

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Education of the Adel-DeSoto-Minburn Community School District will meet at 8:00 o'clock p.m. on the 26th day of April, 1995, in the High School Conference Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA
HIGH SCHOOL CONFERENCE ROOM
ADEL, IOWA

April 26, 1995
8:00 P.M.

OPENING:

8:00 P.M. Call to order
 Roll call
 Emergency additions and adoption of agenda
 Welcome of visitors and open forum

ACTION ITEMS:

8:05 Review and award bids on track and grandstand
9:00 Review and select PPEL projects
10:00 Select finance option
10:15 Approve negotiated agreement
10:20 Conference realignment update
10:30 Adjournment

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

Shirley McAdon
Secretary
Board of Education

MINUTES OF BOARD OF EDUCATION

| | | | | | |
|-----------------|---------------|-----------|-------------|-----------|------|
| Special | Schoolhouse | 8:00 p.m. | April | 26, | 1995 |
| Kind of Meeting | Meeting Place | Time | Month | Day | Year |
| | | | Day of Week | Wednesday | |

MEMBERS

Present

Absent

Ray Hemphill

Presiding Officer

Dan Heefner

Harold Hill

Steve Pedersen

Craig Saveraid

Tim Hoffman

Superintendent of Schools

Shirley McAdon

Secretary-Board of Education

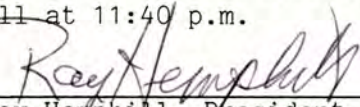
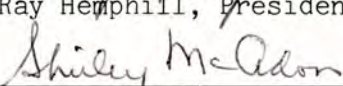
Marginal headings of items of business. Items may be numbered consecutively.

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

| | |
|---|---|
| Call to Order | The meeting was called to order. Roll call was taken. Present were Dan Heefner, Harold Hill, Steve Pedersen, Craig Saveraid, and President Ray Hemphill. Visitors were present. |
| Roll Call | |
| Agenda | It was moved by Saveraid, seconded by Heefner, to adopt the agenda as presented. Motion carried unanimously. |
| Welcome of Visitors | President Hemphill welcomed visitors and invited public comments during Open Forum. No comments were made. |
| Open Forum | |
| Review and Award Bids on Track and Grandstand | Bids on the track and the grandstand were reviewed. It was moved by Heefner, seconded by Saveraid, to table acceptance of a bid on the track until further investigation of the low bid is completed. Motion carried unanimously. It was moved by Heefner, seconded by Hill, to accept low bid for the grandstand from SturdiSteel for \$118,812. Motion carried unanimously. |
| Review and Select PPEL Projects | Superintendent reviewed PPEL projects. When the track bid is selected, PPEL projects will be prioritized. |
| Select Finance Option | Superintendent presented a negotiated bid from the Raccoon Valley State Bank and the Brenton Bank acting together to finance PPEL projects. It appears that a public sale would produce comparable interest rates but include greater costs of issuance. It was moved by Heefner, seconded by Saveraid, to borrow from our local banks at the rates listed. Motion carried unanimously. |
| Approve Negotiated Agreement | Superintendent presented the negotiated agreement with certified staff with adjustments. It was moved by Heefner, seconded by Pedersen, to approve the negotiated agreement as adjusted. Motion carried unanimously. |

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

Continuation of special board meeting held April 26, 1995
 Month Day Year

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| Conference Realignment Update | Activities Director informed the Board of developments concerning the Raccoon River Valley Conference. It appears that some members may wish to leave the conference for the 1996-97 school year. Board consensus favored allowing those members to leave the conference. |
| Administrative Reports | Goal-setting was set for 1:00 p.m., June 20. The Board's negotiating team will meet to review comparables for classified salaries and administrative salaries May 2 to prepare a recommendation for the Board. |
| Adjournment | It was moved and seconded to adjourn. Motion carried unanimously and the meeting was adjourned by President Hemphill at 11:40 p.m. |
| | Minutes approved as <u>presented</u> <div style="text-align: right;">  Ray Hemphill, President </div> |
| | Dated <u>5/8/95</u> <div style="text-align: right;">  Shirley McAdon, Secretary </div> |

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Education of the Adel-DeSoto-Minburn Community School District will meet at 8:00 o'clock p.m. on the 10th day of April, 1995, in the High School Conference Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA
HIGH SCHOOL CONFERENCE ROOM

April 10, 1995
8:00 P.M.

OPENING:

| | |
|---------|--|
| 8:00 PM | Call to order |
| | Roll call |
| | Emergency additions and adoption of agenda |
| | Approval of minutes |
| | Approval of bills and claims |
| | Secretary/Treasurer financial reports |
| | Welcome of visitors and open forum |

ACTION ITEMS:

| | |
|-------|--|
| 8:20 | 1995-96 budget hearing |
| 8:30 | Amendment of 1994-95 budget |
| 8:35 | ITED results |
| 8:50 | Resignations, modifications, new contracts |
| 8:55 | Board policy review |
| 9:00 | Open enrollment requests |
| 9:05 | PPEL projects |
| 9:25 | 1995-96 registration fees |
| 9:35 | 1995-96 school calendar |
| 9:40 | Administrative reports |
| 10:00 | Adjournment |

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

Shirley McAdon
Secretary
Board of Education

MINUTES OF BOARD OF EDUCATION

| | | | | | |
|-----------------|---------------|-----------|-------------|--------|------|
| Regular | Schoolhouse | 8:00 p.m. | April | 10, | 1995 |
| Kind of Meeting | Meeting Place | Time | Month | Day | Year |
| | | | Day of Week | Monday | |

MEMBERS

Present

Absent

Ray Hemphill

Presiding Officer

Dan Heefner

Harold Hill

Steve Pedersen

Craig Saveraid

Tim Hoffman

Superintendent of Schools

Shirley McAdon

Secretary-Board of Education

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

Form 228 Pioneer Publishing Co., Kearney, Nebr.

Call to Order

Roll Call

The meeting was called to order. Roll call was taken. Present were Dan Heefner, Harold Hill, Steve Pedersen, Craig Saveraid, and President Ray Hemphill. Visitors included Pat Stalter; Connie Hefner; Carol Stroud; Jeff Neuman-Lee; and Principals Carole Schlapkohl, Jim Nelsen, Bill Kimber, and Greg DeTimmerman.

Agenda

It was moved by Saveraid, seconded by Heefner, to adopt the agenda with the addition of "Clarification of Minburn Building Use" at 9:38 p.m. to clarify discussion from the last regular meeting for the public. Motion carried unanimously.

Minutes

It was moved by Heefner, seconded by Hill, to approve the minutes of the regular meeting March 13, special meeting March 20, and special meeting March 27 as presented. Motion carried unanimously.

Bills

It was moved by Heefner, seconded by Pedersen, to approve the bills totaling \$92,763.27 and bills between meetings as presented. Motion carried unanimously.

Mo.Fin.Rpts.

Monthly financial reports were reviewed and discussed.

Welcome of

Visitors

Open Forum

President Hemphill welcomed visitors and invited public comments during Open Forum. No comments were made.

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

Continuation of regular board meeting held April 10, 1995
Month Day Year

1995-96
Budget
Hearing

President Hemphill opened the budget hearing. No written comments were received. Questions were asked by the public. President Hemphill closed the hearing. It was moved by Hill, seconded by Saveraid, to approve the budget as modified from the proposed budget by reducing the amount of the general fund to the dollars generated by 3.5% allowable growth. Motion carried 4-1 (Heefner-no).

Amendment
of 1994-95
Budget

Superintendent recommended amendment of the 1994-95 budget, raising the budget in the general fund by \$200,000 to allow for the payment of two school busses that should have occurred the prior year and raising the budget in the schoolhouse fund by \$200,000 to allow the district to make expenditures on the sports complex in June. No additional tax monies will be raised by this amendment. It was moved by Heefner, seconded by Pedersen, to publish the intent to amend the 1994-95 budget and to set May 8 as the date for the public hearing. Motion carried unanimously.

ITED Results

Principal DeTimmerman presented the results of the ITED. Discussion followed.

Resignations,
Modifications,
and New
Contracts

Superintendent recommended resignations from Jeff Rains, assistant soccer; Penny Wildin, high school language arts teacher; and Judy Archip, high school library associate, and a conditional resignation for Melissa Hagemeier, elementary teacher. Superintendent recommended the conditional contract modification of Valarie Gibson from .9 time GATE/Chapter I to .5 time GATE. Superintendent recommended new contracts for Jonna Nelson, middle school softball, summer 1995; Troy Cortez, girls' head soccer, spring 1995; and Eric Heitz, middle school boys' track, 1995-96. It was moved by Heefner, seconded by Hill, to approve resignations, modifications, and new contracts as presented. Motion carried unanimously.

Board
Policy
Review

Superintendent recommended the second and final reading of Board policy 505.8 "Commencement". Superintendent recommended the first reading of Board policy modifications for 221 "Gifts to Board of Directors", 402.4 "Gifts to Employees", 505.5 "Testing Program", 605.2 "Instructional Materials Inspection", 606.7 "Student Field Trips and Excursions", and 904.5 "Distribution of Materials". It was moved by Hill, seconded by Heefner, to approve the second and final reading of Board policy 505.8 and the first reading of the modified Board policies as presented. Motion carried unanimously.

Open Enrollment
Requests

Superintendent recommended open enrollment requests for Ryan Lyddon and Courtney Brown from Dallas Center-Grimes to ADM for

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

Continuation of regular board meeting held April 10, 1995
 Month Day Year

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

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|---|---|
| 1994-95 and for Cori and Erin Howard from Dexfield to ADM for 1994-95. It was moved by Saveraid, seconded by Heefner, to approve open enrollment requests as presented. Motion carried unanimously. | |
| PPEL Projects | Superintendent presented information to review a list of projects and costs to begin discussing priorities. Discussion followed. |
| 1995-96 Registration Fees | Superintendent recommended registration fees for 1995-96. It was moved by Heefner, seconded by Saveraid, to approve registration fees for 1995-96 as presented with the exception of book rental which shall remain at \$16 per year. Motion carried unanimously. |
| 1995-96 School Calendar | Superintendent recommended the 1995-96 school calendar. It was moved by Heefner, seconded by Saveraid, to approve the 1995-96 school calendar as presented. Motion carried unanimously. |
| Clarification of Minburn Building Use | Board members spoke to the issue of the use of the Minburn building in regard to discussion at the last Board meeting when perhaps it was unclear that the Board had not decided the use of the Minburn building. In fact, the Board had discussed many options for the use of the building as well as other buildings in the district. The Minburn building had been and will be used as a K-5 elementary school under present conditions until some compelling reason, such as growth in attendance, would dictate otherwise. |
| Administrative Reports | Superintendent presented information about a possible city re-zoning of land around the high school. |
| | Superintendent suggested several possible dates for summer goal-setting. The Board will advise the superintendent of suitable dates. |
| Adjournment | It was moved and seconded to adjourn. Motion carried unanimously and the meeting was adjourned by President Hemphill at 11:10 p.m. |

Minutes approved as presented

Dated 5/8/95

Ray Hemphill
 Ray Hemphill, President

Shirley McAdon
 Shirley McAdon, 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.

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

Continuation of regular board meeting held April 10, 1995

Month

Day

Year

Bills Between Meetings

Bills paid between meetings:

GENERAL FUND:

OPERATING FUND:

| | | |
|----------------------|-----------------------------------|------------|
| Apple Computer | Software | \$ 79.00 |
| Brenton Bank | FICA & Fed W/H, April payroll | 101,388.02 |
| Hayes Micro Computer | Equipment/software | 113.95 |
| Insurance Revolving | Employer's portion, April payroll | 25,259.00 |
| IPERS | Employer's portion, April payroll | 22,901.15 |
| Postmaster | Postage | 140.54 |
| Science Center | Admissions | 51.00 |
| Software Ventures | Software | 57.95 |

FUND TOTAL \$149,990.61

SCHOOLHOUSE FUND:

DEBT SERVICE FUND:

| | | |
|--------------|--------------------|--------------|
| Brenton Bank | Bonds and interest | \$344,170.00 |
|--------------|--------------------|--------------|

PHYSICAL PLANT & EQUIPMENT FUND:

| | | |
|--------------|--------------------------------|--------------|
| Brenton Bank | Capital loan note and interest | \$ 78,450.00 |
|--------------|--------------------------------|--------------|

FUND TOTAL \$422,620.00

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

Continuation of _____ board meeting held _____

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Month

Day

Year

APPROVED

WARRANTS DATED APRIL 10, 1995

| VENDOR NAME | WARRANT | AMOUNT |
|---|----------|----------|
| A.W. PELLER & ASSOCIATES, INC. <i>Supp.</i> | G0073269 | 55.83 |
| ABSEF: FITNESS FOR KIDS <i>Supp.</i> | G0073270 | 38.15 |
| ACCESS SYSTEMS <i>Supp./repair</i> | G0073271 | 50.00 |
| ACTIVITY RESOURCES COMPANY, INC. <i>Supp.</i> | G0073272 | 20.40 |
| ADDISON-WESLEY PUBLISHING CO, INC. <i>Supp.</i> | G0073273 | 232.74 |
| ADEL AUTO SUPPLY <i>Supp.</i> | G0073274 | 53.19 |
| ADEL CHAMBER OF COMMERCE <i>dues</i> | G0073275 | 100.00 |
| ADEL SUPER VALU <i>Supp.</i> | G0073276 | 8.53 |
| ADEL TV & APPLIANCE CO UPS/ <i>repair</i> | G0073277 | 88.69 |
| ADEL-DESOTO-MINBURN FOOD SERVICE <i>Supp.</i> | G0073278 | 135.03 |
| ADVANCED AUTO ELECTRONICS <i>Supp.</i> | G0073279 | 27.00 |
| ALL AMERICAN <i>Supp./repair</i> | G0073280 | 269.15 |
| AMERICAN ASS. OF SCHOOL ADMIN. <i>dues</i> | G0073281 | 219.00 |
| AMERICAN MARKING, INC. <i>Supp.</i> | G0073282 | 9.50 |
| AMERICONNECT <i>tel.</i> | G0073283 | 101.12 |
| APPLE COMPUTER, INC. <i>Supp./equip.</i> | G0073284 | 915.30 |
| APS TECHNOLOGIES <i>Supp./equip.</i> | G0073285 | 929.48 |
| ARCHER TV & APPLIANCE <i>Supp./equip.</i> | G0073286 | 625.00 |
| AREA EDUCATION AGENCY 11 <i>Supp./sew.</i> | G0073287 | 382.87 |
| ARGUS COMMUNICATIONS <i>Supp.</i> | G0073288 | 63.82 |
| AT&T <i>tel.</i> | G0073289 | 3.59 |
| AUTO METER PRODUCTS, INC. <i>equip.</i> | G0073290 | 1,086.01 |
| BALDON & SON HARDWARE <i>Supp.</i> | G0073291 | 263.94 |
| BARNES & NOBLE <i>Supp.</i> | G0073292 | 370.73 |
| BAUER BUILT INC. <i>Supp.</i> | G0073293 | 347.94 |
| BEACON MICROCENTER <i>Supp./equip.</i> | G0073294 | 821.00 |
| BECKLEY CARDY COMPANY <i>Supp.</i> | G0073295 | 505.81 |
| HOWARD BELGARDE TRUCKING <i>snow removal/grounds upkeep</i> | G0073296 | 260.00 |
| BELIN CENTER <i>Supp.</i> | G0073297 | 30.00 |
| BELIN HARRIS LAMSON MCCORMICK <i>legal fees</i> | G0073298 | 602.06 |
| BEN FRANKLIN VARIETY STORE <i>Supp.</i> | G0073299 | 108.06 |
| TERRY BLANCHARD <i>travel</i> | G0073300 | 20.28 |
| BOOK GROUP/MEREDITH CORPORATION <i>Supp.</i> | G0073301 | 13.95 |
| BOUND TO STAY BOUND BOOKS INC. <i>books</i> | G0073302 | 108.30 |
| J PAUL BRATNEY <i>nonpub. transp.</i> | G0073303 | 137.17 |
| LAURA BRENNER <i>film dev.</i> | G0073304 | 26.80 |
| BRODART INC. <i>books</i> | G0073305 | 120.29 |

9,150.73

I HEREBY CERTIFY THAT, TO THE BEST OF MY KN
 ABOVE LIST OF BILLS IS CORRECT AND HAS BEEN

AUTHORIZE

SECRETARY

REPORT 110062

L B I L L S
NBURNDATE 04/0
TIME 12:4

APPROVED

WARRANTS DATED APRIL 10, 1995

| VENDOR NAME | WARRANT | AMOUNT |
|--|----------|----------|
| BRODHEAD-GARRETT COMPANY <i>Supp.</i> | G0073306 | 247.61 |
| BOB BROWN CHEVROLET <i>Supp.</i> | G0073307 | 10.87 |
| BUSINESS COMMUNICATIONS CORP. <i>repair</i> | G0073308 | 65.00 |
| BYTES OF LEARNING INCORPORATED <i>license</i> | G0073309 | 508.00 |
| CALLOWAY HOUSE INC <i>Supp.</i> | G0073310 | 109.20 |
| CAMBRIDGE EDUCATIONAL <i>Supp.</i> | G0073311 | 153.84 |
| CARLEX <i>Supp.</i> | G0073312 | 27.40 |
| CAROLINA BIOLOGICAL SUPPLY CO <i>Supp.</i> | G0073313 | 225.62 |
| CENTRAL IOWA FS INC <i>fuel</i> | G0073314 | 1,710.12 |
| DANIEL CHAPMAN SNOW REMOVAL <i>snow removal</i> | G0073315 | 75.00 |
| CHASELLE <i>Supp.</i> | G0073316 | 560.34 |
| CHELSEA HOUSE PUBLISHERS <i>books</i> | G0073317 | 57.62 |
| FRANCES J CHRISTENSEN <i>travel</i> | G0073318 | 7.80 |
| CHRONICLE GUIDANCE PUB. INC. <i>Pub.</i> | G0073319 | 185.90 |
| CITY OF ADEL <i>util.</i> | G0073320 | 1,097.34 |
| CITY OF DESOTO <i>util.</i> | G0073321 | 408.97 |
| CITY OF MINBURN <i>util.</i> | G0073322 | 209.99 |
| DAHL'S FOOD MARKETS <i>Supp.</i> | G0073323 | 24.63 |
| DALE SEYMOUR PUBLICATIONS <i>Supp.</i> | G0073324 | 95.10 |
| DALLAS CENTER-GRIMES COM. SCHOOL <i>tuition</i> | G0073325 | 6,046.50 |
| DALLAS COUNTY AUDITOR <i>election serv.</i> | G0073326 | 805.53 |
| DALLAS COUNTY NEWS <i>Pub.</i> | G0073327 | 909.89 |
| DBS OF IOWA, INC. <i>Supp./maint.</i> | G0073328 | 826.59 |
| HAROLD L DENMAN <i>snow removal</i> | G0073329 | 50.00 |
| DES MOINES AREA COMMUNITY COLLEGE <i>tuition</i> | G0073330 | 2,085.55 |
| DES MOINES REGISTER & TRIBUNE <i>Supp.</i> | G0073331 | 140.50 |
| DICK BLICK <i>Supp.</i> | G0073332 | 310.70 |
| EAST GREENE COMMUNITY SCHOOL <i>tuition</i> | G0073333 | 868.78 |
| ECOL-O-KIDS <i>Supp.</i> | G0073334 | 28.50 |
| EDUCORP <i>equip.</i> | G0073335 | 382.00 |
| ENGEL LAW OFFICE <i>legal fees</i> | G0073336 | 63.75 |
| ETR ASSOCIATES <i>Supp.</i> | G0073337 | 38.50 |
| FAS-TRACK COMPUTER PRODUCTS <i>Supp.</i> | G0073338 | 137.57 |
| FIDLAR COMMERCIAL OFFICE SUPPLY <i>Supp.</i> | G0073339 | 41.33 |
| FILMIC ARCHIVES <i>Supp.</i> | G0073340 | 54.45 |
| FORREST T JONES & CO. <i>ins.</i> | G0073341 | 24.00 |
| FOUR WINDS INDIAN BOOKS <i>Supp.</i> | G0073342 | 117.93 |

18,712.42

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

AUTHORIZED

SECRETARY

APPROVED

WARRANTS DATED APRIL 10, 1995

| VENDOR NAME | WARRANT | AMOUNT |
|--|----------|----------|
| FRANKLIN CLAY FILMS <i>Supp.</i> | G0073343 | 67.25 |
| FRANKLIN ELECTRONIC PUBLISHERS <i>Supp.</i> | G0073344 | 94.34 |
| CHARLES GABUS FORD, INC. <i>Supp.</i> | G0073345 | 172.46 |
| GAMCO INDUSTRIES, INC. <i>Supp.</i> | G0073346 | 14.25 |
| GENERAL BINDING CORPORATION <i>Supp.</i> | G0073347 | 1,213.15 |
| GENERAL TELEPHONE CO <i>tel.</i> | G0073348 | 183.62 |
| GRAYMARK INTERNATIONAL, INC. <i>Supp.</i> | G0073349 | 57.35 |
| DOUGLAS GRIEVE <i>nonpub. transp.</i> | G0073350 | 351.37 |
| DAVID GRUVER <i>travel</i> | G0073351 | 72.93 |
| HAMMOND & STEPHENS <i>Supp.</i> | G0073352 | 56.28 |
| HARBOR FREIGHT SALVAGE CO. <i>Supp.</i> | G0073353 | 219.35 |
| HARCOURT BRACE <i>Supp./textbooks</i> | G0073354 | 260.14 |
| VAN HARDEN <i>nonpub. transp.</i> | G0073355 | 256.17 |
| HARLAND HARDWARE <i>Supp.</i> | G0073356 | 128.11 |
| HAZELDEN <i>Supp.</i> | G0073357 | 372.90 |
| D C HEATH & CO <i>workbooks</i> | G0073358 | 114.96 |
| RACHELLE HEPNER <i>Supp.</i> | G0073359 | 46.85 |
| HERFF JONES <i>Supp.</i> | G0073360 | 168.45 |
| HI-WAY AUTO AND TIRE SERVICE <i>tires/ser.</i> | G0073361 | 712.00 |
| THE HIGHSMITH CO INC <i>Supp.</i> | G0073362 | 271.47 |
| TIMOTHY HOFFMAN <i>travel/fuel</i> | G0073363 | 61.95 |
| KELLEY HOOD <i>travel/fuel</i> | G0073364 | 62.06 |
| HOTH & CO. <i>books</i> | G0073365 | 191.93 |
| INCENTIVES FOR LEARNING, INC. <i>Supp.</i> | G0073366 | 27.95 |
| INLAND TRUCK PARTS CO <i>Supp.</i> | G0073367 | 375.17 |
| THE INSTRUMENTALIST COMPANY <i>Supp.</i> | G0073368 | 85.37 |
| INTELLIMATION <i>Supp.</i> | G0073369 | 33.00 |
| INTERSTATE BATTERY SYSTEM OF CEN <i>Supp./repair</i> | G0073370 | 177.85 |
| INTERSTATE DETROIT DIESEL, INC. <i>Supp.</i> | G0073371 | 204.18 |
| INTERSTATE MUSIC SUPPLY <i>Supp.</i> | G0073372 | 19.40 |
| IOWA DEPARTMENT OF PUBLIC HEALTH <i>Supp.</i> | G0073373 | 37.00 |
| IOWA DES MOINES SUPPLY, INC. <i>Supp.</i> | G0073374 | 25.08 |
| IOWA HIGH SCHOOL SPEECH ASSOC. <i>Supp.</i> | G0073375 | 911.00 |
| IOWA JEWELERS SUPPLY COMPANY <i>Supp.</i> | G0073376 | 36.05 |
| IOWA NETWORK SERVICES, INC <i>tel.</i> | G0073377 | 223.36 |
| IOWA TESTING PROGRAMS <i>testing</i> | G0073378 | 404.03 |
| IRI SKYLIGHT <i>Supp.</i> | G0073379 | 237.60 |

7,946.38

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

AUTHORIZED

SECRETARY

CEI

REPORT 110062

L B I L L S
MINBURN

DATE 04/04
TIME 12:43

APPROVED

WARRANTS DATED APRIL 10, 1995

| VENDOR NAME | WARRANT | AMOUNT |
|---|----------|-----------|
| ITP EDUCATION DIVISION <i>Supp./workbooks</i> | G0073380 | 169.28 |
| JEFFREY NORTON PUBLISHERS, INC <i>Supp.</i> | G0073381 | 49.45 |
| JMC COMPUTER SERVICE INC <i>Supp.</i> | G0073382 | 15.00 |
| JOHNSTON DISTRIBUTING COMPANY <i>Supp.</i> | G0073383 | 397.49 |
| K-L PARTS INC. <i>Supp.</i> | G0073384 | 113.49 |
| KELVIN ELECTRONICS <i>Supp.</i> | G0073385 | 86.88 |
| KEY CURRICULUM PRESS <i>Supp.</i> | G0073386 | 179.95 |
| KEY PUBLISHERS, INC. <i>Supp.</i> | G0073387 | 57.65 |
| KIDSOFT, INC. <i>Supp.</i> | G0073388 | 102.77 |
| KIMBALL MIDWEST <i>Supp.</i> | G0073389 | 384.01 |
| WILLIAM KIMBER <i>travel</i> | G0073390 | 48.36 |
| KITCHEN AID <i>equip.</i> | G0073391 | 345.50 |
| KNIGHT-RIDDER INFORMATION, INC. <i>Sew.</i> | G0073392 | 5.12 |
| MIKE KOZIOL <i>nonpub. transp.</i> | G0073393 | 137.17 |
| LAKESHORE <i>Supp./books</i> | G0073394 | 352.78 |
| LARRY BELGARDE EXCAVATING <i>grounds upkeep</i> | G0073395 | 1,014.75 |
| J S LATTA COMPANY <i>Supp./equip.</i> | G0073396 | 3,798.11 |
| DEBRA S LAU <i>Sew.</i> | G0073397 | 60.00 |
| LAWRENCEVILLE PRESS <i>textbooks</i> | G0073398 | 560.38 |
| LEARNING SEED COMPANY <i>Supp.</i> | G0073399 | 188.00 |
| LMI <i>Supp.</i> | G0073400 | 112.95 |
| MAC WAREHOUSE <i>Supp./equip.</i> | G0073401 | 1,961.80 |
| MAPES PIANO TUNING AND REPAIR <i>repair</i> | G0073402 | 90.00 |
| SHIRLEY MCADON <i>travel</i> | G0073403 | 19.24 |
| MCC/MIDWEST <i>Supp.</i> | G0073404 | 1,013.12 |
| MCGRAW - HILL <i>Supp.</i> | G0073405 | 138.21 |
| C. H. MCGUINESS CO., INC. <i>Repair</i> | G0073406 | 344.08 |
| MCM ELECTRONICS <i>Supp.</i> | G0073407 | 232.80 |
| MECC <i>Supp.</i> | G0073408 | 299.00 |
| MEMORY DIRECT INC. USA <i>equip.</i> | G0073409 | 578.00 |
| MICROSOFT <i>Supp.</i> | G0073410 | 27.84 |
| MICROSTORE, INC. <i>Supp.</i> | G0073411 | 99.24 |
| MIDWEST AGRIBUSINESS SERVICES IN <i>Supp.</i> | G0073412 | 85.45 |
| MIDWEST POWER <i>elect./nat. gas</i> | G0073413 | 12,391.70 |
| MIDWEST RADIATOR <i>Supp.</i> | G0073414 | 831.42 |
| MIDWEST TECH PRODUCTS & SERVICES <i>Supp.</i> | G0073415 | 1,178.95 |
| MINBURN TELEPHONE COMPANY <i>tel.</i> | G0073416 | 368.58 |

28,338.52

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

AUTHORIZED

SECRETARY

APPROVED

WARRANTS DATED APRIL 10, 1995

| VENDOR NAME | WARRANT | AMOUNT |
|--|----------|----------|
| MODERN CURRICULUM PRESS, INC. <i>supp./workbooks</i> | G0073417 | 617.16 |
| MODERN SCHOOL SUPPLIES, INC. <i>Supp.</i> | G0073418 | 462.40 |
| MONTEITH/KRYGER GLASS <i>repair</i> | G0073419 | 388.50 |
| MOORE MUSIC, INC. <i>Supp./repair</i> | G0073420 | 103.00 |
| NASCO <i>Supp.</i> | G0073421 | 40.71 |
| NATIONAL TEXTBOOK CO. <i>Supp.</i> | G0073422 | 93.88 |
| NATIONAL EDUCATIONAL SERVICE <i>workbooks</i> | G0073423 | 17.15 |
| JAMES NELSEN <i>travel/supp.</i> | G0073424 | 75.30 |
| NUBALL MFG. CO. <i>Supp.</i> | G0073425 | 944.95 |
| TERRY W. ODAM <i>nonpub. transp.</i> | G0073426 | 256.17 |
| OPPORTUNITIES FOR LEARNING, INC. <i>Supp.</i> | G0073427 | 132.93 |
| PAPERMODELS INTERNATIONAL <i>Supp.</i> | G0073428 | 84.90 |
| DAVID PARKS <i>travel</i> | G0073429 | 86.80 |
| PASCO SCIENTIFIC <i>equip.</i> | G0073430 | 1,534.50 |
| J.W. PEPPER OF MINNEAPOLIS <i>Supp.</i> | G0073431 | 31.41 |
| PERFECTION LEARNING CORP. <i>Supp.</i> | G0073432 | 348.50 |
| PERMA-BOUND <i>books</i> | G0073433 | 151.01 |
| PERRY CHIEF <i>pub.</i> | G0073434 | 7.63 |
| PRESTWICK HOUSE <i>Supp.</i> | G0073435 | 71.44 |
| PRINCETON TEACHING ASSOC SOFTWARE <i>Supp.</i> | G0073436 | 79.95 |
| PUCKETT ELECTRIC TOOLS INC <i>Supp.</i> | G0073437 | 32.78 |
| QUILL CORPORATION <i>supp.</i> | G0073438 | 425.33 |
| RAYMOND GEDDES AND COMPANY, INC. <i>Supp.</i> | G0073439 | 25.00 |
| RELIABLE <i>Supp.</i> | G0073440 | 119.13 |
| REMEDIA PUBLICATIONS, INC. <i>Supp.</i> | G0073441 | 44.45 |
| FRANK RIEMAN MUSIC INC <i>Supp./repair</i> | G0073442 | 112.95 |
| ROBERT RITTGERS <i>nonpub. transp.</i> | G0073443 | 137.17 |
| RIVERSIDE PUBLISHING CO <i>Supp./testing</i> | G0073444 | 1,350.28 |
| ROBERT JACOBSON DESIGN, LTD <i>Supp.</i> | G0073445 | 46.00 |
| ROYAL OFFICE SYSTEMS, INC. <i>maint.</i> | G0073446 | 101.30 |
| JENNIE RYMAN <i>Supp.</i> | G0073447 | 23.03 |
| SANDE LUMBER CO INC <i>Supp.</i> | G0073448 | 102.22 |
| SAX ARTS & CRAFTS <i>Supp.</i> | G0073449 | 93.01 |
| CAROLE SCHLAPKOHL <i>supp./travel/tel./film dev.</i> | G0073450 | 107.09 |
| SCHOLASTIC MAGAZINES <i>Supp.</i> | G0073451 | 250.80 |
| SCHOLASTIC, INC. <i>Supp./textbooks/workbooks</i> | G0073452 | 245.80 |
| SCIENCE CENTER OF IOWA <i>admission fees</i> | G0073453 | 358.50 |

9,103.13

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

AUTHORIZED

SECRETARY

REPORT 110062

L B I L L S
INBURNDATE 04/04
TIME 12:43

APPROVED

WARRANTS DATED APRIL 10, 1995

| VENDOR NAME | WARRANT | AMOUNT |
|--|----------|----------|
| SHELLEY'S ELECTRONICS <i>supp./repair</i> | G0073454 | 73.00 |
| SILVER BURDETT & GINN <i>textbooks</i> | G0073455 | 119.57 |
| TIM SIX CRANE SERVICE <i>towing</i> | G0073456 | 105.00 |
| SMITHSONIAN MAGAZINE <i>supp.</i> | G0073457 | 44.00 |
| SOCIAL STUDIES SCHOOL SERVICE <i>supp.</i> | G0073458 | 588.91 |
| SPORTS MEDICINE CENTER <i>travel/sew.</i> | G0073459 | 168.90 |
| STECK VAUGHN COMPANY <i>workbooks</i> | G0073460 | 226.62 |
| STITZELL ELECTRIC SUPPLY CO <i>supp.</i> | G0073461 | 548.93 |
| ELAYNE STOVER <i>travel/supp.</i> | G0073462 | 117.03 |
| SUCCESS BY DESIGN INC. <i>workbooks</i> | G0073463 | 69.03 |
| SUNDANCE <i>supp.</i> | G0073464 | 419.76 |
| TEACHER'S DISCOVERY <i>supp.</i> | G0073465 | 144.98 |
| TECHNOLOGY STUDENT ASSOCIATION? <i>supp.</i> | G0073466 | 11.50 |
| TECHNOMIC PUBLISHING CO., INC. <i>books</i> | G0073467 | 30.66 |
| THE BUREAU FOR AT-RISK YOUTH <i>supp.</i> | G0073468 | 21.95 |
| THE SCHOOL CO <i>supp.</i> | G0073469 | 87.89 |
| THINKING PUBLICATIONS <i>supp.</i> | G0073470 | 140.80 |
| THOMAS BUS SALES OF IOWA, INC. <i>supp.</i> | G0073471 | 756.04 |
| TIME LIFE EDUCATION <i>supp.</i> | G0073472 | 82.62 |
| TREETOP PUBLISHING <i>workbooks</i> | G0073473 | 25.52 |
| TRIARCO <i>supp.</i> | G0073474 | 653.48 |
| TROLL ASSOCIATES <i>supp.</i> | G0073475 | 34.50 |
| THE TRUMPET CLUB <i>supp.</i> | G0073476 | 426.85 |
| U S WEST COMMUNICATIONS <i>tel.</i> | G0073477 | 1,060.26 |
| UNIVERSITY BOOK SERVICE <i>books</i> | G0073478 | 76.24 |
| UPSTART <i>supp.</i> | G0073479 | 22.78 |
| U.S. NEWS SPECIALTY MARKETING <i>books</i> | G0073480 | 9.95 |
| US WEST CELLULAR <i>tel.</i> | G0073481 | 24.95 |
| VAN METER COMMUNITY SCHOOL <i>tuition</i> | G0073482 | 9,452.49 |
| WASTE MANAGEMENT OF IOWA <i>disposal</i> | G0073483 | 1,063.81 |
| WAUKEE COMMUNITY SCHOOL <i>tuition</i> | G0073484 | 1,703.00 |
| GEORGE WELCH <i>nonpub. transp.</i> | G0073485 | 137.17 |
| WESTERN CONTINENTAL BOOK, INC. <i>supp.</i> | G0073486 | 25.00 |
| J WESTON WALCH, PUBLISHER <i>supp./books</i> | G0073487 | 121.16 |
| RICHARD A. WHIPPLE <i>repair</i> | G0073488 | 42.00 |
| WHOLESALE DISTRIBUTION INC <i>supp.</i> | G0073489 | 298.10 |
| WOODSMITH STORE <i>supp.</i> | G0073490 | 133.87 |

19,068.32

I HEREBY CERTIFY THAT, TO THE BEST OF MY KN
 ABOVE LIST OF BILLS IS CORRECT AND HAS BEEN

AUTHORIZE

SECRETARY

D

APPROVED

WARRANTS DATED APRIL 10, 1995

| VENDOR NAME | WARRANT | AMOUNT |
|--|----------|-----------|
| WORLD ALMANAC EDUCATION <i>books</i> | G0073491 | 95.45 |
| THE WRIGHT GROUP <i>supp.</i> | G0073492 | 10.45 |
| ZANER BLOSER EDUCATIONAL PUB <i>work books</i> | G0073493 | 271.72 |
| 3E ELECTRICAL ENGINEERING EQUIP. <i>Supp.</i> | G0073494 | 66.15 |
| | | 443.77 |
| | | 92,763.27 |
| | | 92,763.27 |
| | | 92,763.27 |

SP *RV*
RX

I HEREBY CERTIFY THAT, TO THE BEST OF MY KN
ABOVE LIST OF BILLS IS CORRECT AND HAS BEEN

AUTHORIZE

SECRETARY

PHYSICAL PLANT & EQUIPMENT FUND

Doors Inc. materials for MS remodeling

Ck#1053

\$510.00

SP NYA
PA

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT
CASH RECEIPTS & EXPENDITURES
RECAPITULATION OF FUNDS - MARCH 1995
GENERAL FUND

| | <u>Operating Fund</u> |
|------------------------------|----------------------------|
| Balance, February 28, 1995 | \$ 967,996.34 |
| Receipts, March | 492,570.89 |
| Expenses, March | <u>577,800.69</u> |
| Balance, March 31, 1995 | 882,766.54 |
| Invested: Money Market Acct. | <u>857,344.77</u> |
| Cash: NOW Acct. | <u><u>\$ 25,421.77</u></u> |
| Balance, March 31, 1994 | \$ 887,931.09 |

| | <u>Management Fund</u> |
|------------------------------|------------------------|
| Balance, February 28, 1995 | \$ 133,118.35 |
| Receipts, March | 1,308.42 |
| Expenses, March | <u>.00</u> |
| Balance, March 31, 1995 | \$ 134,426.77 |
| Invested: Money Market Acct. | <u>134,426.77</u> |
| Cash: NOW Acct. | <u><u>\$.00</u></u> |
| Balance, March 31, 1994 | \$ 51,926.40 |

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT
CASH RECEIPTS & EXPENDITURES
RECAPITULATION OF FUNDS - MARCH 1995
SCHOOLHOUSE FUND

Debt Service Fund

| | |
|------------------------------|----------------------------|
| Balance, February 28, 1995 | \$ 215,406.21 |
| Receipts, March | 3,448.58 |
| Expenses, March | <u>.00</u> |
| Balance, March 31, 1995 | \$ 218,854.79 |
| Invested: Money Market Acct. | <u>203,887.89</u> |
| Cash: NOW Acct. | <u><u>\$ 14,966.90</u></u> |
| Balance, March 31, 1994 | \$ 210,290.03 |

Physical Plant & Equipment

| | |
|------------------------------|---------------|
| Balance, February 28, 1995 | \$ 971.33 |
| Receipts, March | 1,075.50 |
| Expenses, March | <u>.00</u> |
| Balance, March 31, 1995 | \$ 2,046.83 |
| Invested: Money Market Acct. | <u>.00</u> |
| Cash: NOW Acct. | \$ 2,046.83 |
| Balance, March 31, 1994 | \$ 115,854.05 |

75%

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT
REVENUE & EXPENDITURE TOTALS
GENERAL & SCHOOLHOUSE FUNDS
MARCH 1995

| | <u>PREVIOUS</u> | <u>THIS MONTH</u> | <u>TO DATE</u> | <u>PERCENT OF BUDGET</u> |
|---|-----------------------|----------------------|-----------------------|------------------------------|
| <u>GENERAL FUND REVENUE</u> | | | | |
| <u>OPERATING FUND</u> | | | | |
| LOCAL SOURCES | \$1,613,705.58 | \$ 85,862.46 | \$1,699,568.04 | 60.6 |
| STATE SOURCES | 3,073,598.65 | 388,447.90 | 3,462,046.55 | 80.9 |
| FEDERAL SOURCES | <u>51,215.00</u> | <u>.00</u> | <u>51,215.00</u> | 82.0 |
| SUBTOTAL | 4,738,519.23 | 474,310.36 | 5,212,829.59 | 72.9 |
| <u>MANAGEMENT FUND</u> | 96,865.16 | 1,308.42 | 98,173.58 | 66.3 |
| <u>SCHOOLHOUSE FUND REVENUE</u> | | | | |
| <u>DEBT SERVICE FUND</u> | 289,163.74 | 3,448.58 | 292,612.32 | 56.7 |
| <u>PHYSICAL PLANT & EQUIP. FUND</u> | <u>108,733.88</u> | <u>1,075.50</u> | <u>109,809.38</u> | 58.1 |
| TOTAL ALL FUNDS | <u>\$5,233,282.01</u> | <u>\$ 480,142.86</u> | <u>\$5,713,424.87</u> | 71.4 |
| <u>GENERAL FUND EXPENDITURES</u> | | | | |
| <u>OPERATING FUND</u> | | | | |
| DISTRICT WIDE | \$1,196,302.58 | \$ 86,932.14 | \$1,283,234.72 | 75.5 |
| HIGH SCHOOL | 1,113,044.96 | 156,548.13 | 1,269,593.09 | 73.6 |
| MIDDLE SCHOOL | 800,978.79 | 101,139.05 | 902,117.84 | 75.3 |
| DESOTO INTERMEDIATE | 665,037.28 | 85,117.06 | 750,154.34 | 73.1 |
| MINBURN ELEMENTARY | 326,170.08 | 47,548.87 | 373,718.95 | 72.4 |
| ADEL ELEMENTARY | <u>616,984.91</u> | <u>82,283.76</u> | <u>699,268.67</u> | 73.7 |
| SUBTOTAL | \$4,718,518.60 | \$ 559,569.01 | \$5,278,087.61 | 73.6 |
| <u>MANAGEMENT FUND</u> | 85,457.45 | .00 | 85,457.45 | 102.8 |
| <u>SCHOOLHOUSE FUND EXPENDITURES</u> | | | | |
| <u>DEBT SERVICE FUND</u> | 166,570.00 | .00 | 166,570.00 | 32.6 |
| <u>PHYSICAL PLANT & EQUIP.</u> | <u>176,948.21</u> | <u>.00</u> | <u>176,948.21</u> | 57.9 |
| TOTAL ALL FUNDS | <u>\$5,147,494.26</u> | <u>\$ 559,569.01</u> | <u>\$5,707,063.27</u> | 70.7 |

MONTHLY SUMMARY MARCH 1995

| | PREVIOUS BALANCE | RECEIPTS | EXPENDITURES | BALANCE |
|---------------------|------------------|-------------|--------------|--------------|
| ATHLETIC RESALE | (\$1,367.56) | \$359.85 | | (\$1,007.71) |
| ATHLETIC REVOLVING | \$3,227.52 | \$15,463.19 | \$17,129.00 | \$1,561.71 |
| BASEBALL | (\$2,909.16) | | | (\$2,909.16) |
| BOYS BASKETBALL | \$2,724.73 | | \$161.55 | \$2,563.18 |
| BOYS TRACK | (\$5,412.65) | | \$123.00 | (\$5,535.65) |
| CHEERLEADING | \$367.30 | | \$262.95 | \$104.35 |
| CROSS COUNTRY TRACK | \$388.50 | | | \$388.50 |
| FOOTBALL | \$4,138.88 | | \$60.00 | \$4,078.88 |
| GIRLS BASKETBALL | \$5,021.23 | | | \$5,021.23 |
| GIRLS TRACK | (\$1,728.41) | | \$63.00 | (\$1,791.41) |
| GOLF | (\$2,654.69) | | \$199.90 | (\$2,854.59) |
| MS BOYS BASKETBALL | (\$746.45) | | | (\$746.45) |
| MS GIRLS BASKETBALL | (\$673.20) | | | (\$673.20) |
| MS FOOTBALL | (\$3,513.00) | | | (\$3,513.00) |
| MS SOFTBALL | (\$2,159.12) | \$60.00 | | (\$2,099.12) |
| MS TRACK | (\$2,106.49) | | | (\$2,106.49) |
| MS VOLLEYBALL | (\$251.60) | | | (\$251.60) |
| MS WRESTLING | (\$867.41) | | \$28.29 | (\$895.70) |
| DISTRICT 7 FOOTBALL | \$91.60 | | | \$91.60 |
| SOCCER | (\$960.41) | | \$70.00 | (\$1,030.41) |
| SOFTBALL | (\$3,178.86) | | \$309.49 | (\$3,488.35) |
| TOURNAMENT | \$12,881.06 | \$821.20 | \$497.79 | \$13,204.47 |
| VOLLEYBALL | (\$959.23) | | | (\$959.23) |
| WRESTLING | \$1,539.00 | | \$826.60 | \$712.40 |
| | | | | |
| TOTALS | \$891.58 | \$16,704.24 | \$19,731.57 | (\$2,135.75) |
| | | | | |
| | | | | |

MARCH 31, 1995

MONTHLY STUDENT ACTIVITIES

| | PREVIOUS BALANCE | RECEIPTS | EXPENDITURES | BALANCE |
|----------------------------|------------------|-------------|--------------|--------------|
| ATHLETICS | \$891.58 | \$16,704.24 | \$19,731.57 | (\$2,135.75) |
| HS BAND RESALE | (\$677.50) | \$86.87 | \$34.75 | (\$625.38) |
| MS BAND RESALE | (\$756.95) | \$68.40 | \$658.61 | (\$1,347.16) |
| INSTRUMENT RENTAL | (\$305.85) | | | (\$305.85) |
| BAND & UNIFORM | \$3,236.73 | \$3.00 | | \$3,239.73 |
| POM PON | \$479.47 | | \$32.00 | \$447.47 |
| CLASS OF 95 | \$2,766.45 | | | \$2,766.45 |
| CLASS OF 96 | \$5,187.66 | \$283.43 | \$1,577.01 | \$3,894.08 |
| CLASS OF 94 | \$2,069.62 | | | \$2,069.62 |
| CLASS OF 98 | (\$27.75) | | | (\$27.75) |
| TSA | \$1,237.94 | \$329.40 | \$707.66 | \$859.68 |
| BUTTON CLUB | \$240.26 | | | \$240.26 |
| DRAMA | \$3,950.77 | \$65.00 | | \$4,015.77 |
| FRENCH CLUB | \$965.51 | | | \$965.51 |
| SPANISH CLUB | \$896.50 | | | \$896.50 |
| S.A.D.D. | \$252.14 | | \$83.70 | \$168.44 |
| NATIONAL HONOR SOCIETY | \$2.33 | | | \$2.33 |
| SPEECH CLUB | \$1,024.57 | | \$490.84 | \$533.73 |
| MINBURN STUDENT ACCT | \$237.45 | \$445.00 | \$167.85 | \$514.60 |
| HS STUDENT COUNCIL | \$703.15 | | | \$703.15 |
| MS STUDENT COUNCIL | \$4,945.87 | \$1,697.40 | \$319.46 | \$6,323.81 |
| TIGER BASKETBALL CAMP | (\$371.72) | \$935.00 | \$72.46 | \$490.82 |
| TIGER TEAM CAMP FOOTBALL | \$688.53 | | \$28.00 | \$660.53 |
| LADY TIGER BASKETBALL CAM | \$336.14 | | | \$336.14 |
| ADM WRESTLING CAMP | (\$444.55) | \$97.00 | | (\$347.55) |
| VOLLEYBALL CAMP | \$96.73 | | | \$96.73 |
| ACCOMMODATIONS | (\$0.00) | | | (\$0.00) |
| MINBURN CLEARING | \$489.30 | | \$477.74 | \$11.56 |
| ADEL ELEM FUND | \$862.18 | | | \$862.18 |
| COMMUNITY EDUCATION | \$17,917.37 | \$3,232.00 | \$1,832.45 | \$19,316.92 |
| DESOTO INTERMED SHIRT FUND | (\$947.90) | \$156.25 | \$132.75 | (\$924.40) |
| DESOTO INTERMED LIB FUND | \$377.88 | | | \$377.88 |
| DESOTO INTERMED MUSIC | \$313.50 | | | \$313.50 |
| ADM SPORTS COMPLEX | (\$318.17) | | | (\$318.17) |
| ART FEES | \$390.00 | \$550.00 | | \$940.00 |
| ART RESALE | \$219.09 | | | \$219.09 |
| CAP & GOWN | \$1,477.75 | | | \$1,477.75 |
| CHANGE | \$0.00 | | | \$0.00 |
| DANCE FUND | \$1,675.54 | \$694.28 | \$1,260.25 | \$1,109.57 |
| HS FACULTY LOUNGE | \$1,131.22 | \$483.95 | \$274.61 | \$1,340.56 |
| MINBURN FACULTY LOUNGE | \$144.49 | \$198.00 | \$123.60 | \$218.89 |
| MS FACULTY LOUNGE | \$951.15 | | | \$951.15 |
| ADEL ELEM POP FUND | \$1,109.47 | \$37.00 | | \$1,146.47 |
| GIFTS | \$1,138.00 | | | \$1,138.00 |
| HALL OF FAME | \$193.31 | | | \$193.31 |
| IND ARTS METALS RESALE | (\$145.81) | \$11.00 | \$5.00 | (\$139.81) |

MARCH 31, 1995

MONTHLY STUDENT ACTIVITIES

| | | | | |
|----------------------------|--------------|-------------|-------------|--------------|
| IND ARTS WOODS RESALE | \$738.65 | \$107.72 | \$84.42 | \$761.95 |
| INSURANCE | \$4.00 | | | \$4.00 |
| INSURANCE REVOLVING | \$32,605.80 | \$33,822.91 | \$35,957.95 | \$30,470.76 |
| MISC. RECEIPTS/EXPENDITURE | \$13,138.31 | \$512.86 | | \$13,651.17 |
| NURSE FUND | \$296.04 | | \$8.00 | \$288.04 |
| PADLOCK | \$914.25 | | | \$914.25 |
| PEP BUS | \$0.00 | | | \$0.00 |
| PHOTOGRAPHY | \$91.01 | | | \$91.01 |
| PHYSICAL EDUCATION | \$117.00 | | | \$117.00 |
| POPCORN FUND | \$1,119.74 | | | \$1,119.74 |
| REVOLVING | \$1,967.38 | \$7,100.00 | \$6,658.60 | \$2,408.78 |
| B HIGHLAND MEMORIAL SCHOL | \$1,160.46 | | | \$1,160.46 |
| SCHOLARSHIP | \$358.50 | | | \$358.50 |
| SOCIAL SECURITY REFUNDS | \$58.37 | | | \$58.37 |
| SP ED PLANTS | \$81.35 | | | \$81.35 |
| TEXTBOOKS | \$1,312.00 | \$42.00 | | \$1,354.00 |
| TOWEL | \$6,490.66 | | \$2,943.78 | \$3,546.88 |
| HS VOCAL FUNDS | \$486.61 | | | \$486.61 |
| MS VOCAL FUNDS | \$424.89 | | | \$424.89 |
| WELLNESS | \$2,634.80 | \$2,403.18 | \$345.10 | \$4,692.88 |
| YEARBOOK | \$9,429.66 | \$629.00 | | \$10,058.66 |
| | | | | |
| MARCH 31, 1995 TOTALS | \$128,032.93 | \$70,694.89 | \$74,008.16 | \$124,719.66 |
| INVESTMENTS - MM ACCT | \$56,818.50 | \$241.28 | | \$57,059.78 |
| CASH NOW ACCOUNT | \$71,214.43 | \$70,453.61 | \$74,008.16 | \$67,659.88 |
| | | | | |
| MARCH 31, 1994 TOTALS | | | | \$127,202.66 |
| INVESTMENTS - MM ACCT | | | | \$55,103.89 |
| CASH NOW ACCOUNT | | | | \$72,098.77 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

MARCH 31, 1995

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL
FOOD SERVICE FINANCIAL REPORT
MARCH 1995

Receipts for March

| | | |
|------------------------------|----------|-----------|
| Student Lunches | \$ | 18,754.65 |
| Student Milk | | 1,221.00 |
| Other Food Items | | 2,918.05 |
| Adult Lunches | | 1,235.20 |
| Interest | | 38.38 |
| Breakfast Program | | 1,120.25 |
| Other Income | | 12,319.64 |
| Federal Reimbursement | 9,444.44 | |
| State Reimbursement | 1,250.47 | |
| Reimbursement for Food Items | 1,594.73 | |
| Miscellaneous | 30.00 | |

| | | |
|------------------------|----|-----------|
| Total Income for March | \$ | 37,607.17 |
|------------------------|----|-----------|

Expenses for March

| | | |
|--------------------------|----|-----------|
| Food | \$ | 16,831.08 |
| Other Supplies | | 1,055.05 |
| Salary | | 12,774.33 |
| Benefits | | 2,715.05 |
| Purchased Services | | 1,042.26 |
| Equipment | | .00 |
| Misc. | | .00 |
| Total Expenses for March | \$ | 34,417.77 |

Year to Date

| | | |
|----------------------------|----|------------|
| Previous Receipts | \$ | 244,873.98 |
| March Receipts | | 37,607.17 |
| Total Income Year-to-Date. | | 282,481.15 |
| Opening Cash Balance | | 10,947.10 |
| Total Cash Available | | 293,428.25 |

| | | |
|-----------------------------|----|------------|
| Previous Expenses | \$ | 242,781.26 |
| March Expenses | | 34,417.77 |
| Total Expenses Year-to-Date | | 277,199.03 |

| | | |
|------------------------|----|-----------|
| Balance March 31, 1995 | \$ | 16,229.22 |
|------------------------|----|-----------|

| | | |
|------------------------|----|-----------|
| Balance March 31, 1994 | \$ | 17,778.65 |
|------------------------|----|-----------|

ADEL-DESOTO-MINBURN
Board of Education
April 10, 1995

Board Policy Review - First Reading

- 221 Gifts to Board of Directors
- 402.4 Gifts to Employees
- 505.5 Testing Program
- 605.2 Instructional Materials Inspection
- 606.7 Student Field Trips and Excursions
- 904.5 Distribution of Materials

GIFTS TO BOARD OF DIRECTORS

Board members may receive a gift on behalf of the school district. Board members shall not, either directly or indirectly, solicit, accept or receive a gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the board member's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to a board member's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;
- Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;

Approved _____ Reviewed _____ Revised _____

GIFTS TO BOARD OF DIRECTORS

- Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member; or

GIFTS TO BOARD OF DIRECTORS

- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, a board member as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of a board member for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the department of general services; or
- A payment made to a board member for services rendered as part of a private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a board member but, rather, because of some special expertise or other qualification.

It shall be the responsibility of each board member to know when it is appropriate to accept or reject gifts or honorariums.

Legal References: Iowa Code ch. 68B (1993).
Iowa Code Supp. ch. 68B (1993).
1972 Op. Att'y Gen. 276.
1970 Op. Att'y Gen. 319.

Cross References: 203 Board Member Conflict of Interest
402.4 Gifts to Employees

Gift Law

The 1994 amendment to the gift law adds a new exception to the definition of gift. House File 2242, Sec. 5. The new exception to the definition of gift is:

actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

In other words, an administrator could now attend a meeting or informational seminar held by an organization which does business with the school district without paying the registration fee and without violating the gift law. For example, if an insurance company held an informational seminar about health care reform, the company could waive the registration costs for school officials without violating the gift law. However, if food was served at the meeting, the \$2.99 limit still applies as food is not included in the definition of registration costs. The new law affects both board members and school district employees. IASB recommends boards revise their policies to include this new exception to the definition of gift. See *Exhibits D and E*.

GIFTS TO EMPLOYEES

Employees may receive a gift on behalf of the school district. Employees shall not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to an employee's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;

Approved _____ Reviewed _____ Revised _____

GIFTS TO EMPLOYEES

- Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or
- Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee.

GIFTS TO EMPLOYEES

- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or
- A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but, rather, because of some special expertise or other qualification.

It shall be the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

Legal References: Iowa Code ch. 68B (1993).
 Iowa Code Supp. ch. 68B (1993).
 1972 Op. Att'y Gen. 276.
 1970 Op. Att'y Gen. 319.

Cross References: 221 Gifts to Board of Directors
 401.3 Employee Conflict of Interest

Testing Program

Boards will need to amend their Testing Program policy to comply with the Goals 2000 legislation. The Buckley Amendment, adopted a number of years ago, has been amended by the Goals 2000 legislation. Under § 1017 of the new law, students shall not be required to participate in surveys or undergo analysis or evaluation without prior parental consent in programs funded by federal money if the survey, analysis or evaluation reveals any of the following information:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or the student's family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers; or
- income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Sec. 1017. See *Exhibit A*.

TESTING PROGRAM

A comprehensive testing program shall be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student shall be required, as part of a program funded by the United States Department of Education, to submit, without prior written consent from the student's parent, to surveys, analysis or evaluation which reveals information concerning:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or the student's family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers; or
- income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

It shall be the responsibility of the board to review and approve the evaluation and testing program.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
20 U.S.C. § 1232h (1988).
Iowa Code §§ 280.3; 256B; 282.1, .3, .6 (1993).
281 I.A.C. 12.5(13), .5(21).

Cross Reference: 505 Student Scholastic Achievement
506 Student Records
507 Student Health and Well-Being

Instructional Materials Inspection

The Goals 2000 legislation broadened somewhat the right to inspect instructional materials which was already available under current law. Sec. 1017. We suggest boards amend the policy on Instructional Materials Inspection to reflect federal law.

Under federal law, all instructional materials must be available for inspection by parents, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any federally funded program. The law limits inspection to materials in federally funded programs, but boards have the discretion to expand it to other or all parts of the curriculum whether or not federally funded. See *Exhibit B*.

INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
Iowa Code §§ 279.8; 280.3, .14; 301 (1993).

Cross Reference: 602 Curriculum Development
605 Instructional Materials
903 Duplicated or Printed Materials

Approved_____ Reviewed_____ Revised_____

STUDENT FIELD TRIPS AND EXCURSIONS

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions.

In authorizing field trips and excursions, the building principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The superintendent's approval will be required for field trips and excursions outside the continental United States. Board approval shall be required for field trips and excursions which involve unusual length or expense.

~~Field trips and excursions are to be arranged with the building principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher must submit a written summary of the event. This summary will be included in the Annual Report which will be filed with the superintendent at the end of the school year.~~

Legal Reference: 390 C.F.R. § 390.3(f) (1993).
Iowa Code § 279.8 (1993).
281 I.A.C. 43.9.

Cross Reference: 503.1 Student Conduct
503.4 Good Conduct Rule
711 Transportation

Approved_____ Reviewed_____ Revised_____

POLICY PRIMER

A guide to current policy issues



IASB

Volume 7 - Number 3

May 31, 1994

STUDENTS AND FREE SPEECH

This *Policy Primer* addresses student speech issues such as distribution of student-produced materials, hate speech, student appearance and student publications. Sample policies are included to assist school boards in adopting new policies. While each of these policies addresses a specific issue, the same first amendment test applies to all. U.S. Const. amend. I. That test is outlined in the section on "Distribution of Student-Produced Materials."

According to state educational standards, when developing or revising student responsibility and discipline policies, boards need to involve parents, students, employees and community members. 281 I.A.C. 12.3(8). While distribution of student-produced materials, hate speech, student appearance and student publications are not specifically mentioned in the educational standards, they are issues related to student responsibility and discipline, and IASB recommends boards involve those groups prior to adoption or revision.

Distribution of Student-Produced Materials

The issue of distribution of student-produced materials and to what extent a school district can regulate the distribution has been addressed by the Eighth Circuit Court of Appeals which has jurisdiction over Iowa. In *Bystrom v. Fridley High School* (Fridley, MN.), 822 F.2d 747 (8th Cir. 1987), high school students sued the school district after the students were prevented from distributing an "underground" newspaper. The students were prevented from distributing because they had failed to comply with school district guidelines on distribution of unofficial written materials on school premises.

The students challenged the guidelines on a number of grounds. The first was vagueness, and the students argued that the guidelines were too vague and therefore unconstitutional. The court disagreed and said that generality is appropriate because of the subject matter being addressed. The court said that the guidelines were:

... designed to assure that school hours and school property are devoted primarily to education as embodied in the district's prescribed curriculum. Their purpose is to preserve some trace of calm on school property. They are one expression of the "legitimate and substantial community interest in promoting respect for authority and traditional values be they social, moral or political." 822 F.2d at 750.

One of the items prohibited was that which was "obscene to minors," and the court upheld the guidelines prohibiting items which were obscene to minors.

"Obscene to minors" was defined as:

- The average person applying contemporary community standards would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom the distribution is requested;
- The material depicts or describes, in a manner that is patently offensive to the prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct, such as intimate sexual acts (normal or perverted), masturbation, excretory functions and lewd exhibition of the genitals; and
- The material taken as a whole lacks serious literary, artistic, political or scientific value for minors. 822 F.2d at 751.

The court upheld the definition as used in the guidelines especially since the target audience of the materials being distributed was minors.

Another prohibited item was materials which are libelous. "Libelous" was defined in the guidelines as those statements which are false and unprivileged. The court upheld the prohibition stating that the first amendment rights of students do not extend to expressions that involve the invasion of the rights of others. 822 F.2d at 752.

The next prohibited item was that which was "pervasively indecent or vulgar." Again, the students attacked this prohibition as being vague. The court disagreed and stated that "school authorities can regulate indecent language because its circulation on school grounds undermines their responsibility to try to promote standards of decency and civility among school children." 822 F.2d at 753. However, the court did state that while school officials have the right to regulate indecent language, they do not have the right to apply their own opinions of decency. The court stated that school officials have a responsibility to ensure that "robust rhetoric . . . is not suppressed by prudish failures to distinguish the vigorous from the vulgar." 822 F.2d at 753.

The next prohibited item was that which advertised products or services whose use by minors is prohibited by law, such as tobacco products or alcoholic beverages. The court had no problem upholding this prohibition and stated that high school students know which items are illegal for their use and which items are not.

The final specific item challenged by the students was the prohibition against written material that "presents a clear and present likelihood that . . . it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities." 822 F.2d at 754. The court stated:

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question. 822 F.2d at 754.

The guidelines listed examples of specific facts upon which the likelihood of disruption could be forecast. (See *Exhibit A-R1*.)

The sample policies attached on freedom of expression and distribution of materials reflect the Eighth Circuit's analysis of the Fridley High School policy and guidelines. The regulation in *Exhibit A-R1* is almost verbatim from the Fridley High School guidelines. Boards could be more liberal in the policies by allowing greater freedom of expression, but they should not be more limiting than the guidelines approved by the Eighth Circuit. (See *Exhibits A, A-R1 and B*.) After the board adopts these policies and administrative regulations, the students should be notified. Inclusion of the policies and administrative regulations in the student handbook or reference to where they can be read would be appropriate.

Hate Speech

Hate speech can be loosely defined as speech which is highly offensive and may cause intimidation. The speech can be based on race or any other of a number of characteristics including religion, sex or sexual preference. The speech can take many forms in addition to verbal. It can also be written, in the form of a tattoo, on an article of clothing, or symbolic, such as jewelry.

School districts cannot specifically or arbitrarily prohibit hate speech. The first amendment limits a school district's authority to pass judgment on which types of speech will and will not be acceptable. For example, a school district can prohibit distribution of material which will cause a material and substantial disruption to the educational program. *Bystrom*. However, a school district cannot prohibit speech which is simply defined as hate speech, because it requires an analysis of the type of speech in which an individual is engaging. This is content-based analysis which is a violation of the first amendment.

To regulate hate speech and have that regulation pass a first amendment analysis, a board needs to adopt a broad policy such as that used in the first example above. In a policy addressing student appearance, student publications, distribution of materials on school grounds and freedom of expression, the board should have the broader prohibition which then in application includes hate speech. In application, a school official can regulate

hate speech if the school official can prove that the hate speech "presents a clear and present likelihood that . . . it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities." 822 F.2d at 754. (See *Exhibit B*.)

Student Appearance

Another first amendment issue on the rise in Iowa school districts is the prohibition of gang-related clothing. As discussed earlier, clothing, although not pure speech, is protected under the first amendment, and school district policies or administrative regulations must pass certain tests to be upheld. To have a complete set of policies addressing the issue of gangs in the school district, a board also needs to adopt policies to curb gang activities in addition to the ones on student appearance or gang-related clothing.

A school board does not have the authority to arbitrarily pass a policy which bans certain articles or types of clothing simply because they are connected with certain gangs. (See *Exhibit C*.) For board policy or administrative regulations to be upheld, the board must make certain findings, and these findings should be documented. Good documentation is the school district's best defense in case a student challenges the policy or administrative regulations.

To prevail in a challenge, the board should determine that gang activity is present in the school district. The board can do this through statements from administrators, faculty members, employees, students, local law enforcement officers and others. The board should also determine that the presence of gangs is a problem in the district. Again, statements should be documented from various parties addressing the intimidation present due to increased gang presence or activity and the fact that this intimidation could lead to a disruption of school activities. The statements should also include references to safety and that by curbing gang activity the learning environment will be safer for students and employees.

Finally, it is recommended that if a school board decides to adopt a policy that addresses gang-related clothing, the policy process not stop there. The board should also adopt a policy prohibiting gang activity in the district. Such a policy should define a gang and define examples of gang activity present in the district. It is recommended that school boards contact their local counsel to assist in drafting the best policy.

Student-Produced Official Student Publications

In 1988, the U. S. Supreme Court addressed student publications and the ability of school district employees to edit student publications before publication. *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988). The court found that the school district could edit the student publication before publication as long as the editing is reasonably related to a legitimate educational interest. The court stated that an educator's

DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It shall be the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

Legal Reference: U.S. Const. amend. I.
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel School District v. Fraser, 478 U.S. 675 (1986).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Iowa Code §§ 279.8; 280.22; 282.3 (1993).

Cross References: 502 Student Rights and Responsibilities
504.2 Student Organizations
504.3 Student Publications
603.9 Academic Freedom

Approved_____ Reviewed_____ Revised_____

DISTRIBUTION OF MATERIALS REGULATION

I. Guidelines.

Students have the right to exercise freedom of speech. This includes the right to distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- (a) is obscene to minors;
- (b) is libelous;
- (c) contains indecent, vulgar, profane or lewd language;
- (d) advertises any product or service not permitted to minors by law;
- (e) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- (f) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Approved _____ Reviewed _____ Revised _____

DISTRIBUTION OF MATERIALS REGULATION

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.

DISTRIBUTION OF MATERIALS REGULATION

2. The material shall be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:

- (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
- (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
- (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

2. "Minor" means any person under the age of eighteen.

3. "Material and substantial disruption" of a normal school activity is defined as follows:

- (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
- (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

DISTRIBUTION OF MATERIALS REGULATION

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.