

## 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 23rd day of May, 1995, in the High School Conference Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA  
HIGH SCHOOL CONFERENCE ROOM  
ADEL, IOWA

May 23, 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            Award track bid  
9:00            Review PPEL projects  
9:30            Administrative contracts  
9:45            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.	May	23,	1995
Kind of Meeting	Meeting Place	Time	Month	Day	Year
			Day of Week	Tuesday	

## 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 Al Manning, Hugh Norman, Deb York, Dale Nielsen, Rick Engel, Kelley Hood, Sam Fisher, Lee Erwin, Bill Shields, Dave Bolluyt, and Mike Whisner.

Agenda

It was moved by Heefner, seconded by Hill, to adopt the agenda as presented. Motion carried unanimously.

Welcome of  
Visitors  
Open Forum

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

Award  
Track Bid

The results of the investigation of the low bidder Atlas Track were presented by committee chair Hugh Norman, engineer Dale Nielsen, activities director Kelley Hood, and attorney Rick Engel. Atlas was declared the lowest responsible bidder based on information garnered and photographs received. It was moved by Heefner, seconded by Pedersen, to award the track bid to Atlas in the amount of \$230,214, including alternates 3B and 4, subject to conditions stipulated in letters May 9 and May 12 from Dale Nielsen to Tim Hoffman and waiving irregularities as referenced in the letters. Motion carried unanimously.

Review  
PPEL  
Projects

Priorities for PPEL projects were discussed. It was moved by Hill, seconded by Saveraid, to approve the 5' fence around the track bid by J&J Fencing for \$9,500, the pressbox bid by Mike Whisner for \$19,450, the playground



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

Continuation of special board meeting held May 23, 1995  
 Month Day Year

equipment up to \$30,000; 1/2 second floor of the middle school facelift, and the support of the construction of baseball/softball fields' restrooms up to \$4,000, projects totling \$122,950. Motion carried 4-1 (Hemphill-no).

Administrative  
Contracts

Superintendent recommended amending the previous Board action (for clarification purposes) on administrative contracts to offer contracts to Dave Elgin and Elayne Stover for the 1995-96 school year. It was moved by Heefner, seconded by Pedersen, to amend previous Board action to offer contracts to Dave Elgin and Elayne Stover for the 1995-96 school year. Motion carried unanimously.

Adjournment

It was moved and seconded to adjourn. Motion carried unanimously and the meeting was adjourned by President Hemphill at 10:40 p.m..

Minutes approved as presented

Ray Hemphill  
Ray Hemphill, President

Dated 6/12/95

Shirley McAdon  
Shirley McAdon, Secretary

## 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 8th day of May, 1995, in the High School Conference Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA  
HIGH SCHOOL CONFERENCE ROOM

May 8, 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            1994-95 budget amendment hearing  
8:25            Review probation officer program  
8:40            Resignations, modifications, new contracts  
8:50            1995-96 hot lunch fees  
9:00            Board policy review  
9:15            IASB agreement for drug testing  
9:25            Open enrollment requests  
9:30            Approve graduating seniors  
9:35            Approve Phase III plan  
9:40            PPEL projects  
10:10          Negotiate classified salaries and contracts (closed session)  
10:25          Negotiate administrative salaries and contracts (closed session)  
10:35          Administrative reports  
10:45          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. May 8, 1995  
 Kind of Meeting Meeting Place Time Month Day Year  
 Day of Week Monday

## MEMBERS

Present

Absent

Ray Hemphill  
 Presiding Officer

Dan Heefner

Steve Pedersen

Tim Hoffman  
 Superintendent of Schools

Shirley McAdon  
 Secretary-Board of Education

Harold Hill

Craig Saveraid

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, Steve Pedersen, and President Ray Hemphill. Absent were Harold Hill and Craig Saveraid. Visitors included Kelley Hood; Ann Hegstrom; Ken Baxter; Liz Severidt; Laura Gift; and Principals Carole Schlapkohl, Jim Nelsen, Elayne Stover, Bill Kimber, and Greg DeTimmerman.

Agenda

It was moved by Heefner, seconded by Pedersen, to adopt the agenda as presented. Motion carried unanimously.

Minutes

It was moved by Heefner, seconded by Pedersen, to approve the minutes of the regular meeting April 10 and of the special meeting April 26 as presented. Motion carried unanimously.

Bills

It was moved by Heefner, seconded by Pedersen, to approve the bills totaling \$94,622.92 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 May 8, 1995  
Month Day Year

1994-95  
Budget  
Amendment  
Hearing

Superintendent recommended amendment of the current budget as published. President Hemphill opened the public hearing. No comments were made and no written comments were received. President Hemphill closed the public hearing. It was moved by Heefner, seconded by Pedersen, to approve the amendment to the 1994-95 budget as published. Motion carried unanimously.

Review  
Probation  
Officer  
Program

Ken Baxter, juvenile probation officer, reviewed the program. Discussion ensued. Principals DeTimmerman and Kimber praised the program and recommended its continuation. The program will be reviewed this summer and may continue for the next school year.

Resignations,  
Modifications,  
and New  
Contracts

Superintendent recommended resignations from Scott Wunn, high school language arts/assistant speech and assistant baseball; Nancy O'Donnell, middle school volleyball, 1995-96; Phyllis Joiner, teacher associate; and Lori Belgarde, hot lunch van driver. It was moved by Pedersen, seconded by Heefner, to approve resignations, as presented. Motion carried unanimously.

The contract for Jonna Nelson, middle school softball, will be voided because she is unable to accept the contract.

Superintendent recommended new contracts for Charlie Winterboer, driver ed, summer 1995; Rudd Nelson, assistant baseball, summer 1995; Lori Boston, middle school volleyball, 1995-96; Darla Hulse, middle school secretary, 1995-96; Kaci Orton, middle school softball, summer 1995; Andrea Green, 1/4 time first semester home ec, 1995-96; Justin Aten, 3/8 time French, 1995-96; Kelly Roberts, high school language arts, 1995-96; Dave Bolluyt, early bird AP chemistry; Linda Bolluyt, early bird Spanish II; and Mike Whisner, early bird physical education. It was moved by Heefner, seconded by Pedersen, to approve new contracts as presented. Motion carried unanimously.

1995-96 Hot  
Lunch Fees

Superintendent recommended an increase of 10¢ in student and adult lunch and breakfast prices for 1995-96 due to rising costs and to begin creating a reserve for future equipment replacement. It was moved by Heefner, seconded by Pedersen, to increase student and adult lunch and breakfast prices 10¢ for 1995-96. Motion carried unanimously.

Board  
Policy  
Review

Superintendent recommended second and final reading of Board policies 221 "Gifts to Board of Directors", 402.4 "Gifts to Employees", 505.5 "Testing Programs", 605.2 "Instructional Materials Inspection", 606.7 "Student Field Trips and Excursions", and 904.5 "Distribution of Materials". Superintendent recommended the first reading of Board



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Continuation of regular board meeting held May 8, 1995  
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1228-B—Hammond & Stephens Co., Fremont, Nebr.

policies 403.3 "Communicable Diseases-Employees", 507.1 "Student Health and Immunization Certificates", 507.3 "Communicable Diseases-Students", 502.1 "Student Appearance", 502.5 "Freedom of Expression", 504.3 "Student Publications", 501.17 "Homeless Children and Youth", 501.18 "Student Work Permits", 504.8 "Student Activity Program", 904.4 "Public Conduct on School Premises", and 409.11 "Family and Medical Leave". New Board policy 501.17 will replace current policy 501.17. It was moved by Heefner, seconded by Pedersen, to approve Board policies as presented. Motion carried unanimously.

IASB  
Agreement  
for Drug  
Testing

Superintendent recommended participation in the IASB Iowa Drug and Alcohol Testing Program to meet the district's obligations under federal regulations governing CDL license holders. It was moved by Pedersen, seconded by Heefner, to approve the agreement to participate in the IASB IDATP. Motion carried unanimously.

Open Enrollment  
Requests

Superintendent recommended open enrollment requests for Ryan Philpott from ADM to Urbandale for 1995-96, Jessica Bauman from ADM to West Des Moines for 1995-96, and Laura Cochran from Dexfield to ADM for 1995-96. It was moved by Pedersen, seconded by Heefner, to approve open enrollment requests as presented. Motion carried unanimously.

Approve  
Graduating  
Seniors

Superintendent recommended seniors for graduation pending successful completion of all required courses. It was moved by Heefner, seconded by Pedersen, to approve seniors for graduation pending successful completion of all required courses. Motion carried unanimously.

Approve  
Phase III  
Plan

Superintendent recommended approval of the district's Phase III plan focusing on staff development and curriculum development. It was moved by Heefner, seconded by Pedersen, to approve the Phase III plan as presented. Motion carried unanimously.

PPEL  
Projects

Activities Director Hood reviewed the track project. Prioritizing other projects will proceed when bids are accepted.

Administrative  
Reports

Principal DeTimmerman presented information concerning the high school schedule to cover large study halls for 1995-96 by allowing open campus first and eighth periods for all grade levels with parent permission, thereby reducing the numbers.



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

Continuation of regular board meeting held May 8, 1995  
 Month Day Year

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

Activities Director Hood reviewed developments concerning conference realignment. Several scenarios are possible if other schools join the conference.

Principal Kimber presented a need for a third coach for middle school volleyball for 1995-96. Comparability will be studied and a recommendation made.

A special Board meeting to approve track bids will be scheduled for the week of May 22.

The goal-setting session will be held June 20 from 12:30.-5:30 p.m. at the high school library.

Negotiate  
Classified  
Salaries and  
Contracts

A negotiation session was conducted. Superintendent recommended classified salaries and contracts. It was moved by Pedersen, seconded by Heefner, to approve classified salaries and contracts as presented with a 2.7% salary increase. Motion carried unanimously.

A negotiation session was conducted. Superintendent recommended administrative salaries and contracts. It was moved by Heefner, seconded by Pedersen, to approve administrative salaries and contracts as presented with a 2.36% salary increase. Motion carried unanimously.

Adjournment

It was moved and seconded to adjourn. Motion carried unanimously and the meeting was adjourned by President Hemphill at 11:15 p.m.

Minutes approved as presented

Ray Hemphill  
Ray Hemphill, President

Dated 6/12/95

Shirley McAdon  
Shirley McAdon, Secretary



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

Continuation of regular board meeting held May 8, 1995  
Month Day Year

Bills  
Between  
Meetings

Bills paid between meetings:

GENERAL FUND:

OPERATING FUND:

Blank Park Zoo	Admissions	\$ 138.00
Brenton Bank	FICA & Fed W/H, May payroll	105,573.74
Insurance Revolving	Employer's portion, May payroll	25,274.00
IPERS	Employer's portion, May payroll	23,564.60
Iowa State U.	Registration fee	125.00
Postmaster	Postage	1,715.14
The Travel Center	Air fare	298.00

FUND TOTAL \$156,688.48

*RH 2172*  
*CAS*

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

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

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## NOTICE, RECORD OF HEARING AND CERTIFICATE TO AMEND CURRENT BUDGET

## Section 24.9, Code of Iowa

Notice - The Adel-DeSoto-Minburn Community School Board of  
Adel (Board) of Dallas County, Iowa will meet  
 at the High School (Municipality) May 8 at 8:00 p.m. for the purpose of amending the current  
Adel-DeSoto-Minburn School (Place of Meeting) (Date of Meeting) (Hour) budget adopted April 11, 19 94, by increasing expenditures  
 (Municipality) for the following reasons and in the following funds:

General Fund from \$ 7,719,140 to \$ 7,919,140  
 Reason Expenditures budgeted during 93-94  
Schoolhouse Fund from \$ 815,903 to \$ 1,015,903  
 Reason Advanced revenue from the voted PPEL  
 Fund from \$ \_\_\_\_\_ to \$ \_\_\_\_\_  
 Reason \_\_\_\_\_

The increase in expenditures set out above will be met from increased receipts and cash balances not budgeted or considered in the current budget.

There will be no increase in taxes to be paid in the fiscal year ending June 30, 19 95.

Taxpayers will be heard for or against the proposed amendment at the time and place specified in this notice. A detailed statement of additional receipts other than taxes, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

Shirley K. McQuinn  
 (Clerk, Secretary)

## INSTRUCTIONS

The above form of notice may be one column wide and may include one or more funds and must be published not less than 10 days before the hearing. After the hearing the Board shall adopt the amendment as finally determined and their action shall be made a matter of record. For detailed information, see Chapter 24, Code of Iowa.

## RECORD OF HEARING AND DETERMINATION ON THE AMENDMENT TO BUDGET

Be it remembered on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, the \_\_\_\_\_ of  
 (Board)  
 \_\_\_\_\_, of \_\_\_\_\_ County, Iowa, met in session for the purpose of amending  
 (Municipality) the current operating budget adopted \_\_\_\_\_, 19\_\_\_\_. There was present a quorum as required by the law.  
 Thereupon, the \_\_\_\_\_ found that the notice of time and place of hearing had, according to law been published on the  
 (Board) \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, and that the affidavit of publication thereof were on file with the county auditor.  
 Thereafter and on said day the amendment was taken up and considered and taxpayers heard for and against said amendment.  
 Thereafter, and after hearing all taxpayers to be heard, the \_\_\_\_\_ took up the amendment to the budget for final consideration  
 (Board) and determined that said budget be corrected by changing the proposed expenditures as listed in the original budget, in the  
 \_\_\_\_\_ Fund from \$ \_\_\_\_\_ to \$ \_\_\_\_\_  
 \_\_\_\_\_ Fund from \$ \_\_\_\_\_ to \$ \_\_\_\_\_  
 \_\_\_\_\_ Fund from \$ \_\_\_\_\_ to \$ \_\_\_\_\_

to be paid from additional receipts other than taxation and cash balances at the close of the preceding fiscal year. The amendment does not increase the taxes to be collected in the fiscal year ending June 30, 19\_\_\_\_.

## CERTIFICATION

The \_\_\_\_\_ was thereupon directed to correct the records accordingly, and to certify a copy of  
 (Clerk, Secretary) the proceedings to the County Auditor and to the Department of Management to be attached to the original budget for record.  
 ereby certify the above to be a true and correct copy of the proceedings of the \_\_\_\_\_ relating  
 (Board) to the consideration of an amendment for expenditures and receipts (other than taxation) of the original budget adopted \_\_\_\_\_, 19\_\_\_\_.  
 \_\_\_\_\_ Date \_\_\_\_\_ (Clerk, Secretary)



## AUTHORITY FOR AMENDING A BUDGET DURING THE FISCAL YEAR COVERED BY SUCH A BUDGET

SECTION 24.9, Code of Iowa. **FILING ESTIMATES – NOTICE OF HEARING.** Each municipality shall file with the secretary or clerk thereof the estimate required to be made in Sections 24.3 to 24.8, inclusive, at least twenty days before the date fixed by law for certifying the same to the levying board and shall forthwith fix a date for a hearing thereon, and shall publish such estimates and any annual levies previously authorized as provided in Section 76.2, with a notice of the time when and the place where such hearing shall be held at least ten days before the hearing.

For a county, such publication shall be in the official newspaper thereof.

For any other municipality such publication shall be in a newspaper published therein, if any, if not, then in a newspaper of general circulation therein.

Budget estimates adopted and certified in accordance with this chapter may be amended and increased as the need arises to permit appropriation and expenditure during the fiscal year covered by the budget of unexpended cash balances on hand at the close of the preceding fiscal year and which cash balances had not been estimated and appropriated for expenditure during the fiscal year of the budget sought to be amended, and also to permit appropriation and expenditure during the fiscal year covered by the budget of amounts of cash anticipated to be available during the year from sources other than taxation and which had not been estimated and appropriated for expenditure during the fiscal year of the budget sought to be amended. Such amendments to budget estimates may be considered and adopted at any time during the fiscal year covered by the budget sought to be amended, by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required by this section. Within ten days of the decision or order of the certifying or levying board, the proposed amendment of the budget is subject to protest, hearing on the protest, appeal to the state appeal board and review by that body, all in accordance with Sections 24.27 to 24.32, so far as applicable. A local budget shall be amended by May 31 of the current fiscal year to allow time for a protest hearing to be held and a decision rendered before June 30. An amendment of a budget after May 31 which is properly appealed but without adequate time for hearing and decision before June 30 is void. Amendments to budget estimates accepted or issued under this section are not within Section 24.14.



## NOTICE, RECORD OF HEARING AND CERTIFICATE TO AMEND CURRENT BUDGET

## Section 24.9, Code of Iowa

Notice - The Adel-DeSoto-Minburn Community School Board of  
Adel (Municipality) of Dallas County, Iowa will meet  
 at the High School (Place of Meeting) on May 8 (Date of Meeting) at 8:00 p.m. (Hour) for the purpose of amending the current  
Adel-DeSoto-Minburn School (Municipality) budget adopted April 11 (Hour), 19 94, by increasing expenditures  
 for the following reasons and in the following funds:

General Fund from \$ 7,719,140 to \$ 7,919,140  
 Reason Expenditures budgeted during 93-94  
Schoolhouse Fund from \$ 815,903 to \$ 1,015,903  
 Reason Advanced revenue from the voted PPEL  
 Fund from \$ \_\_\_\_\_ to \$ \_\_\_\_\_  
 Reason \_\_\_\_\_

The increase in expenditures set out above will be met from increased receipts and cash balances not budgeted or considered in the current budget.

There will be no increase in taxes to be paid in the fiscal year ending June 30, 19 95.

Taxpayers will be heard for or against the proposed amendment at the time and place specified in this notice. A detailed statement of additional receipts other than taxes, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

Shirley K. McAdon  
 (Clerk, Secretary)

## INSTRUCTIONS

The above form of notice may be one column wide and may include one or more funds and must be published not less than 10 days before the hearing. After the hearing the Board shall adopt the amendment as finally determined and their action shall be made a matter of record. For detailed information; see Chapter 24, Code of Iowa.

## RECORD OF HEARING AND DETERMINATION ON THE AMENDMENT TO BUDGET

Be it remembered on this 8th day of May, 19 95, the Adel-DeSoto-Minburn School Board of  
Adel (Municipality) of Dallas County, Iowa, met in session for the purpose of amending  
 the current operating budget adopted April 11, 19 94. There was present a quorum as required by the law.

Thereupon, the ADM School Board (Board) found that the notice of time and place of hearing had, according to law been published on the  
20th day of April, 19 95, and that the affidavit of publication thereof were on file with the county auditor.  
 Thereafter and on said day the amendment was taken up and considered and taxpayers heard for and against said amendment.  
 Thereafter, and after hearing all taxpayers to be heard, the ADM School Board (Board) took up the amendment to the budget for final consideration

and determined that said budget be corrected by changing the proposed expenditures as listed in the original budget, in the

General Fund from \$ 7,719,140 to \$ 7,919,140  
Schoolhouse Fund from \$ 815,903 to \$ 1,015,903  
 Fund from \$ \_\_\_\_\_ to \$ \_\_\_\_\_

to be paid from additional receipts other than taxation and cash balances at the close of the preceding fiscal year. The amendment does not increase the taxes to be collected in the fiscal year ending June 30, 19 95.

## CERTIFICATION

The School Board Secretary (Clerk, Secretary) was thereupon directed to correct the records accordingly, and to certify a copy of  
 proceedings to the County Auditor and to the Department of Management to be attached to the original budget for record.

I hereby certify the above to be a true and correct copy of the proceedings of the Adel-DeSoto-Minburn School Board (Board) relating  
 to the consideration of an amendment for expenditures and receipts (other than taxation) of the original budget adopted April 11, 19 94.

May 8, 1995

Date

Shirley K. McAdon  
 (Clerk, Secretary)



## AUTHORITY FOR AMENDING A BUDGET DURING THE FISCAL YEAR COVERED BY SUCH A BUDGET

SECTION 24.9, Code of Iowa. **FILING ESTIMATES – NOTICE OF HEARING.** Each municipality shall file with the secretary or clerk thereof the estimate required to be made in Sections 24.3 to 24.8, inclusive, at least twenty days before the date fixed by law for certifying the same to the levying board and shall forthwith fix a date for a hearing thereon, and shall publish such estimates and any annual levies previously authorized as provided in Section 76.2, with a notice of the time when and the place where such hearing shall be held at least ten days before the hearing.

For a county, such publication shall be in the official newspaper thereof.

For any other municipality such publication shall be in a newspaper published therein, if any, if not, then in a newspaper of general circulation therein.

Budget estimates adopted and certified in accordance with this chapter may be amended and increased as the need arises to permit appropriation and expenditure during the fiscal year covered by the budget of unexpended cash balances on hand at the close of the preceding fiscal year and which cash balances had not been estimated and appropriated for expenditure during the fiscal year of the budget sought to be amended, and also to permit appropriation and expenditure during the fiscal year covered by the budget of amounts of cash anticipated to be available during the year from sources other than taxation and which had not been estimated and appropriated for expenditure during the fiscal year of the budget sought to be amended. Such amendments to budget estimates may be considered and adopted at any time during the fiscal year covered by the budget sought to be amended, by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required by this section. Within ten days of the decision or order of the certifying or levying board, the proposed amendment of the budget is subject to protest, hearing on the protest, appeal to the state appeal board and review by that body, all in accordance with Sections 24.27 to 24.32, so far as applicable. A local budget shall be amended by May 31 of the current fiscal year to allow time for a protest hearing to be held and a decision rendered before June 30. An amendment of a budget after May 31 which is properly appealed but without adequate time for hearing and decision before June 30 is void. Amendments to budget estimates accepted or issued under this section are not within Section 24.14.

Board Policies  
May - 1st Reading  
June - 2nd Reading

New indexes 400, 500 & 900 series

403.3	Communicable diseases - employee	}	Re-written to reflect current medical practices, specifically TB issues
507.1	Student health		
507.3	Communicable diseases - students		

502.1	Student appearance	}	New legal citation
502.5	Freedom of expression		
504.3	Student publications		

501.17 Open enrollment  
Drop policy, covered by re-writing 501.15 and 501.16

New Policies

501.17	Homeless	}	Recommended by IASB
501.18	Work permits		
504.8	Activity program		
904.4	Public conduct		
?	Family medical leave act - required by federal government		



## HOMELESS CHILDREN AND YOUTH

The board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas shall be modified as follows:

School Records: For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the district may provide cumulative records directly to the district. The district shall not require that such records be forwarded from another district before that student may enroll. The school shall then request the official records from the sending school.

Immunization Requirements: Homeless students shall not be denied enrollment for lack of immunization records if:

1. They have a statement signed by a physician stating that immunization would be injurious to the child;
2. They provide an affidavit stating such immunization would conflict with their religious beliefs;
3. They are in the process of being immunized; or
4. They are a transfer student from another school.

The district shall make a reasonable effort to locate immunization records from the information provided or shall arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived in the discretion of the superintendent.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## HOMELESS CHILDREN AND YOUTH

Enrollment Requirements/Placement: Enrollment requirements which may constitute a barrier to the education of the homeless child or youth may be waived in the discretion of the superintendent. If the district is unable to determine the grade level of the student because of missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school shall be where the child actually resides or the child's district of origin. A child's district of origin is the school district where the child was last enrolled. The deciding factor shall be the welfare of the child. As much as possible, the child will not be required to change attendance centers within the district every time the child changes residence unless that change results in the child no longer being classified as homeless.

Transportation: Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent.

Special Services: All services which are available to resident students shall be made available to homeless children or youths enrolled in the district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

The contents of this policy shall supersede any and all conflicting provisions in district policies dealing with the seven policy areas discussed above.

Legal Reference: 42 U.S.C. § 11431 *et seq.* (1988).  
281 I.A.C. Chapter 33.

Cross Reference:           Student Attendance  
                              Fines - Fees - Charges  
                              Student Records Access  
                              Student Health and Immunization Certificates  
                              Special Education  
                              Student School Transportation Eligibility



STUDENT WORK PERMITS

The superintendent may, when requested, issue age and work permits to students in accordance with provisions of the state and federal child labor laws.

Legal Reference: Iowa Code §§ 92; 279.8 (1993).

Cross Reference:           Compulsory Attendance  
                          Entrance - Admissions  
                          Truancy - Unexcused Absences

Approved\_\_\_\_\_ Reviewed\_\_\_\_\_ Revised\_\_\_\_\_

## STUDENT ACTIVITY PROGRAM

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the superintendent unless it involves unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

It shall be the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Legal Reference: 20 U.S.C. §§ 1681-1683; 1685-1686 (1988).  
34 C.F.R. Pt. 106.41 (1992).  
Iowa Code §§ 216.9; 280.13-.14 (1993).  
281 I.A.C. 12.6.

Cross Reference: Student Rights and Responsibilities  
Student Discipline  
Student Activities

Approved\_\_\_\_\_ Reviewed\_\_\_\_\_ Revised\_\_\_\_\_



## PUBLIC CONDUCT ON SCHOOL PREMISES

Extracurricular activities are an important part of the school program. Extracurricular activities offer students the opportunity to participate in a variety of activities not offered during the regular school day. Extracurricular activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend extracurricular activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect:

- A. Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities will not be tolerated.
- B. Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of extracurricular activities will not be tolerated.
- C. The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future extracurricular activities.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

PUBLIC CONDUCT ON SCHOOL PREMISES

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from extracurricular activities to be sent to the spectator involved. The notice shall advise the spectator of the district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the district's order, law enforcement authorities will be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends an extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution.

Legal Reference: Iowa Code §§ 279.8; 716.7 (1993).

Cross Reference: Public Participation in the School District



## COMMUNICABLE DISEASES - EMPLOYEES

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

The health risk to immunodepressed employees shall be determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials.

An employee shall notify the superintendent or the school nurse when the employee learns the employee has a communicable disease. It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health.

Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

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Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987).  
29 U.S.C. § 794, 1910 (1988).  
42 U.S.C. §§ 12101 et seq. (Supp. 1990).  
45 C.F.R. Pt. 84.3 (1990).  
Iowa Code § 139, 141 (1993).  
641 I.A.C. 1.2-.7.  
281 I.A.C. 22.15-.17.

Cross Reference: 209 Committees of the Board of Directors  
401.6 Employee Records  
403.1 Employee Physical Examinations  
507.3 Communicable Diseases - Students



## STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic extracurricular activities ~~or enrolling in kindergarten or first grade in the school district~~ shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students ~~in other grades~~ enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician shall be on file at the attendance center. Each student shall submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for expulsion. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

Legal Reference: Iowa Code §§ 139.9; 280.13 (1993).  
281 I.A.C. 33.5.  
641 I.A.C. 7.

Cross Reference: 402.2 Child Abuse Reporting  
501 Student Attendance  
507 Student Health and Well-Being

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



COMMUNICABLE DISEASES - STUDENTS

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

The health risk to immunodepressed students shall be determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

A student shall notify the superintendent or the school nurse when the student learns the student has a communicable disease. It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health. Health data of a student is confidential and it shall not be disclosed to third parties.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987).  
29 U.S.C. §§ 701 et seq. (1988).  
45 C.F.R. Pt. 84.3 (1990).  
Iowa Code ch. 139 (1993).  
641 I.A.C. 1.2-.5, 7.

Cross Reference: 403.1 Employee Physical Examinations  
403.3 Communicable Diseases - Employees  
506 Student Records

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## STUDENT APPEARANCE

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors on school property or on property within the jurisdiction of the school district.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

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

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).  
Bethal School District v. Fraser, 478 U.S. 675 (1986).  
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).  
Torvik v. Decorah Community School, 453 F.2d 779 (8th Cir. 1972).  
Turley v. Adel Community School District, 322 F.Supp. 402 (S.D. Iowa 1971).  
Sims v. Colfax Comm. School Dist., 307 F.Supp. 485 (Iowa 1970).  
Iowa Code § 279.8 (1993).

Cross Reference: 502 Student Rights and Responsibilities

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## FREEDOM OF EXPRESSION

Student expression, other than student expression in student-produced official school publications, made on the school district property premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose.

Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees shall be responsible for insuring students' expression is in keeping with this policy. It shall be the responsibility of the superintendent to develop 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 Independent Community School District, 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 Reference: 502 Student Rights and Responsibilities  
 504.2 Student Organizations  
 504.3 Student Publications  
 603.9 Academic Freedom

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## STUDENT PUBLICATIONS

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications shall be guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication shall follow the grievance procedure outlined in board policy 214.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted shall follow the grievance procedure outlined in board policy 502.6.

The superintendent shall be responsible for developing a student publications code. This code shall include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent shall also be responsible for distributing this policy and the student publications code to the students and their parents.

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).  
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).  
Iowa Code § 280.22 (1993).

Cross Reference: 309 Communication Channels  
402.5 Public Complaints about Employees  
502 Student Rights and Responsibilities  
504 Student Activities



ask TASC

Code No. \_\_\_\_\_

Exhibit A  
Employees Series

## FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted up to twelve (12) weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as July 1-June 30. Requests for family and medical leave shall be made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It shall be the responsibility of the superintendent to develop administrative rules to implement this policy.

The requirements stated in the master contract between employees in that certified collective bargaining unit and the board regarding family and medical leave of such employees shall be followed.

Legal Reference: Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942)  
26 U.S.C. §2601 *et seq.* (Sup. 1993)  
29 C.F.R. Pt. 825 (1993)  
Iowa Code §§20; 85.33, .34, .38(3); 216; 279.40 (1993)  
1980 Op. Att'y Gen. 605  
1972 Op. Att'y Gen. 177, 353.  
1952 Op. Att'y Gen. 91.

Cross Reference: Licensed Employee Family Illness Leave  
Licensed Employee Extended Illness Leave  
Licensed Employee Unpaid Leave

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT



## FAMILY AND MEDICAL LEAVE REGULATION

**NOTE: For clarification or guidance, see definitions in Exhibit A-R2.**

**A. School District Notice**

1. The school district will post the notice in Exhibit A-E1 regarding family and medical leave.
2. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually.
3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
  - a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual twelve (12) week entitlement;
  - b. a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so;
  - c. an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
  - d. a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

**B. Eligible Employees.** Employees are eligible for family and medical leave if three criteria are met:

1. the school district has more than fifty (50) employees on the payroll at the time leave is requested;
2. the employee has worked for the school district for at least twelve (12) months or fifty-two (52) weeks (the months and weeks need not be consecutive); and
3. the employee has worked at least 1,250 hours within the previous year. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

If the employee requesting leave is unable to meet the above criteria, then the employee is not eligible for family and medical leave.



C. Employee Requesting Leave -- Two Types of Leave

1. Foreseeable family and medical leave

- a. Definition - leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
- b. Employee must give at least thirty (30) days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty (30) days after notice was received.
- c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.

2. Unforeseeable family and medical leave

- a. Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
- b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
- c. A spouse or family member may give the notice if the employee is unable to personally give notice.

D. Eligible Family and Medical Leave Determination

1. Four purposes:

- a. the birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
- b. the placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
- c. to care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; or
- d. employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.

2. Medical certification (*See Exhibit F.*)

a. When required:

1. Employees shall be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
2. Employees shall be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.

b. Employees medical certification responsibilities:

1. The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.
2. The school district may require the employee to obtain a second



certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.

3. If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.
- c. Medical certification will be required fifteen (15) days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty (30) days. Recertification must be submitted within fifteen (15) days of the school district's request.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification shall be denied until such certification is provided.

#### E. Entitlement

1. Employees are entitled to twelve (12) weeks unpaid family and medical leave per year.
2. Year is defined as fiscal year.
3. If insufficient leave is available, the school district may:
  - a. deny the leave if entitlement is exhausted;
  - b. award leave available.

#### F. Type of Leave Requested

1. Continuous - employee will not report to work for set number of days or weeks.
2. Intermittent - employee requests family and medical leave for separate periods of time.
  - a. Intermittent leave is available for serious health condition of the employee, spouse, parent, or child when medically necessary without the school district's agreement.
  - b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.
  - c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits.
3. Reduced work schedule - employee requests a reduction in the employee's regular work schedule.



- a. Reduced work schedule family and medical leave is available for serious health condition of the employee, spouse, parent, or child when medically necessary without the school district's agreement.
- b. In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.
- c. During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits.

G. Special Rules for Instructional Employees

- 1. Definition - an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- 2. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule family and medical leave greater than twenty percent of the work days in the leave period may be required to:
  - a. Take leave for the entire period or periods of the planned medical treatment; or
  - b. Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.
- 3. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester do not include scheduled school breaks, such as summer, winter or spring break.
  - a. If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.
  - b. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.
  - c. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.



4. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.

#### H. Employee Responsibilities While on Family and Medical Leave

1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits.
2. The employee contribution payments will be deducted from any money owed to the employee or the employee shall reimburse the school district at a time set by the superintendent.
3. An employee who fails to make the health care contribution payments within fifteen days after they are due will be notified that their coverage may be canceled if payment is not received within an additional fifteen days.
4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty (30) days and return the certification with fifteen (15) days of the request.
5. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two weeks prior to the conclusion of the family and medical leave.
6. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.

#### I. Use of Paid Leave for Family and Medical Leave

An employee shall substitute unpaid family and medical leave with any paid leave available to the employee under board policy, individual contracts or the collective bargaining agreement. Paid leave includes, but is not limited to, sick leave, family illness leave, vacation, personal leave, bereavement leave, and professional leave.



## FAMILY AND MEDICAL LEAVE DEFINITIONS

Common law marriage-according to Iowa law, common law marriages exist when there is a present intent by the two parties to be married, continuous cohabitation, and a public declaration that the parties are husband and wife. There is no time factor that needs to be met in order for there to be a common law marriage.

Continuing treatment by a health care provider-one or more of the following:

- The employee or family member in question is treated two or more times for the injury or illness by a health care provider. Normally this would require visits to the health care provider or to a nurse or physician's assistant under direct supervision of the health care provider.
- The employee or family member is treated for the injury or illness two or more times by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider, or is treated for the injury or illness by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider--for example, a course of medication or therapy--to resolve the health condition.
- The employee or family member is under the continuing supervision of, but not necessarily being actively treated by, a health care provider due to a serious long-term or chronic condition or disability which cannot be cured. Examples include persons with Alzheimer's, persons who have suffered a severe stroke, or persons in the terminal stages of a disease who may not be receiving active medical treatment.

Eligible Employee-the district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the district for at least twelve months and has worked at least 1250 hours within the previous year.

Essential Functions of the Job-those functions which are fundamental to the performance of the job. It does not include marginal functions.

Employment benefits-all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an "employee benefit plan."

Family Member-individuals who meet the definition of son, daughter, spouse or parent.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## FAMILY AND MEDICAL LEAVE DEFINITIONS

Group health plan-any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer's employees, former employees, or the families of such employees or former employees.

Health care provider-

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- Nurse practitioners and nurse-midwives who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

In loco parentis-individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

Incapable of self-care-that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" or "ADLs." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Instructional employee-an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

Intermittent leave-leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more to several weeks.

Medically Necessary-certification for medical necessity is the same as certification for serious health condition.



## FAMILY AND MEDICAL LEAVE DEFINITIONS

"Needed to Care For"-the medical certification that an employee is "needed to care for" a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care.

Parent-a biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.

Physical or mental disability-a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Reduced leave schedule-a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

Serious health condition-an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
- Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider; or
- Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; and for prenatal care.
- Voluntary or cosmetic treatments (such as most treatments for orthodontia or acne) which are not medically necessary are not "serious health conditions," unless inpatient hospital care is required. Restorative dental surgery after an accident, or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Treatments for allergies or stress, or for substance abuse, are serious health conditions if all the conditions of the regulation are met. Prenatal care is included as a serious health condition. Routine preventive physical examinations are excluded.

Son or daughter-a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or, if over 18, incapable of self-care because of a mental or physical disability.

Spouse-a husband or wife recognized by Iowa law including common law marriages.



APPROVED

WARRANTS DATED MAY 08, 1995

VENDOR NAME	WARRANT	AMOUNT
ABC SCHOOL SUPPLY, INC. <i>Supp.</i>	G0073522	681.92
ACADEMIC BOOK SERVICES, INC. <i>textbooks</i>	G0073523	64.90
ACADEMIC INDUSTRIES, INC. <i>Supp.</i>	G0073524	34.00
ACTION SERVICES, INC. <i>disposal</i>	G0073525	280.00
ACTIVITY RESOURCES COMPANY, INC. <i>Supp.</i>	G0073526	29.69
ADEL AUTO SUPPLY <i>Supp.</i>	G0073527	71.40
ADEL CHRYSLER INC <i>Supp.</i>	G0073528	54.00
ADEL ROTARY CLUB <i>dues</i>	G0073529	110.00
ADEL SUPER VALU <i>Supp.</i>	G0073530	29.30
ADEL TV & APPLIANCE CO <i>repair/supp./UPS</i>	G0073531	124.31
ADEL-DESOTO-MINBURN ACTIVITIES <i>fees</i>	G0073532	107.20
ADEL-DESOTO-MINBURN FOOD SERVICE <i>Supp.</i>	G0073533	631.95
ADVANCED AUTO ELECTRONICS <i>Supp.</i>	G0073534	27.00
ALL AMERICAN TURF BEAUTY, INC. <i>grounds upkeep</i>	G0073535	532.15
AMERICONNECT <i>tel.</i>	G0073536	75.69
LORRIE ANDERSON <i>Supp.</i>	G0073537	18.74
ANNEAR EQUIPMENT, INC. <i>Supp.</i>	G0073538	11.65
APPLE COMPUTER, INC. <i>equip.</i>	G0073539	269.00
ARCHER TV & APPLIANCE <i>equip.</i>	G0073540	875.00
AREA EDUCATION AGENCY 11 <i>Supp./sew.</i>	G0073541	2,027.98
ARTS PIANO SERVICE <i>sew.</i>	G0073542	35.00
ASCD <i>dues</i>	G0073543	98.00
AT&T <i>tel.</i>	G0073544	12.28
AUTO-JET MUFFLER CORP. <i>Supp.</i>	G0073545	65.52
CINDY BALDON <i>reg.</i>	G0073546	35.00
BATTERY PATROL <i>Supp.</i>	G0073547	18.84
THOMAS BAUGHMAN <i>fuel</i>	G0073548	15.80
BEACON MICROCENTER <i>Supp.</i>	G0073549	168.00
LEE ANN BECKER <i>uniforms</i>	G0073550	63.93
BECKLEY CARDY COMPANY <i>equip./supp.</i>	G0073551	647.83
BEN FRANKLIN VARIETY STORE <i>Supp.</i>	G0073552	229.39
BETTER BOOKS COMPANY <i>books</i>	G0073553	119.79
BLANK PARK ZOO <i>fees</i>	G0073554	87.00
BOULDEN PUBLISHING <i>Supp.</i>	G0073555	161.79
BOYER PETROLEUM COMPANY <i>Supp.</i>	G0073556	302.79
LAURA BRENNER <i>reg.</i>	G0073557	35.00
BRITAINS RADIATOR <i>Supp.</i>	G0073558	165.00

8,316.84

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

AUTHORIZED

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DATE 05/02  
TIME 12:38

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WARRANTS DATED MAY 08, 1995

VENDOR NAME	WARRANT	AMOUNT
BRITTAINS STANDARD PARTS INC <i>Supp.</i>	G0073559	6.99
BRODART INC <i>books</i>	G0073560	72.41
BROWER SCHOOL BUS PARTS <i>Supp.</i>	G0073561	535.31
BOB BROWN CHEVROLET <i>Supp.</i>	G0073562	489.10
CALLOWAY HOUSE INC <i>Supp.</i>	G0073563	206.75
CAMBRIDGE DEVELOPMENT LABORATORY <i>Supp.</i>	G0073564	64.85
CAROLINA BIOLOGICAL SUPPLY CO <i>equip./supp.</i>	G0073565	1,336.63
CARSON-DELLOSA PUBLISHING CO. INC <i>Supp.</i>	G0073566	47.78
DANIEL CHAPMAN TRUCKING/SNOW RMV <i>sew.</i>	G0073567	100.00
CHASSELLE, INC. <i>Supp.</i>	G0073568	66.80
CHIEF BUS SERVICE <i>sew.</i>	G0073569	1,900.00
CHILDCRAFT EDUCATION CORP. <i>Supp.</i>	G0073570	58.59
FRANCES J CHRISTENSEN <i>mileage</i>	G0073571	6.76
CITY OF ADEL <i>util.</i>	G0073572	938.58
CITY OF DESOTO <i>util.</i>	G0073573	272.30
CITY OF MINBURN <i>util.</i>	G0073574	176.58
CITY SUPPLY CORPORATION <i>Supp.</i>	G0073575	618.43
CLARUS MUSIC, LTD. <i>Supp.</i>	G0073576	16.82
COASTAL UNILUBE, INC. <i>Supp.</i>	G0073577	61.25
COBBLESTONE PUBLISHING, INC. <i>Supp.</i>	G0073578	39.95
THE COMPUTER SUPPLY STORE <i>equip.</i>	G0073579	5,520.00
CONTINENTAL CLAY COMPANY <i>Supp.</i>	G0073580	841.25
CREATIVE EDUCATIONAL MATERIALS <i>Supp.</i>	G0073581	19.47
CRITICAL THINKING PRESS/SOFTWAR <i>Supp.</i>	G0073582	46.90
DALLAS CO BOARD OF SUPERVISORS <i>assessment</i>	G0073583	15.00
DALLAS COUNTY NEWS <i>Supp.</i>	G0073584	29.00
DAUGHERTY SUPER MARKET <i>Supp.</i>	G0073585	263.97
DBS OF IOWA, INC. <i>maint./supp.</i>	G0073586	481.91
DEMCO <i>Supp.</i>	G0073587	218.59
DES MOINES IND. COMM. SCH. DIST. <i>tuition</i>	G0073588	59.52
DES MOINES AREA COMM COLLEGE <i>reg. tuition</i>	G0073589	446.45
DES MOINES AREA COMMUNITY COLLEGE <i>fees</i>	G0073590	14.84
DES MOINES REGISTER & TRIBUNE <i>advert./supp.</i>	G0073591	239.30
GREG DETIMMERMAN <i>travel/reg.</i>	G0073592	106.52
DICK BLICK <i>Supp.</i>	G0073593	95.25
THE DICKSON COMPANY <i>Supp.</i>	G0073594	75.00
DIDAX EDUCATIONAL RESOURCES <i>Supp.</i>	G0073595	12.00

15,500.85

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WARRANTS DATED MAY 08, 1995

VENDOR NAME	WARRANT	AMOUNT
ELIZABETH DODGE <i>supp./fuel</i>	G0073596	50.30
DON'S RADIO & TV INC <i>supp.</i>	G0073597	9.99
DRAKE UNIVERSITY <i>tuition</i>	G0073598	367.80
DEANNA DRAPER <i>travel/reg./supp.</i>	G0073599	103.00
DUNN & COMPANY, INC. <i>supp.</i>	G0073600	19.74
EBSCO SUBSCRIPTION SERVICES <i>supp.</i>	G0073601	474.60
ECONO LODGE <i>travel</i>	G0073602	140.80
ECONO-CLAD BOOKS <i>books</i>	G0073603	87.02
EDUCATIONAL IMPRESSIONS, INC. <i>supp.</i>	G0073604	55.94
EDUCATIONAL INSIGHTS <i>supp.</i>	G0073605	60.00
EDUCATIONAL MEDIA CORPORATION <i>supp.</i>	G0073606	16.45
ELECTRIC MOTORS CORP <i>repair</i>	G0073607	53.52
ENGEL LAW OFFICE <i>law</i>	G0073608	63.75
ERWIN E EPLEY <i>fuel</i>	G0073609	20.50
ETR ASSOCIATES <i>supp.</i>	G0073610	93.50
EVAN-MOOR <i>supp.</i>	G0073611	19.95
JAY FARROW <i>moving</i>	G0073612	1,370.00
FAS-TRACK COMPUTER PRODUCTS <i>supp.</i>	G0073613	385.60
CANDY FELLER <i>reg.</i>	G0073614	32.00
FOCUS ON THE FAMILY <i>supp.</i>	G0073615	83.40
FOLLETT EDUCATIONAL SERVICES <i>textbooks</i>	G0073616	841.67
FREY SCIENTIFIC COMPANY <i>equip./supp.</i>	G0073617	723.82
FULLERS STANDARD <i>fuel</i>	G0073618	1,440.49
CHARLES GABUS FORD, INC. <i>supp.</i>	G0073619	1,410.84
GAMCO INDUSTRIES, INC. <i>supp.</i>	G0073620	26.75
ANN GEADELMAN <i>reg.</i>	G0073621	32.00
GENERAL TELEPHONE CO <i>tel.</i>	G0073622	194.04
VALARIE GIBSON <i>reg.</i>	G0073623	35.00
CRIS GOODALE <i>fuel</i>	G0073624	20.00
GROLIER EDUCATIONAL CORPORATION <i>books</i>	G0073625	250.95
DAVID GRUVER <i>travel</i>	G0073626	64.74
GRYPHON HOUSE INC. <i>supp.</i>	G0073627	77.80
HAMMOND & STEPHENS <i>supp.</i>	G0073628	175.15
HARCOURT BRACE <i>supp.</i>	G0073629	559.28
HARLAND HARDWARE <i>supp.</i>	G0073630	17.16
DONNA HAXTON <i>supp.</i>	G0073631	7.35
HEARTLAND CO-OP <i>fuel</i>	G0073632	995.87
		10,380.77

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WARRANTS DATED MAY 08, 1995

VENDOR NAME	WARRANT	AMOUNT
CONNIE HEFNER <i>reg.</i>	G0073633	35.00
RACHELLE HEPNER <i>Supp.</i>	G0073634	10.82
HERFF JONES <i>Supp.</i>	G0073635	1,098.88
HI-WAY AUTO AND TIRE SERVICE <i>Supp.</i>	G0073636	98.95
TIMOTHY HOFFMAN <i>travel</i>	G0073637	43.94
HOTH & CO. <i>books</i>	G0073638	32.44
HSS <i>Supp.</i>	G0073639	205.50
MARY HUGHES <i>reg.</i>	G0073640	32.00
I A S C D <i>dues</i>	G0073641	25.00
IDEAL SCHOOL SUPPLY COMPANY <i>Supp.</i>	G0073642	20.90
INCENTIVE PUBLICATIONS, INC. <i>Supp.</i>	G0073643	27.49
INSTRUCTIONAL FAIR, INC. <i>Supp.</i>	G0073644	30.91
INTERSTATE MUSIC SUPPLY <i>Supp.</i>	G0073645	313.77
INTERSTATE PERIODICAL DIST INC <i>Supp.</i>	G0073646	366.36
IOWA JEWELERS SUPPLY COMPANY <i>Supp.</i>	G0073647	33.95
IOWA NETWORK SERVICES, INC <i>tel.</i>	G0073648	292.65
ITALIAN VILLAGES <i>Supp.</i>	G0073649	20.95
JANET GARDER/IA ST UNIVERSITY <i>reg.</i>	G0073650	140.00
JOHNSTON DISTRIBUTING COMPANY <i>Supp.</i>	G0073651	538.30
KAPLAN'S SCHOOL SUPPLY CORP. <i>Supp.</i>	G0073652	66.53
KARLA KEARNEY <i>Supp.</i>	G0073653	10.85
KIDSRIGHT <i>Supp.</i>	G0073654	138.25
WILLIAM KIMBER <i>travel</i>	G0073655	61.88
KNOWLEDGE UNLIMITED <i>Supp.</i>	G0073656	189.00
KOCH BROTHERS <i>maint.</i>	G0073657	246.50
LAKESHORE <i>Supp.</i>	G0073658	500.59
LARRYS TELEPHONE SERVICE <i>sew./Supp.</i>	G0073659	150.00
J S LATTA COMPANY <i>Supp.</i>	G0073660	2,927.59
LEADER <i>Supp.</i>	G0073661	81.83
LEROY'S PLUMBING & HEATING <i>repair</i>	G0073662	75.00
MAC WAREHOUSE <i>Supp./equip.</i>	G0073663	605.25
WILLIAM V. MACGILL & CO. <i>Supp.</i>	G0073664	176.80
MALECKI MUSIC INC <i>Supp.</i>	G0073665	92.33
MARCON SERVICES, LTD. <i>maint./Supp.</i>	G0073666	4,066.70
THE MATH LEARNING CENTER <i>Supp.</i>	G0073667	9.50
MCCREARY COMMUNITY BUILDING <i>fees</i>	G0073668	25.50
MCGRAW - HILL <i>textbooks/workbooks</i>	G0073669	1,256.76
		14,048.67

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE,  
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WARRANTS DATED MAY 08, 1995

VENDOR NAME	WARRANT	AMOUNT
C. H. MCGUINESS CO., INC. <i>repair</i>	G0073670	315.77
MECC <i>Supp.</i>	G0073671	122.00
MID-IOWA COMPUTER CENTER <i>Supp.</i>	G0073672	34.00
MID-WEST TECH <i>equip./supp.</i>	G0073673	989.50
MIDWEST COACHES, INC. <i>sew.</i>	G0073674	546.00
MIDWEST POWER <i>elect./nat. gas</i>	G0073675	13,305.47
MIDWEST WHEEL COMPANIES <i>Supp.</i>	G0073676	213.72
MINBURN TELEPHONE COMPANY <i>tel.</i>	G0073677	375.31
MINNESOTA HIGH SUCCESS CONSORTIU <i>Supp.</i>	G0073678	35.99
MODERN CURRICULUM PRESS, INC. <i>textbooks/workbooks</i>	G0073679	1,681.54
MOORE MUSIC, INC. <i>Supp.</i>	G0073680	84.45
NASCO <i>supp.</i>	G0073681	327.46
NATIONAL GEOGRAPHIC SOCIETY <i>sew.</i>	G0073682	230.00
JAMES NELSEN <i>travel/reg./supp.</i>	G0073683	1,230.46
NUBALL MFG. CO. <i>supp.</i>	G0073684	475.71
ERICA NUSS <i>Supp.</i>	G0073685	9.24
OFFICE DEPOT, INC. <i>Supp.</i>	G0073686	570.91
OPTIONS, INC. <i>Supp.</i>	G0073687	65.95
ORIENTAL TRADING CO., INC. <i>Supp.</i>	G0073688	48.20
PAMELA DE BOER <i>fee</i>	G0073689	60.00
PEACE EDUCATION FOUNDATION, INC. <i>Supp.</i>	G0073690	100.85
PER MAR SECURITY & RESEARCH CORP <i>maint.</i>	G0073691	354.00
PERFECTION LEARNING CORP. <i>Supp.</i>	G0073692	55.85
PERMA-BOUND <i>books</i>	G0073693	475.75
PERTOLEUM TECHNOLOGY LTD. <i>Supp.</i>	G0073694	124.80
PHI DELTA KAPPA <i>dues</i>	G0073695	50.00
KAREN PICKETT <i>travel</i>	G0073696	39.00
PIONEER PUBLISHING COMPANY <i>Supp.</i>	G0073697	11.66
PLASTICS MANUFACTURING CO. <i>Supp.</i>	G0073698	19.75
POLARIS CORPORATION <i>Supp.</i>	G0073699	30.00
POPPLER MUSIC INC <i>Supp.</i>	G0073700	13.30
PROFESSIONAL PUBLICATIONS, INC. <i>Supp.</i>	G0073701	22.00
PUBLISHERS QUALITY LIBRARY SERV <i>books</i>	G0073702	96.53
PUCKETT ELECTRIC TOOLS INC <i>Supp.</i>	G0073703	138.78
MARY PULSCHER <i>reg.</i>	G0073704	35.00
QUILL CORPORATION <i>Supp.</i>	G0073705	233.82
FRANK RIEMAN MUSIC INC <i>Supp.</i>	G0073706	87.67

22,610.44

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

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SECRETARY



REPORT 110062

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WARRANTS DATED MAY 08, 1995

VENDOR NAME	WARRANT	AMOUNT
RITA'S FLOORING & DECORATING <i>Supp.</i>	G0073707	130.00
RIVERSIDE PUBLISHING CO <i>Supp./new</i>	G0073708	875.22
ROYAL OFFICE SYSTEMS, INC. <i>maint.</i>	G0073709	116.41
S & S ARTS & CRAFTS <i>Supp.</i>	G0073710	33.61
SANDE LUMBER CO INC <i>Supp.</i>	G0073711	529.01
SAX ARTS & CRAFTS <i>Supp.</i>	G0073712	2,643.69
FRANK SCHAEFFER <i>Supp.</i>	G0073713	103.66
CAROLE SCHLAPKOHL <i>travel/supp.</i>	G0073714	48.25
SCHOLASTIC, INC. <i>Supp./books</i>	G0073715	186.46
SCHOOL BUS SALES <i>Supp.</i>	G0073716	470.41
SCHOOL HEALTH CORPORATION <i>Supp.</i>	G0073717	499.77
SCHOOL-TECH, INC. <i>Supp.</i>	G0073718	315.86
SCIBA <i>Supp.</i>	G0073719	191.25
SCOTT FORESMAN & CO <i>textbooks</i>	G0073720	19.82
SHERMAN SPECIALTY CO., INC. <i>Supp.</i>	G0073721	51.88
SILVER BURDETT & GINN <i>equip./textbooks/workbooks</i>	G0073722	4,381.09
SMART APPLE U.S. <i>Supp.</i>	G0073723	174.62
MARILYN SMITH <i>reg.</i>	G0073724	35.00
SOCIAL STUDIES SCHOOL SERVICE <i>Supp.</i>	G0073725	142.33
SPECIALIZED PRODUCTS COMPANY <i>equip.</i>	G0073726	139.32
SPORTIME <i>Supp.</i>	G0073727	338.85
STECK VAUGHN COMPANY <i>workbooks/Supp.</i>	G0073728	174.41
STITZELL ELECTRIC SUPPLY CO <i>Supp.</i>	G0073729	244.16
SUMMIT LEARNING <i>Supp.</i>	G0073730	32.60
TEACHER CREATED MATERIALS, INC. <i>Supp.</i>	G0073731	36.35
TENNIS SERVICES OF IOWA <i>Supp.</i>	G0073732	225.00
THE RE-PRINT CORP. <i>Supp.</i>	G0073733	406.02
THOMAS BUS SALES OF IOWA, INC. <i>Supp.</i>	G0073734	1,539.63
TREETOP PUBLISHING <i>Supp.</i>	G0073735	119.99
THE TRUMPET CLUB <i>Supp.</i>	G0073736	172.54
U S WEST COMMUNICATIONS <i>tel.</i>	G0073737	996.23
U.S. TOY COMPANY, INC. <i>Supp.</i>	G0073738	284.39
UPSTART <i>Supp.</i>	G0073739	34.26
US WEST CELLULAR <i>tel.</i>	G0073740	24.95
LORI VETTER <i>travel/reg.</i>	G0073741	32.36
LEONA VIAU <i>reg.</i>	G0073742	35.00
WARD'S NATURAL SCIENCE ESTABLISH <i>Supp.</i>	G0073743	416.85
		16,201.25

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

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APPROVED

WARRANTS DATED MAY 08, 1995

VENDOR NAME	WARRANT	AMOUNT
WASTE MANAGEMENT OF IOWA <i>disposal</i>	G0073744	590.24
WAUKEE COMMUNITY SCHOOL <i>tuition</i>	G0073745	1,703.00
WAYNE DENNIS SUPPLY COMPANY <i>Supp.</i>	G0073746	43.96
WEEKLY READER <i>Supp.</i>	G0073747	292.00
JOELLEN WESSELMANN <i>reg.</i>	G0073748	35.00
J WESTON WALCH, PUBLISHER <i>Supp.</i>	G0073749	44.42
THE HW WILSON COMPANY <i>books</i>	G0073750	262.00
WOLIN & ASSOCIATES, INC. <i>repair</i>	G0073751	907.40
WOODWORKER'S SUPPLY <i>Supp.</i>	G0073752	216.46
WORLD ALMANAC EDUCATION <i>books</i>	G0073753	74.82
XEROX CORPORATION <i>Supp.</i>	G0073754	288.00
YOUNGERMAN MUSIC CO. <i>Supp.</i>	G0073755	54.70
YOUNGS <i>Supp.</i>	G0073756	32.02
ZEP MANUFACTURING COMPANY <i>Supp.</i>	G0073757	118.94
3E ELECTRICAL ENGINEERING EQUIP. <i>Supp.</i>	G0073758	11.01
IHSMA <i>Supp.</i>	1016	445.40
		4,673.97
		91,732.79
		91,732.79
		<del>91,732.79</del>
		92,178.19

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PHYSICAL PLANT & EQUIPMENT FUND  
May 8, 1995

Doors Inc. *door steps*  
Dana Larson Roubal & Assoc. *eng. sew.*

Ck#1056  
1057

\$464.00  
1,980.73

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\$2,444.73

*SP*  
*AK*  
*QRH*



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

	<u>Operating Fund</u>
Balance, March 31, 1995	\$ 882,766.54
Receipts, April	1,042,669.29
Expenses, April	574,931.96
Loan to Physical Plant & Equipment Fund	<u>10,000.00</u>
Balance, April 30, 1995	1,340,503.87
Invested: Money Market Acct.	<u>1,311,359.50</u>
Cash: NOW Acct.	<u>\$ 29,144.37</u>
Balance, April 30, 1994	\$1,407,481.71

	<u>Management Fund</u>
Balance, March 31, 1995	\$ 134,426.77
Receipts, April	41,860.36
Expenses, April	<u>.00</u>
Balance, April 30, 1995	\$ 176,287.13
Invested: Money Market Acct.	<u>176,287.13</u>
Cash: NOW Acct.	<u>\$ .00</u>
Balance, April 30, 1994	\$ 92,092.36



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

Debt Service Fund

Balance, March 31, 1995	\$ 218,854.79
Receipts, April	146,933.24
Expenses, April	<u>344,170.00</u>
Balance, April 30, 1995	\$ 21,618.03
Invested: Money Market Acct.	<u>5,000.00</u>
Cash: NOW Acct.	<u><u>\$ 16,618.03</u></u>
Balance, April 30, 1994	\$ 18,768.25

Physical Plant & Equipment

Balance, March 31, 1995	\$ 2,046.83
Receipts, April	53,419.02
Loan from General Fund	10,000.00
Expenses, April	<u>78,960.00</u>
Balance, April 30, 1995	( \$ 13,494.15 )
Invested: Money Market Acct.	<u>.00</u>
Cash: NOW Acct.	( \$ 13,494.15 )
Balance, April 30, 1994	\$ 90,881.35



83.3%

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT  
REVENUE & EXPENDITURE TOTALS  
GENERAL & SCHOOLHOUSE FUNDS  
APRIL 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	\$1,699,568.04	\$ 629,177.08	\$2,328,745.12	83.0
STATE SOURCES	3,462,046.55	382,807.51	3,844,854.06	89.9
FEDERAL SOURCES	<u>51,215.00</u>	<u>13,555.00</u>	<u>64,770.00</u>	103.6
SUBTOTAL	5,212,829.59	1,025,539.59	6,238,369.18	87.3
<u>MANAGEMENT FUND</u>	98,173.58	41,860.36	139,562.48	94.8
<u>SCHOOLHOUSE FUND REVENUE</u>				
<u>DEBT SERVICE FUND</u>	292,612.32	146,933.24	439,545.56	85.2
<u>PHYSICAL PLANT &amp; EQUIP. FUND</u>	<u>109,809.38</u>	<u>53,419.02</u>	<u>163,699.86</u>	86.2
TOTAL ALL FUNDS	<u>\$5,713,424.87</u>	<u>\$1,267,752.21</u>	<u>\$6,981,177.08</u>	87.3
<u>GENERAL FUND EXPENDITURES</u>				
<u>OPERATING FUND</u>				
DISTRICT WIDE	\$1,283,234.72	\$ 100,899.09	\$1,384,133.81	81.4
HIGH SCHOOL	1,269,593.09	144,673.93	1,414,267.02	79.2
MIDDLE SCHOOL	902,117.84	105,277.86	1,007,395.70	84.1
DESOTO INTERMEDIATE	750,154.34	84,494.70	834,649.04	81.4
MINBURN ELEMENTARY	373,718.95	46,947.27	420,666.22	81.5
ADEL ELEMENTARY	<u>699,268.67</u>	<u>75,559.31</u>	<u>774,827.98</u>	81.6
SUBTOTAL	\$5,278,087.61	\$ 557,852.16	\$5,835,939.77	81.3
<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	344,170.00	510,740.00	100.1
<u>PHYSICAL PLANT &amp; EQUIP.</u>	<u>176,948.21</u>	<u>78,960.00</u>	<u>255,908.21</u>	83.7
TOTAL ALL FUNDS	<u>\$5,707,063.27</u>	<u>\$ 980,982.16</u>	<u>\$6,688,045.43</u>	82.8



# MONTHLY STUDENT ACTIVITIES

	PREVIOUS BALANCE	RECEIPTS	EXPENDITURES	BALANCE
ATHLETICS	(\$2,135.75)	\$9,253.68	\$7,878.99	(\$761.06)
HS BAND RESALE	(\$625.38)			(\$625.38)
MS BAND RESALE	(\$1,347.16)	\$75.00	\$252.88	(\$1,525.04)
INSTRUMENT RENTAL	(\$305.85)			(\$305.85)
BAND & UNIFORM	\$3,239.73	\$3.00		\$3,242.73
POM PON	\$447.47		\$428.05	\$19.42
CLASS OF 95	\$2,766.45			\$2,766.45
CLASS OF 96	\$3,894.08	\$3,980.92	\$561.94	\$7,313.06
CLASS OF 94	\$2,069.62			\$2,069.62
CLASS OF 98	(\$27.75)			(\$27.75)
TSA	\$859.68	\$129.31	\$812.57	\$176.42
BUTTON CLUB	\$240.26			\$240.26
DRAMA	\$4,015.77		\$466.12	\$3,549.65
FRENCH CLUB	\$965.51			\$965.51
SPANISH CLUB	\$896.50			\$896.50
S.A.D.D.	\$168.44			\$168.44
NATIONAL HONOR SOCIETY	\$2.33			\$2.33
SPEECH CLUB	\$533.73		\$41.87	\$491.86
MINBURN STUDENT ACCT	\$514.60	\$0.35	\$172.39	\$342.56
HS STUDENT COUNCIL	\$703.15			\$703.15
MS STUDENT COUNCIL	\$6,323.81	\$296.90	\$2,105.98	\$4,514.73
TIGER BASKETBALL CAMP	\$490.82	\$925.00		\$1,415.82
TIGER TEAM CAMP FOOTBALL	\$660.53			\$660.53
LADY TIGER BASKETBALL CAM	\$336.14	\$148.00	\$80.14	\$404.00
ADM WRESTLING CAMP	(\$347.55)	\$1,300.00		\$952.45
VOLLEYBALL CAMP	\$96.73			\$96.73
ACCOMMODATIONS	(\$0.00)			(\$0.00)
MINBURN CLEARING	\$11.56		\$21.74	(\$10.18)
ADEL ELEM FUND	\$862.18			\$862.18
COMMUNITY EDUCATION	\$19,316.92	\$2,909.50	\$2,605.15	\$19,621.27
DESOTO INTERMED SHIRT FUND	(\$924.40)		\$182.00	(\$1,106.40)
DESOTO INTERMED LIB FUND	\$377.88			\$377.88
DESOTO INTERMED MUSIC	\$313.50	\$6.00		\$319.50
ADM SPORTS COMPLEX	(\$318.17)			(\$318.17)
ART FEES	\$940.00	\$75.00		\$1,015.00
ART RESALE	\$219.09		\$96.38	\$122.71
CAP & GOWN	\$1,477.75			\$1,477.75
CHANGE	\$0.00			\$0.00
DANCE FUND	\$1,109.57	\$198.00	\$855.54	\$452.03
HS FACULTY LOUNGE	\$1,340.56	\$358.30	\$267.00	\$1,431.86
MINBURN FACULTY LOUNGE	\$218.89	\$161.00	\$15.00	\$364.89
MS FACULTY LOUNGE	\$951.15			\$951.15
ADEL ELEM POP FUND	\$1,146.47	\$85.40		\$1,231.87
GIFTS	\$1,138.00			\$1,138.00
HALL OF FAME	\$193.31			\$193.31
IND ARTS METALS RESALE	(\$139.81)	\$5.00		(\$134.81)

APRIL 30, 1995



# MONTHLY STUDENT ACTIVITIES

IND ARTS WOODS RESALE	\$761.95	\$39.00	\$1,082.92	(\$281.97)
INSURANCE	\$4.00			\$4.00
INSURANCE REVOLVING	\$30,470.76	\$33,970.48	\$67,229.90	(\$2,788.66)
MISC. RECEIPTS/EXPENDITURE	\$13,651.17	\$1,968.58		\$15,619.75
NURSE FUND	\$288.04		\$35.00	\$253.04
PADLOCK	\$914.25			\$914.25
PEP BUS	\$0.00			\$0.00
PHOTOGRAPHY	\$91.01			\$91.01
PHYSICAL EDUCATION	\$117.00	\$35.00		\$152.00
POPCORN FUND	\$1,119.74			\$1,119.74
REVOLVING	\$2,408.78	\$2,291.60	\$2,491.00	\$2,209.38
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	\$1,354.00	\$74.00		\$1,428.00
TOWEL	\$3,546.88	\$10.50		\$3,557.38
HS VOCAL FUNDS	\$486.61			\$486.61
MS VOCAL FUNDS	\$424.89			\$424.89
WELLNESS	\$4,692.88		\$91.58	\$4,601.30
YEARBOOK	\$10,058.66	\$500.00	\$2,902.00	\$7,656.66
APRIL 30, 1995 TOTALS	\$124,719.66	\$58,799.52	\$90,676.14	\$92,843.04
INVESTMENTS - MM ACCT	\$57,059.78	\$218.86		\$57,278.64
CASH NOW ACCOUNT	\$67,659.88	\$58,580.66	\$90,676.14	\$35,564.40
APRIL 30, 1994 TOTALS				\$119,251.52
INVESTMENTS - MM ACCT				\$55,228.67
CASH NOW ACCOUNT				\$64,022.85

APRIL 30, 1995



MONTHLY SUMMARY ~~MARCH~~ <sup>APRIL</sup> 1995

	PREVIOUS BALANCE	RECEIPTS	EXPENDITURES	BALANCE
ATHLETIC RESALE	(\$1,007.71)	\$570.50	\$521.25	(\$958.46)
ATHLETIC REVOLVING	\$1,561.71	\$1,000.00		\$2,561.71
BASEBALL	(\$2,909.16)		\$20.00	(\$2,929.16)
BOYS BASKETBALL	\$2,563.18		\$94.50	\$2,468.68
BOYS TRACK	(\$5,535.65)		\$88.50	(\$5,624.15)
CHEERLEADING	\$104.35	\$16.00	\$87.00	\$33.35
CROSS COUNTRY TRACK	\$388.50		\$199.81	\$188.69
FOOTBALL	\$4,078.88		\$880.63	\$3,198.25
GIRLS BASKETBALL	\$5,021.23	\$1,255.89	\$34.35	\$6,242.77
GIRLS TRACK	(\$1,791.41)		\$129.00	(\$1,920.41)
GOLF	(\$2,854.59)	\$960.00	\$620.00	(\$2,514.59)
MS BOYS BASKETBALL	(\$746.45)			(\$746.45)
MS GIRLS BASKETBALL	(\$673.20)			(\$673.20)
MS FOOTBALL	(\$3,513.00)			(\$3,513.00)
MS SOFTBALL	(\$2,099.12)			(\$2,099.12)
MS TRACK	(\$2,106.49)		\$1,321.93	(\$3,428.42)
MS VOLLEYBALL	(\$251.60)			(\$251.60)
MS WRESTLING	(\$895.70)			(\$895.70)
DISTRICT 7 FOOTBALL	\$91.60			\$91.60
SOCCER	(\$1,030.41)	\$822.50	\$1,629.90	(\$1,837.81)
SOFTBALL	(\$3,488.35)		\$645.08	(\$4,133.43)
TOURNAMENT	\$13,204.47	\$3,088.79	\$734.34	\$15,558.92
VOLLEYBALL	(\$959.23)			(\$959.23)
WRESTLING	\$712.40	\$1,540.00	\$872.70	\$1,379.70
TOTALS	(\$2,135.75)	\$9,253.68	\$7,878.99	(\$761.06)

APRIL 30, 1995



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

Receipts for April

Student Lunches	\$	20,864.90
Student Milk		1,290.80
Other Food Items		3,167.55
Adult Lunches		1,040.00
Interest		38.97
Breakfast Program		1,136.20
Other Income		1,983.18
Federal Reimbursement	.00	
State Reimbursement	.00	
Reimbursement for Food Items	2,002.18	
Miscellaneous	(19.00)	

Total Income for April	\$	29,521.60
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Expenses for April

Food	\$	14,471.50
Other Supplies		1,229.54
Salary		12,365.76
Benefits		2,667.35
Purchased Services		366.37
Equipment		.00
Misc.		6.05
Total Expenses for April	\$	31,106.57

Year to Date

Previous Receipts	\$	282,481.15
April Receipts		29,521.60
Total Income Year-to-Date.		312,002.75
Opening Cash Balance		10,947.10
Total Cash Available		322,949.85

Previous Expenses	\$	277,199.03
April Expenses		31,106.57
Total Expenses Year-to-Date		308,305.60

Balance April 30, 1995	\$	14,644.25
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Balance April 30, 1994	\$	15,076.77
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