with supervisor, fellow staff members to complete tasks that need to be done.

N.Imp. - Keeps to themself OR too friendly (visiting interferes with work performance); lack of support to supervisor and fellow staff members.

Unsat. - Quick to complain; negative attitude with supervisor, fellow staff members; insubordinate.

INITIATIVE/JUDGEMENT: Employee, through their actions takes the first step or move to think and act without being urged to do so (self-starter).

Exemp. - Good initiative; looks for work to be done and schedules their work well; assumes responsibility.

M.D.S. - Assumes average degree of responsibility and follow through.

N.Imp. - Occasionally takes initiative; lacks follow through.

Unsat. - Rarely takes initiative; usually requires urging.

ORGANIZATION OF TASKS: Employee is able to follow outlined schedules, complete tasks, adapt to changes within the schedule, and take on tasks outside of regular duties.

Exemp. - Wastes no time; is industrious; completes all tasks; is a high producer.

M.D.S. - Schedules, performs and follows through with good work habits.

N.Imp. - Marginal work habits and scheduling ability; lacks efficiency.

Unsat. - Lacks organization to complete tasks and stay within schedule; requires extra help.

ACCEPTANCE OF CRITICISM: Employee is open to suggestions which will improve job performance and/or relationship within their work areas.

Exemp. - Accepts and seeks ways to improve in areas of assignment; quick to learn; has an understanding of what is expected of them.

M.D.S. - Grasps suggestions and instructions with the proper adjustments and attitude.

N.Imp. - Grasps suggestions and instructions with reluctance; is somewhat unwilling to try new ideas.

Unsat. - Sulks when constructive criticism is offered; unable to retain and accept change.

QUALITY OF WORK: Performs work accurately and thoroughly.

Exemp. - Requires little supervision; is exact and precise most of the time; work shows pride.

M.D.S. - Takes care of necessary tasks; completes them with reasonable promptness and small amount of error.

N.Imp. - Requires supervision; careless; makes more than average number of errors in work.

Unsat. - Makes frequent errors with errors recurrent. Improvement mandatory.

CREATIVITY: Employee shows a talent for finding and suggesting better ways of doing tasks.

Exemp. - When a solution is unattainable, finds alternate method or better way to handle task.

M.D.S. - Shows average problem solving ability.

N.Imp. - Over complicates situations instead of working to solve the problem.

Unsat. - Unable to respond to anything other than routine.



August 11, 1986

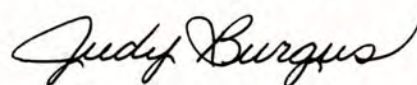
Adel-DeSoto School Board  
Adel-DeSoto Community School District  
Adel, IA 50003

Dear Fellow Board Members:

I wish to submit my resignation from the Adel-DeSoto School Board effective August 22, 1986.

My association with you has been an enriching experience. I want to commend you on the manner in which you strive to make ours an outstanding school district and thank you for sharing your knowledge with me these past three years.

Sincerely yours,



Judy Burgus

*Approved  
8/11/86 TH*