

MINUTES OF BOARD OF DIRECTORS

Regular ADM High School
 Kind of Meeting Meeting Place

8:00 p.m. July 13, 1998
 Time Month Day Year
 Day of Week Monday

MEMBERSPRESENT

Steve Pedersen

Dan Heefner

Ray Hemphill

Harold Hill

Tim Hoffman

 Superintendent of Schools
Shirley McAdon

 School Board Secretary

ABSENT

Don Flater

Call to Order
 Roll Call

The meeting was called to order. Roll call was taken. Present were Dan Heefner, Ray Hemphill, Harold Hill, and President Steve Pedersen. Don Flater was absent. Visitors were present.

Agenda

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

Minutes

It was moved by Heefner, seconded by Hemphill, to approve the minutes of the regular meeting June 8 and the special meeting June 17 as presented. Motion carried unanimously.

Bills

It was moved by Hemphill, seconded by Hill, to approve the bills as presented. Motion carried unanimously.

Mo. Fin. Rpts.

Monthly and annual financial reports were reviewed and discussed. Business Manager presented the bi-annual report of investments and review of the investments policy.

Welcome of
 Visitors
 Open Forum

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

Continuation of regular board meeting held July 13, 1998

Personnel Contracts	<p>Superintendent recommended termination of the 1998-99 contract of Sheri Baker, student-specific teacher associate, a staff reduction due to the student no longer attending ADM.</p> <p>Superintendent recommended resignations from Mary Bowe, teacher associate; Beth Keyt, teacher associate; Lori Boston, MS volleyball; and Mike Raso, assistant HS girls' basketball.</p> <p>Superintendent recommended new contracts for Pam Bond, teacher associate; Barbara Ferris, MS volleyball and MS girls' basketball; Brandie Gean, MS GATE; Beth Keyt, K-5 special education; Jeanine King, teacher associate; Nancy Retzinger, HS family and consumer science; and Kim Schreck, bookkeeper/receptionist. It was moved by Hemphill, seconded by Heefner, to approve terminations, resignations, and new contracts as presented. Motion carried unanimously.</p> <p>Superintendent announced transfers for Chris Lee from HS special education to 4th grade special education, Brian Moretz from MS football and MS wrestling to assistant HS football and assistant HS wrestling, and Barry Roberts from MS girls' basketball to assistant HS girls' basketball.</p>
1998-99 District Goals	<p>Superintendent recommended approval of district goals for 1998-99 as discussed at the Board's goal-setting retreat June 17. It was moved by Heefner, seconded by Hemphill, to approve district goals for 1998-99 as presented. Motion carried unanimously.</p>
IASB Legislative Issues	<p>Superintendent presented a list of IASB legislative issues as discussed at previous meetings. Discussion ensued. It was moved by Heefner, seconded by Hill, to submit the district's legislative priority resolutions as compiled. Motion carried unanimously.</p>
Affirmative Action Plan	<p>Business Manager reviewed the final draft of the district's Affirmative Action Plan and recommended its approval. It was moved by Hill, seconded by Hemphill, to approve the Affirmative Action Plan as presented. Motion carried unanimously.</p>
Sharing Agreement with Perry	<p>Superintendent recommended approval of a 28E agreement with Perry to allow the continuation of the sharing of a Juvenile Court liaison officer. It was moved by Hemphill, seconded by Heefner, to approve the 28E agreement with Perry as presented. Motion carried unanimously.</p>
District Handbooks	<p>Principals recommended approval of district handbooks for the High School Summary of Course Offerings, Middle School Student</p>

Continuation of regular board meeting held July 13, 1998

	<p>Handbook, Middle School Activities Code of Conduct, DeSoto Faculty Handbook, and Minburn Faculty Handbook. It was moved by Heefner, seconded by Hemphill, to approve district handbooks as presented. Motion carried unanimously.</p>
Substitute Teacher Pay Rate	<p>Superintendent recommended increasing the district's substitute teacher pay rate from \$74 per day to \$76 per day for the 1998-99 school year. Discussion ensued concerning the availability of substitutes and trying to stay competitive with neighboring districts. It was moved by Heefner, seconded by Hill, to raise the sub teacher pay rate to \$80 per day for 1998-99. Motion carried unanimously.</p>
Title I Application	<p>Superintendent recommended continuing to participate in the federal remedial Title I program. It was moved by Hill, seconded by Heefner, to approve the district's application to participate in the Title I program. Motion carried unanimously.</p>
Official Organization K-5-3-4	<p>Superintendent recommended K-5-3-4 be the official organization of the grades of the district for 1998-99. It was moved by Hill, seconded by Hemphill, to approve the official organization of the district of K-5-3-4. Motion carried unanimously.</p>
Approve Depository Banks	<p>Superintendent recommended approval of the Adel Brenton Bank and Trust as the district's depository bank. Due to the consolidation of funds under the district's in-house computer system, the Raccoon Valley Bank will no longer serve as a depository bank, effective July 1, 1998. It was moved by Heefner, seconded by Hill, to approve Adel Brenton Bank as the depository bank for the district. Motion carried unanimously.</p>
Appoint District Secretary/Treasurer	<p>Superintendent recommended the appointment of Shirley McAdon to serve as district secretary and district treasurer for 1998-99. It was moved by Hemphill, seconded by Heefner, to appoint Shirley McAdon district secretary and district treasurer for 1998-99. Motion carried unanimously.</p>
Mileage Reimbursement Rate	<p>Superintendent recommended no change in the district's mileage reimbursement rate of 28¢ per mile. Board consensus favored no change.</p>
Child Abuse Investigators	<p>As required by state law, public school districts must appoint child abuse investigators to review any claim of abuse by a school student or an employee. Superintendent recommended the appointment of the following investigators: Level I-Melissa Raske, Level I alternate-Tim Hoffman and Level II-Jim McNeill. It was moved by Hill, seconded by Hemphill, to appoint the district's child abuse investigators as presented. Motion carried unanimously.</p>

Continuation of regular board meeting held July 13, 1998Administrative
Reports

Superintendent approved open enrollment requests from Karli and Tanner Lathrop from Waukee to ADM and Elizabeth Reed from Dallas Center-Grimes to ADM, all for 1997-98.

Superintendent approved open enrollment requests from Hannah McDaniel from Dexfield to ADM and Tracy and Sarah Nizzi from ADM to Waukee, all for 1998-99.

Superintendent announced the receipt of a notice from the City of Adel that a paving project for the summer will create assessments of \$263.43 and \$45,840.42.

Superintendent presented information from administrative team meetings concerning the K-5 neighborhood school concept. Board consensus favored a study of the concept.

Superintendent requested the superintendent's evaluation be placed on the agenda for the regular Board meeting in August. Board President will coordinate the evaluation.

The September Board meeting date will remain September 14 since the canvass of votes will be completed by then.

Candidates may file for the Board election through July 30.

Board members favored an orientation process for new Board members and recommended the IASB ABLE program.

The next meeting of the Tax Management Committee will be held July 16 at 7:00 p.m. in the HS Commons.

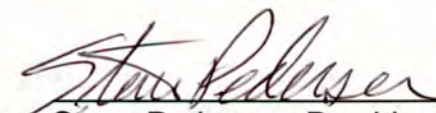
Ann Hegstrom has been awarded a grant to study the Japanese education system for three weeks in October.

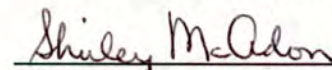
Adjournment

It was moved by Hill, seconded by Hemphill, to adjourn. Motion carried unanimously and the meeting was adjourned by President Pedersen at 10:20 p.m.

Minutes approved as presented

Dated 8/10/98


Steve Pedersen, President


Shirley McAdon, Secretary

Adel DeSoto Minburn Community School

Investments Report Interest Rates 1997-98

CHECKING ACCOUNTS

	July 1997	January 1998	June 1998
Raccoon Valley State Bank	2.25 %	2.25 %	2.00 %
Adel Brenton Bank	0. %	0. %	0. %

MONEY MARKET ACCOUNTS

	July 1997	January 1998	June 1998
Raccoon Valley State Bank	4.00 %	4.50 %	4.25 %
Adel Brenton Bank (Sweep)	4.80 %	4.68 %	4.69 %

INVESTMENTS

Section I - Scope of Investment Policy

The investment policy of the Adel-DeSoto-Minburn Community School District shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of Adel-DeSoto-Minburn Community School District. Each investment made pursuant to this investment policy must be authorized by applicable law and this written investment policy.

The investment of bond funds or sinking funds shall comply not only with this investment policy, but also be consistent with any applicable bond resolution.

This investment policy is intended to comply with Iowa Code Chapter 452.

Upon passage and upon future amendment, if any, copies of this investment policy shall be delivered to all of the following:

1. The governing body or office of the Adel-DeSoto-Minburn Community School District to which the investment policy applies.
2. All depository institutions or fiduciaries for public funds of Adel-DeSoto-Minburn Community School District.
3. The auditor engaged to audit any fund of the Adel-DeSoto-Minburn Community School District.

In addition, a copy of this investment policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of the Adel-DeSoto-Minburn Community School District.

Section II - Delegation of Authority

In accordance with Section 452.10(1), the responsibility for conducting investment transactions resides with the treasurer of the Adel-DeSoto-Minburn Community School District. Only the treasurer and those authorized by resolution may invest public funds, and a copy of any empowering resolution shall be attached to this investment policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for Adel-DeSoto-Minburn Community School District shall require the outside person to notify in writing Adel-DeSoto-Minburn Community School District within thirty days (30) of receipt of all communication from the auditors of the outside person

Approved 7/1/93

Reviewed _____

Revised _____

INVESTMENTS

or any regulatory authority of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to Adel-DeSoto-Minburn Community School District by the outside person.

The records of investment transactions made by or on behalf of Adel-DeSoto-Minburn Community School District are public records and are the property of Adel-DeSoto-Minburn Community School District whether in the custody of the Adel-DeSoto-Minburn Community School District or in the custody of a fiduciary or other third party.

The treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of Adel-DeSoto-Minburn Community School District responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for this public body:

1. Investing public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.
4. Acting in a fiduciary capacity for this public body.

A bank, savings and loan association or credit union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

The treasurer of Adel-DeSoto-Minburn Community School District and all employees authorized to place investment shall be bonded ~~in the amount of~~ at a minimum \$20,000.

Section III - Objectives of Investment Policy

The primary objectives, in order of priority, of all investment activities involving the financial assets of Adel-DeSoto-Minburn Community School District shall be the following:

1. Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. Liquidity: Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. Return: Obtaining a reasonable return is the third investment objective.

INVESTMENTS

Section IV - Prudence

The treasurer of Adel-DeSoto-Minburn Community School District, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section II investment objectives. This standard requires that when making investment decisions, the treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of Adel-DeSoto-Minburn Community School District and the investment objectives stated in Section II.

When investing assets of Adel-DeSoto-Minburn Community School District for a period longer than one (1) year, the treasurer shall request competitive investment proposals for comparable credit and term investments from a minimum of three (3) investment providers.

Section V - Instruments Eligible for Investment

Assets of Adel-DeSoto-Minburn Community School District may be invested in the following:

1. Interest-bearing savings accounts, interest-bearing money market accounts, and interest-bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Treasure of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the governing body of Adel-DeSoto-Minburn Community School District. Deposits in any financial institution shall not exceed the depository resolution approved by the governing body of Adel-DeSoto-Minburn Community School District.
2. Obligations of the United States government, its agencies and instrumentalities.
3. Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Chapter 453.
4. Iowa Schools Joint Investment Trust (ISJIT).

All instruments eligible for investment are further qualified by all other provisions of this investment policy, including Section VII - Investment Maturity Limitations and Section VIII - Diversification Requirements.

Upon the departure of the treasurer from office, the following instruments otherwise authorized as eligible for investment in Section V shall not be authorized for investment until further action is taken by the governing body of Adel-DeSoto-Minburn Community School District: None.

INVESTMENTS

Section VI - Prohibited Investments and Investment Practices

Assets of Adel-DeSoto-Minburn Community School District shall not be invested in the following:

1. Reverse repurchase agreements.
2. Futures and options contracts.

Assets of Adel-DeSoto-Minburn Community School District shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
3. If a fiduciary or other third party with custody of public investment transaction records of Adel-DeSoto-Minburn Community School District fails to produce requested records when requested by this public body within a reasonable time, Adel-DeSoto-Minburn Community School District shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

Section VII - Investment Maturity Limitations

Operating funds must be identified and distinguished from all other funds available for investment. Operating funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen (15) months of receipt.

All investments authorized in Section V are further subject to the following investment maturity limitations:

1. Operating funds may only be invested in instruments authorized in Section V of this investment policy that mature within three hundred ninety-seven (397) days.
2. The treasurer may invest funds of Adel-DeSoto-Minburn Community School District that are not identified as operating funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of Adel-DeSoto-Minburn Community School District shall have maturities that are consistent with the needs and use of Adel-DeSoto-Minburn Community School District.

Section VIII - Diversification

Investment of Adel-DeSoto-Minburn Community School District funds will comply with the statutory diversification requirements.

INVESTMENTS

Where possible, it is the policy of Adel-DeSoto-Minburn Community School District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer, or a specific class or securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.
3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.

Section IX - Safekeeping and Custody

All invested assets of Adel-DeSoto-Minburn Community School District involving the use of a public funds custodial agreement, as defined in Section 452.10, shall comply with all rules adopted pursuant to Section 452.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

All invested assets of Adel-DeSoto-Minburn Community School District eligible for physical delivery shall be secured by having them held at a third party custodian. All purchased investments shall be held pursuant to a written third party custodial agreement requiring delivery versus payment and compliance with all rules set out elsewhere in Section IX of this investment policy.

Section X - Ethics and Conflict of Interest

The treasurer and all officers and employees of Adel-DeSoto-Minburn Community School District involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

INVESTMENTS

Section XI - Reporting

The treasurer shall submit annually an investment report that summarizes recent market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

Section XII - Investment Policy Review and Amendment

This investment policy shall be reviewed every two (2) years or more frequently as appropriate. Notice of amendments to the investment policy shall be promptly given to all parties noted in Section I.

Legal Reference: Iowa Code §452.10 (1993).

Cross Reference: 203 Conflict of Interest
206.4 Treasurer
307 Administrative Code of Ethics
704.3R1 Investment Procedures

INVESTMENT PROCEDURES

The business manager shall establish a written system of internal controls and investment practices.

I. Internal Controls

A. Segregation of Duties

1. Cash receipts: The business manager and the activity director are responsible for collecting funds from various sources. The business manager, the payroll clerk, and the activity director's secretary deposit funds. Both the business manager and payroll clerk journalize and post receipts. Reconciliation of bank statements is done by the accounts payable clerk.
2. Disbursements: Invoices are approved for payment by someone other than the business manager who then approves checks. Checks are prepared by the accounts payable clerk, the payroll clerk, or the food services secretary for the signature of the business manager. Signature stamps of the board president and the business manager are used to sign bills already approved by the board per board policy. Bills between meetings are signed by the business manager and the signature stamp of the board president is affixed and approved by the board at the next regular meeting. Disbursements are posted by the business manager and the payroll clerk. Bank reconciliations are completed by the accounts payable clerk.
3. Payroll: The payroll clerk prepares the payroll. The business manager edits the payroll and approves it for distribution.

B. Board oversight

1. All disbursements are approved by the board.
2. Financial reports are reviewed and discussed by the board at regular meetings. In addition, all records are open for public inspection during regular business hours.
3. When there is a limited number of office personnel, the most effective control is in the board's knowledge of matters relating to the district's operation.

II. Investment Practices

- A. Since the business manager shall invest in only those instruments eligible for investment and those instruments are limited to instruments that require limited management, no agent or fiduciary shall be hired for management purposes.
- B. Investment practices are intended to maximize interest by retaining excess funds in interest-bearing money market accounts until transferred to interest-bearing checking accounts for expenditure. Certificates of deposit shall be maintained in accordance with the investment policy.

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT

Our mission is to enable all students to master the skills, acquire the knowledge, and develop the social skills necessary for them to reach their full potential as citizens who can successfully meet the challenges of society.

DISTRICT GOALS ESTABLISHED JULY 1997-1998

Short-Range Goals

1. ~~Renew~~ Emphasize our priority for the basic skills in K-8 reading and math.
2. Develop a plan to Expand facilities to accommodate growing enrollment and review efficient use of current facilities and staff.
3. Develop and implement strategies, consistent with a results-based education system, that promote high performance for all students, and offer applied learning opportunities.
4. Complete the middle school facelift.
5. Develop ~~a building and~~ district -wide level computer networks.

Long-Range Goals

1. Ensure the financial stability of the district.
2. Require all students to master a challenging curriculum to ensure that they will be academically prepared for success in adult life, responsible citizenship, future learning, and productive employment.
3. Promote Adel-DeSoto-Minburn as a leader in school improvement.

DISTRICT OUTCOMES

Adel-DeSoto-Minburn students will acquire the KNOWLEDGE BASE needed to use effectively the following strategies and skills necessary for success in adult life.

Adel-DeSoto-Minburn students will be EFFECTIVE COMMUNICATORS who:

1. Organize and communicate ideas and information clearly and correctly.
2. Interpret and respond to auditory, written and visual communications.
3. Demonstrate appropriate use of resources and technology.
4. Make quality presentations.

Adel-DeSoto-Minburn students will be COMPLEX THINKERS who:

1. Consider factors as objectively and completely as possible.
2. Apply knowledge, concepts and processes effectively and thoroughly.
3. Define a problem, generate options and develop a plan of action.
4. Use higher order thinking skills.
5. Produce quality products of complex thinking.

Adel-DeSoto-Minburn students will be COLLABORATIVE WORKERS who:

1. Share their own opinions.
2. Work to understand others' opinions.
3. Respect others' right to their opinions.
4. Help to build a working relationship within the group.
5. Contribute to the completion of the group process and/or outcomes.
6. Evaluate the effectiveness of the group process.

Adel-DeSoto-Minburn students will be SELF-DIRECTED LEARNERS who:

1. Schedule and use time wisely.
2. Gather information and use resources on their own.
3. Demonstrate initiative and perseverance in their learning.
4. Self assess for quality.

Adel-DeSoto-Minburn students will be RESPONSIBLE CITIZENS who:

1. Accept responsibility for their actions.
2. Display a knowledge of the workings of democracy.
3. Recognize the need to obey rules and laws.
4. Recognize the connections between current events and history.
5. Demonstrate a willingness to help others.
6. Recognize how personal decisions affect their lives and society.
7. Recognize and respect the value and equality of individuals.

AFFIRMATIVE ACTION PLAN

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT

JULY 1, 1998

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EQUAL EMPLOYMENT OPPORTUNITY

The Adel-DeSoto-Minburn Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives and regulations of federal, state and local governing bodies and opportunity to all employees and applicants for employment includes hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and State Department of Education for the class or position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age or disability. In keeping with the law, the board shall consider the veteran status of applicants.

This policy shall be reviewed by the administration at least one time per year. Employees shall be given notice of this policy annually.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to Shirley McAdon, Affirmative Action Coordinator, Adel-DeSoto-Minburn Community School District, 801 S. 8th, Adel, Iowa 50003; or by telephoning (515) 993-4284.

Inquiries by employees or applicants for employment regarding compliance of discrimination, may also be directed, in writing, to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Such inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a grievance are available in the district's central administrative office and the administrative office in each district attendance center.

Approved 7/1/93

Reviewed 3/9/98

Revised 3/9/98

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

PROGRAM COORDINATOR POSITION

Shirley McAdon, Business Manager, has been appointed to the position of Affirmative Action Coordinator by the Board of Directors.

Chronology of Duties of Affirmative Action Coordinator

<u>Timetable</u>	<u>Action</u>
March Board Meeting	1. Submit proposed equal opportunity and Affirmative Action policy to Board for action.
April-May	2. Do analysis of current work force as of April 15, 1990.
April-May	3. Determine relevant labor market area for each job category on staff.
	4. Do promotability analysis of current staff.
April-May	5. Determine number and percentage of women, minorities and disabled that are available for each job (or job group) by the use of data from promotable list and sources that show availability of people with requisite skills in the relevant labor market.
April-May	6. Compare demographic composition of current work force for each job (or job group) with that of the relevant labor market. Decide if under representation exists.
	7. Examine vacancy trends using Forms F and G and other factors if under representation exists. Estimate number of vacancies for next two years for each job or job group.
April-May	8. Do qualitative analysis.
March to June	9. Work with advisory committee, or process for receiving systematic input.

April-May

10. Prepare recommendations of numerical goals if needed due to under representation and the estimated vacancies permit. If the quantitative analysis reveals problems in policies and practices, prepare recommendation of strategies and a schedule for implementation of the action needed.

June Board Meeting

11. Submit quantitative analysis, summary of result of qualitative analysis, goals and strategies and other ingredients of Affirmative Action program to Board for action.

Throughout Year

12. Implement plan according to schedule.

Throughout Year

13. Receive and process any complaints.

April 1992

14. Begin new cycle to update plan.

By July 1, 1992

15. Present updated Affirmative Action Plan to Board for approval.

By July 1, biannually

16. Present updated Affirmative Action Plan to Board for approval.

Adel-DeSoto-Minburn CSD
Workforce Analysis
1997-1998

EEO-5 Form (for School Districts and AEAs)

ACTIVITY ASSIGNMENT CLASSIFICATION	OVERALL TOTALS (SUM OF COL. B THRU K) A	STAFF TOTALS									
		MALE					FEMALE				
		WHITE (NOT OF HISPANIC ORIGIN B	BLACK (NOT OF HISPANIC ORIGIN C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AM. INDIAN OR ALASKAN NATIVE F	WHITE (NOT OF HISPANIC ORIGIN G	BLACK (NOT OF HISPANIC ORIGIN H	HISPANIC I	ASIAN OR PACIFIC ISLANDER J	AM. INDIAN OR ALASKAN NATIVE K
A. FULL-TIME STAFF											
1. Officials, Adm., Managers	4	2					2				
2. Principals	5	2					3				
3. Asst. Principals teaching											
4. Asst. Principals, nonteaching	1	1					0				
5. Elementary Class- room Teachers	53	7					46				
6. Secondary Class- room Teachers	21	12					9				
7. Other Class- room Teachers	31	10					21				
8. Guidance	5	1					4				
9. Psychological											
10. Librarians/Audio- visual Staff	3	0					3				
11. Consultants/Super- visors of Instruct											
12. Other Profes- sional Staff	1	0					1				
13. Teacher Aides	29	0					29				
14. Technicians											
15. Clerical/Sec- retarial Staff	13	0					13				
16. Service Workers	16	7					9				
17. Skilled Crafts	1	1					0				
18. Laborers, Unskilled											
19. Total (1-18)	183	43					140				
B. PART-TIME STAFF											
20. Professional Instructional	16	10					6				
21. All Others	28	8					20				
22. Total (20-21)	44	18					26				
227		61							166		

Adel-DeSoto-Minburn CSD
Identification of Problem Areas
1997-1998

AVAILABILITY/REPRESENTATION/UNDERREPRESENTATION

		FEMALES					MINORITIES				
		REPRESENTATION		AVAILABILITY		NUMBER	REPRESENTATION		AVAILABILITY		NUMBER
JOB GROUP	TOTAL	NUMBER	%	NUMBER	%	UNDERREPRESENTED	NUMBER	%	NUMBER	%	UNDERREPRESENTED
Management (1,2,3,4)	10	5	50%	$\frac{1826}{4949}$	37%	No.	0	0%	$\frac{121}{4949}$	2%	Yes. .2
Elementary Classroom (5)	53	46	87%	$\frac{19,545}{29,134}$	67%	No.	0	0%	$\frac{300}{29,134}$	1%	Yes. .5
Secondary Classroom (6)	21	9	43%	$\frac{19,545}{29,134}$	67%	Yes. 5.1	0	0%	$\frac{300}{29,134}$	1%	Yes. .2
Guidance, Other Pro Staff (7,8,9,10,12)	40	29	73%	$\frac{4146}{5222}$	79%	Yes. 2.6	0	0%	$\frac{64}{5222}$	1%	Yes. .4
Teacher Aides (13)	29	29	100%	$\frac{1005}{1285}$	78%	No.	0	0%	$\frac{179}{1285}$	14%	Yes. 4.1
Clerical Staff (15)	13	13	100%	$\frac{1005}{1285}$	78%	No.	0	0%	$\frac{179}{1285}$	14%	Yes. 1.8
Service Workers/Skilled Crafts (16,17)	17	9	53%	$\frac{517}{1395}$	37%	No.	0	0%	$\frac{246}{1395}$	18%	Yes. 3.1
Parttime Pro (20)	16	6	38%	$\frac{23,691}{34,356}$	69%	Yes. 5.0	0	0%	$\frac{364}{34,356}$	1%	Yes. 1.6
Other Parttime (21)	28	20	71%	$\frac{1889}{4558}$	41%	No.	0	0%	$\frac{838}{4558}$	18%	Yes. 5.0

5.0
100% 73% 47.2% No. 0 0% 2.2% Yes.

VACANCY PROJECTION

Background

The school district enrollment at all levels is increasing slightly. Adel-DeSoto merged with Central Dallas School District July 1, 1993, after a whole-grade sharing agreement with Central Dallas that was implemented in 1990-91 and which ran for three years. Approximately 151 open enrollment students are being received; 58 are departing. The current district staff is as follows:

Certified Staff

Four administrators, including superintendent, high school principal, middle school principal, and assistant high school principal, are male. Three administrators, including intermediate school principal, Adel elementary school principal, and Minburn elementary school principal/curriculum director, are female.

One Adel elementary physical education teacher shared with the intermediate school is male. One male teaches physical education at the Minburn school, one male teaches first grade at the Adel elementary school, and one male teaches 4th grade at the intermediate school. 87% of the teachers K-8 are female and 13% are male. 43% of the high school teachers are female and 57% are male. Other professional staff are 38% female, 62% male.

Coaches for middle school girls' volleyball, middle school girls' cross country, and middle school girls' track are female. There are female assistant coaches for girls' volleyball and girls' softball at the high school.

There are no minorities among certified staff.

Vacancies

Anticipated vacancies: Due to resignations, the intermediate school needs a 5th grade teacher, the Adel elementary school needs a transition room teacher and a shared Title I reading teacher, and the middle school needs a 6th grade teacher. Due to a resignation at the high school, a part time consumer science teacher is needed. New positions added to accommodate needs are an optional kindergarten teacher and a Reading Recovery teacher at the Adel elementary school. Eight coaching positions are vacant. Reductions in staff are 1 1/2 ECSE positions at the Adel elementary school.

Classified Staff

Clerical and food service workers are women. Custodial staff has three females of eleven staff; six of the fourteen bus drivers are female.

There are no minorities among classified staff.

Vacancies

Anticipated Vacancies: The high school principal's secretary, one custodian, the copier operator, two bus drivers, three food service workers, two day care associates, and five teacher associates have resigned. Three new teacher associate positions will be added due to student needs.

QUALITATIVE ANALYSIS

Analysis

- * 98% white community
- * Student body all white except for 31 minority children
- * Community population and enrollment trend steady, slightly increasing
- * 122 Certified staff:
 - Seven administrators
 - One superintendent - male
 - Four principals - 2 female, 2 male
 - One elementary principal/curriculum director - female
 - One assistant principal - male
 - 115 teachers and counselors
 - 33 high school teachers - 14 female, 19 male
 - 26 middle school teachers - 19 female, 7 male
 - 23 intermediate school teachers - 22 female, 1 male
 - 21 elementary school teachers - 19 female, 2 male
 - 12 Minburn school teachers - 11 female, 1 male
 - No minority staff
- * 151 open enrollment applications received, 58 departing
- * Non-teaching certified coaches - 3 female, 11 male
- * One school nurse - female
- * 87 classified staff:
 - 59 full-time - 51 female, 8 male
 - 28 part-time - 20 female, 8 male

Vacancy Projections:

Certified Staff

One intermediate school female 5th grade teacher is leaving.

One elementary school female transition room teacher is leaving.

One elementary school female Title I reading teacher is leaving.

One middle school female 6th grade teacher is leaving.

One high school female part time consumer science teacher is leaving.

District needs an optional kindergarten teacher and a Reading Recovery teacher at the Adel elementary school.

Classified Staff

One full time female high school secretary is leaving.

One full time male custodian is leaving.

One full time female copier operator is leaving.

One part time female bus driver is leaving; one part time male bus driver is leaving.

One full time female and two part time females are leaving hot lunch staff.

Two part time female day care associates are leaving.

Five full time female teacher associates are leaving.

District needs three new teacher associates.

Under representation identified:

Fewer female high school teachers than represented in population.

Fewer female guidance and other professional staff members than represented in population.

Fewer female part time professional staff members than represented in population.

Since there are no minorities among certified or classified staff, under representation occurs in all categories

Policies and Practices Review Summary

Recruitment of certified staff is accomplished by advertising in the Des Moines Register, by listing with college placement offices, and by posting according to the master contract. Records of advertisements have been maintained and the EEO/AA logo is used. Applicants are given a copy of the AA Policy statement and job description. Job descriptions were revised and approved by the Board April 13, 1992. Recruitment of classified staff is accomplished by advertising in the Dallas County News or from applications on file. Employment Services of Iowa is notified and advertising is done in the Des Moines Register for full-time positions. Job descriptions were revised and were approved by the Board April 13, 1992. Job descriptions are currently under review.

A review of Hiring and Selection Criteria and Practices found that applicants will continue to be notified of the district's equal employment opportunity and AA policies. Application forms were reviewed: the AA tear-off supplement to collect data was reviewed. Job descriptions were reviewed for gender-neutral language.

Promotion, Transfer and Collective Bargaining Agreement policies set terms for certified personnel and classified personnel. Further training is necessary to train hiring officials concerning EEO and AA legal provisions.

Demotions, Terminations, Layoffs and Recall Criteria and Practices are again governed by Board policies and collective bargaining agreements. Certified personnel and classified personnel are governed by the provisions of the master contracts but provisions do not seem to conflict with AA provisions.

Working conditions and Compensation appear to be in agreement with EEO and AA provisions. The Board policy on AA will be disseminated to staff annually and exit interviews will be held.

Complaint Procedures are outlined in the AA policy. Employees are notified of their rights. Records of complaints will be kept.

NUMERICAL GOALS

<u>Certified Staff</u>	<u>Responsibility</u>	<u>Timelines</u>
1 male elementary teacher	Board and Administration	Next two years
1 female secondary teacher	Board and Administration	Next two years
1 minority teacher	Board and Administration	Next two years
 <u>Classified Staff</u>	 <u>Responsibility</u>	 <u>Timelines</u>
1 male clerical worker	Board and Administration	As vacancies occur
1 male food service worker	Board and Administration	As vacancies occur
1 minority worker	Board and Administration	Next two years

QUALITATIVE GOALS AND STRATEGIES

<u>Qualitative Goals and Strategies</u>	<u>Responsibility</u>	<u>Timelines</u>
Contact college placement offices for identifying applicants to meet numerical goals.	Affirmative Action Coord.	Immediate and continuing.
Advertise in <u>Des Moines Register</u> for certified and full time classified positions.	Affirmative Action Coord.	Immediate and continuing.
Contact Employment Services of Iowa of Dallas County when vacancies in hourly staff occur.	Affirmative Action Coord.	Immediate and continuing.
Advertise in <u>Dallas County News</u> for classified vacancies when fewer than five qualified applications are on file no older than six months.	Affirmative Action Coord.	Immediate and continuing.
Continue review of job descriptions for accuracy and gender-neutral language.	Affirmative Action Coord. and Advisory Committee.	Complete review by January, 1999, and Board review by April, 1999.
Conduct careful exit interviews.	Affirmative Action Coord.	When resignations occur.
Review application forms and other written documents in personnel operations.	Affirmative Action Coord. and Superintendent.	July, 1999.
Review Board policies through IASB Policy Service	Board, Superintendent, Affirmative Action Coord., IASB reviewer.	Continuing.

MONITORING

Maintain a continuing record of applicants for positions.
Analyze past applicant pool if necessary.

Maintain a continuing record of employee mobility of employees on staff. An analysis will permit a review of the result of existing policies and practices and a review in the future of the result of changes in such policies and practices.

Maintain a continuing record of exits. Analyze developing trends in retirement, etc. and provide information for vacancy projections.

Maintain a continuing record of referral sources.

Analyze data to determine whether a source is helpful in efforts to change the demographic composition of the applicant pool and of the work force.

A LETTER FROM THE CHIEF EXECUTIVE OFFICER TO STAFF

July 1, 1990

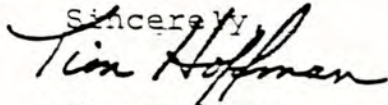
This school district has been, and will continue to be, an equal opportunity employer. To assure full implementation of this policy, we will assure that:

- A. Persons are recruited, hired and promoted for all jobs without regard to race, religion, color, national origin, sex, or disability. Placement decisions are based solely on an individual's qualifications for the position being filled.
- B. Other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs and company sponsored programs and activities are administered without regard to race, religion, color, national origin, sex or disability.
- C. The school district will not discriminate against any individual because of a physical or mental handicap or because of disabled veterans status.

It is our policy to take affirmative action in the employment of qualified minorities, females, handicapped individuals, Vietnam era and disabled veterans. This will include all employment practices. Reasonable accommodation will be provided whenever possible in our effort to advance employment opportunities for handicapped individuals and disabled veterans.

I have a strong commitment to equal opportunity and affirmative action. I expect your continued assistance and support in attaining this objective of equal employment opportunity and achieving our affirmative action goals.

Sincerely,



Tim Hoffman

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT		
GENERAL FUND		
JULY 13, 1998		
VENDOR	DESCRIPTION	AMOUNT
3E ELECTRICAL ENGINEERING EQUIPMENT	SUPP.	\$ 25.02
A R T STUDIO CLAY CO	SUPP.	\$ 54.73
A-1 COPIES	SUPP.	\$ 70.50
AAA SECURITY SYSTEMS	SERV.	\$ 75.00
ADDISON-WESLEY PUBLISHING CO	SUPP.	\$ 93.25
ADEL TV & APPLIANCE	SUPP.	\$ 183.95
ADVENTURELAND PARK	FEES	\$ 989.00
ADEL-DESOTO-MINBURN NUTRIA FUND	SUPP.	\$ 242.82
AIN PLASTICS INC	SUPP.	\$ 282.02
ALL AMERICAN	SUPP.	\$ 1,523.66
AIRTOUCH CELLULAR	TEL.	\$ 39.63
ALLIED CONSTRUCTION SERVICES	SERV.	\$ 12,520.00
ANNEAR EQUIPMENT INC	SUPP.	\$ 115.30
APPLE COMPUTER INC	SUPP.	\$ 1,970.00
AREA EDUCATION AGENCY 4	TUITION	\$ 8,003.96
AREA EDUCATION AGENCY 11	SUPP.	\$ 16,536.14
ASBO	FEES	\$ 520.00
ASI	SUPP.	\$ 47.00
AT&T	TEL.	\$ 467.81
AUTOMATED BUSINESS SYSTEMS	SERV.	\$ 687.10
AWARDS PROGRAM SERVICE INC	SERV.	\$ 5.00
BALDON & SON HARDWARE	SUPP.	\$ 315.26
BEACON MICROCENTER	SERV.	\$ 812.50
BECKLEY CARDY CO	SUPP.	\$ 1,134.54
BELIN LAMSON MCCORMICK ZUMBACH	FEES	\$ 224.58
BEN FRANKLIN VARIETY STORE	SUPP.	\$ 43.43
TERRY BLANCHARD	TRAVEL	\$ 72.24
BLANK PARK ZOO	FEES	\$ 561.00
BLAZIE ENGINEERING INC	SUPP.	\$ 75.00
LINDA BOLLUYT	TRAVEL	\$ 25.20
BONNIES FLOWERS	SUPP.	\$ 122.50
RICK BORST	SUPP.	\$ 150.00
BOYER PETROLEUM CO	SUPP.	\$ 773.16
LAURA BRENNER	SUPP.	\$ 15.87
SHARON BRINDLE	SUPP.	\$ 73.94
BRODART CO	SUPP.	\$ 27.10
BUTCH'S HI-WAY AUTO & TIRE	SERV.	\$ 210.00
CARDINAL ARTS & CRAFTS CO	SUPP.	\$ 151.65
CAROLINA BIOLOGICAL SUPPLY CO	SUPP.	\$ 689.53
CEDAR RAPIDS COMM SCHOOL DIST	TUITION	\$ 1,414.66
CENTAR INDUSTRIES	SUPP.	\$ 1,000.00
CENTRAL SCIENTIFIC CO	SUPP.	\$ 326.76
CHARLES GABUS FORD INC	SUPP.	\$ 24.16
CHARLES CLARK CO, INC	SUPP.	\$ 166.82
CITY OF ADEL	UTIL.	\$ 908.37
CITY OF DESOTO	UTIL.	\$ 438.68
CITY OF MINBURN	UTIL.	\$ 180.81

VENDOR	DESCRIPTION	AMOUNT
COMMUNICATION INNOVATORS INC	SERV.	\$ 24,773.80
DALLAS CENTER-GRIMES CSD	TUITION	\$ 6,639.52
DALLAS COUNTY NEWS	PUBL.	\$ 393.30
DALLAS COUNTY CONSERVATION FOUNDATION	SUPP.	\$ 75.00
DALLAS CO PUBLIC HEALTH	SERV.	\$ 70.00
DAUGHERTY SUPER MARKET	SUPP.	\$ 51.80
DEMCO	SUPP.	\$ 20.77
DES MOINES AREA COMMUNITY COLL	TUITION	\$ 72.00
DES MOINES INDEPENDENT CSD	TUITION	\$ 13,150.52
DES MOINES REGISTER & TRIBUNE	PUBL.	\$ 775.70
GREG DETIMMERMAN	TRAVEL	\$ 36.30
DIAM PEST CONTROL	SERV.	\$ 125.00
DEANNA DRAPER	SUPP.	\$ 67.49
EBSCO SUBSCRIPTION SERVICES	SUPP.	\$ 354.19
EDUCATIONAL RESOUSCES	SUPP.	\$ 495.43
ETA	SUPP.	\$ 380.50
FAIR-PLAY	SUPP.	\$ 14.00
JAY FARROW	SERV.	\$ 3,781.80
FINE ARTS PHOTOGRAPHY & GALLERY	SUPP.	\$ 610.00
FOLLETT LIBRARY RESOURCES	SUPP.	\$ 3,535.85
FORREST T JONES & CO	INSURANCE	\$ 370.50
FRANK RIEMAN MUSIC INC	SUPP.	\$ 3,219.16
FULLERS STANDARD	FUEL	\$ 1,075.57
JOHN GALLAHER	TRAVEL	\$ 25.20
GRAINGER INC	SUPP.	\$ 392.31
GRAYBAR ELECTRIC CO	SUPP.	\$ 160.20
GTE MIDWEST	SUPP.	\$ 287.54
HB LEISEROWITZ CO	SUPP.	\$ 304.86
HAMMOND & STEPHENS	SUPP.	\$ 237.31
HARCOURT BRACE	SUPP.	\$ 296.70
HARLAND HARDWARE	SUPP.	\$ 44.60
HARRA DECAL CO	SUPP.	\$ 255.50
HEARTLAND CO-OP	FUEL	\$ 221.03
HERFF JONES	SUPP.	\$ 12.00
TIMOTHY HOFFMAN	TRAVEL	\$ 97.75
HOLCOMB'S EDUCATION RESOURCE	SUPP.	\$ 35.00
HOUGHTON MIFFLIN CO	SUPP.	\$ 29.71
IOWA ASSN OF SCHOOL BOARDS	FEES	\$ 42.50
IOWA ASSOC OF SCHOOL BUSINESS	FEES	\$ 50.00
IOWA NETWORK SERVICES	TEL.	\$ 386.53
IOWA READING ASSOCIATION	FEES	\$ 164.00
IOWA STATE UNIV/JANET GARDER	FEES	\$ 125.00
IOWA TESTING PROGRAMS	FEES	\$ 1,976.31
ITP EDUCATION	SUPP.	\$ 87.87
J WESTON WALCH, PUBLISHER	SUPP.	\$ 377.19
JAYMAR BUSINESS FORMS	SUPP.	\$ 736.58
JIST WORKS INC	SUPP.	\$ 21.95
JOHNSTON DISTRIBUTING CO	SUPP.	\$ 900.76
K-12 MICRO MEDIA PUBLISHING	SUPP.	\$ 419.76
KELVIN ELECTRONICS	SUPP.	\$ 284.55
KIMBALL MIDWEST	SUPP.	\$ 214.22

VENDOR	DESCRIPTION	AMOUNT
LORI KNOEBEL	SERV.	\$ 50.00
LAKESHORE	SUPP.	\$ 30.70
LEARNING POST	SUPP.	\$ 57.09
LIBRARY BOOK SELECTION SERVICE	SUPP.	\$ 70.54
RIKKI KUHN	REFUND	\$ 11.00
MARCON SERVICES, LTD	SUPP.	\$ 1,107.40
CHRISTY MCCOY	SUPP.	\$ 71.40
MCCREARY COMMUNITY BUILDING	FEES	\$ 480.00
MENARD INC	SUPP.	\$ 100.28
RENEE MENZ	SUPP.	\$ 7.19
MIDIOWA GLASS CO	SUPP.	\$ 654.50
MIDAMERICAN ENERGY	UTIL.	\$ 12,505.51
MID STATES FORD TRUCK SALES	SUPP.	\$ 1,260.95
MIDWEST RADIATOR	SUPP.	\$ 74.09
MINBURN TELEPHONE CO	SUPP.	\$ 71.03
MITCHELL MOTORS	VEHICLE	\$ 16,950.00
MTC	SUPP.	\$ 120.00
MULTIPLE ZONES INTERNATIONAL	SUPP.	\$ 191.60
NET INS	SUPP.	\$ 50.00
NEW MEDIA SCHOOLHOUSE INC	SUPP.	\$ 199.80
NJL ASSOCIATES INC	SUPP.	\$ 600.30
NORTHWEST IOWA TOURS	SERV.	\$ 1,135.00
NUBALL MFG CO	SUPP.	\$ 8,523.92
O'REILLY AUTO PARTS	SUPP.	\$ 153.42
OFFICE DEPOT	SUPP.	\$ 593.06
OFFICE MAX INC	SUPP.	\$ 341.42
OLSON'S BODY AND PAINT	SUPP.	\$ 35.00
DEBORAH OWEN	TRAVEL	\$ 474.60
PANORAMA COMMUNITY SCHOOL DIST	TUITION	\$ 2,799.33
PAYLESS CASHWAYS	SUPP.	\$ 255.76
J W PEPPER	SUPP.	\$ 294.65
PERFECTION LEARNING CORP	SUPP.	\$ 242.40
PERRY PAINT & GLASS	SUPP.	\$ 187.90
PETROLEUM TECHNOLOGY	SUPP.	\$ 529.35
PIONEER PUBLISHING CO	SUPP.	\$ 488.06
POSITIVE PROMOTIONS	SUPP.	\$ 148.88
POSTMASTER	POSTAGE	\$ 36.00
ROZANNE PURDY	TRAVEL	\$ 22.96
R-WAY CONCRETE	SUPP.	\$ 69.50
THE RE-PRINT CORP	SUPP.	\$ 293.96
CAROLE REINDL	SUPP.	\$ 88.89
DANETTE RINDERKNECHT	SUPP.	\$ 22.40
RITA'S FLOORING & DECORATING	SUPP.	\$ 41.60
BARRY ROBERTS	FEES	\$ 52.92
ROYCE ROLLS RINGER CO	SUPP.	\$ 29.02
S BUILDING CENTER	SUPP.	\$ 176.75
SADDLEBACK EDUCATIONAL INC	SUPP.	\$ 206.53
SAX ARTS & CRAFTS	SUPP.	\$ 206.99
CAROLE SCHLAPKOHL	SUPP.	\$ 119.51
SCHOLASTIC, INC	SUPP.	\$ 107.53
SCHOOL SPECIALTY INC	SUPP.	\$ 535.53

VENDOR	DESCRIPTION	AMOUNT
SCHOOL-TECH, INC	SUPP.	\$ 85.13
NANCY SCHROEDER	SUPP.	\$ 53.02
SCIENCE CENTER OF IOWA	FEES	\$ 88.00
SEABURY & SMITH	INSURANCE	\$ 43,769.38
SKATE WEST	FEES	\$ 252.00
SKYLIGHT TRAINING & PUBLISHING	SUPP.	\$ 64.65
SOUTH DALLAS COUNTY LANDFILL	DISPOSAL	\$ 54.00
SOUTHPAW ENTERPRISES	SUPP.	\$ 42.12
STITZELL ELECTRIC SUPPLY CO	SUPP.	\$ 56.94
CAROL STROUD	SUPP.	\$ 454.10
THOMAS BUS SALES OF IOWA INC	SUPP.	\$ 115.92
BRUCE TONEY	SUPP.	\$ 650.00
TOYS "R" US	SUPP.	\$ 394.92
US WEST COMMUNICATIONS	TEL.	\$ 1,142.88
UNITED STATES CELLULAR	TEL.	\$ 18.38
URBANDALE HIGH SCHOOL	TUITION	\$ 25.00
VAN METER COMMUNITY SCHOOL	TUITION	\$ 3,297.21
DAWN VETTER	SERV.	\$ 50.00
LORI VETTER	SUPP.	\$ 16.80
JAN WAHLERT	TEL.	\$ 32.73
WASTE MANAGEMENT OF IOWA	DISPOSAL	\$ 741.00
WAUKEE COMMUNITY SCHOOL	TUITION	\$ 23,745.85
JAN WEIBERG	SERV.	\$ 50.00
WOLIN & ASSOCIATES INC	SERV.	\$ 1,416.41
ZEP MANUFACTURING CO	SUPP.	\$ 157.98
DEBORAH ZWIEFEL	SUPP.	\$ 35.00
TOTAL		\$ 252,350.42

SCP
 2/2/94
 RA

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT

STUDENT ACTIVITY FUND

JULY 13, 1998

Vendor Name	Description	Total Check
Amy Adams	Official	\$ 240.00
ADM Scholarship Foundation	Contribution	\$ 500.00
Len Anderson	Official	\$ 55.00
AT & T	Tel.	\$ 5.97
Baldon & Son Hardware	Supp.	\$ 52.26
Tod Broman	Official	\$ 65.00
Dan J. Crum	Official	\$ 65.00
Daugherty Super Market	Supp.	\$ 16.67
Garry Dewart	Official	\$ 55.00
Mike Dick	Official	\$ 55.00
Stephen M Dick	Official	\$ 55.00
John Durbin	Official	\$ 65.00
Ronald Gilliland	Official	\$ 110.00
Jason Grove	Official	\$ 90.00
Herff Jones (Yearbooks)	Supp.	\$ 8,640.78
Hogan's Sporting Goods	Supp.	\$ 65.10
Thomas J. Hopewell III	Official	\$ 82.50
Henry L. Hyda, Jr.	Official	\$ 55.00
Neils Johnson	Official	\$ 65.00
John Kelley	Official	\$ 65.00
Dennis Langel	Official	\$ 55.00
Ben Lawrence	Official	\$ 65.00
Brian Lorber	Official	\$ 82.50
Mike Lord	Official	\$ 55.00
M-F Athletic Company	Supp.	\$ 95.10
Make A Wish Foundation of IA	Contribution	\$ 100.00
Steve McMullen	Official	\$ 65.00
Ryan Mills	Official	\$ 105.00
MISOA	Fees	\$ 150.00
Mike Pauly	Official	\$ 130.00
Chris Pike	Official	\$ 65.00
Positive Promotions	Supp.	\$ 148.88
Al Pratt	Official	\$ 55.00
Ronald McDonald House	Contribution	\$ 150.00
Harold F Rossow	Official	\$ 65.00
Elvin Thompson	Official	\$ 65.00
Kelly Thompson	Official	\$ 5.66
Peter Thompson	Official	\$ 65.00
R. Scott Tryon	Official	\$ 65.00

Ronald R Tryon	Official	\$	65.00
US West Communications	Tel.	\$	78.64
United States Cellular	Tel.	\$	18.11
Todd L. Walter	Official	\$	55.00
Kevin Welsch	Official	\$	120.00
Fund Total		\$	12,327.17
PPEL FUND			
Vendor	Description	Amount	
3E Electrical Engineering Equipment	Supp.	\$	403.66
Baldon & Son Hardware	Supp.	\$	190.14
Central Distributors Inc	Supp.	\$	170.56
Drywall Distributors Corp	Supp.	\$	918.48
Menard, Inc	Supp.	\$	247.40
Mid Iowa Glass Co	Supp.	\$	2,500.00
Payless Cashways	Supp.	\$	191.82
S Building Center	Supp.	\$	69.34
Phillip Schwarzkoff	Supp.	\$	1,000.00
Stitzell Electric Supply Co	Supp.	\$	213.43
Fund Total		\$	5,904.83

508
9/19/91
PA

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT		
DAY CARE FUND		
JULY 13, 1998		
VENDOR	DESCRIPTION	AMOUNT
ADEL-DESOTO-MINBURN NUTRI FUND	SUPP.	\$ 427.45
SEABURY & SMITH	INSURANCE	\$ 6.15
TOTAL		\$ 433.60
NUTRITION FUND		
VENDOR	DESCRIPTION	AMOUNT
AREA EDUCATION AGENCY	SUPP.	\$ 1,837.07
DAUGHERTY SUPER MARKET	SUPP.	\$ 15.36
LUNCHBYTE SYSTEMS, INC	SUPP.	\$ 510.00
ROBERTS DAIRY	SUPP.	\$ 413.94
SEABURY & SMITH	INSURANCE	\$ 1,645.74
US WEST COMMUNICATIONS	TEL.	\$ 41.45
TOTAL		\$ 4,463.56

SCF
 9/4/91
 RA

Adel-Desoto-Minburn Community School District

July 1998

Payroll Report

Phase III

H. Anderson	\$ 10.00
J. Bishop	750.00
C. Booth	400.00
L. Brenner	20.00
D. Buchman	20.00
L. Burk	640.00
C. Cooper	80.00
C. Feller	500.00
D. Findlay	70.00
M. Hagemeyer	430.00
S. Hagemeyer	460.00
N. Hanson	400.00
A. Hegstrom	440.00
C. Hood	1,010.00
L. Huntington	765.00
S. Knutzen	80.00
K. Lane	20.00
K. Mallory	400.00
S. Mauermann	60.00
C. Mestdagh	640.00
C. Mondt	80.00
E. Nuss	160.00
C. Parton	60.00
J. Peters	750.00
P. Peters	12.50
L. Schrock	735.00
N. Schroeder	400.00
B. Schultz	40.00
L. Seger	52.50
B. Shields	80.00
O. Stump	190.00
J. Tetrick	750.00
R. Tryon	420.00
K. Whiton	60.00
C. Winterboer	70.00
	\$ 11,055.00

Tutoring

K. Mallory

\$ 84.00

R. Menz

128.00\$ 212.00**Officials**

R. South

\$ 455.00 ~~340.00~~ skm**Repairs and Maintenance**

E. Epley

\$ 390.00

J. Erickson

1,285.00

B. Moretz

879.75

D. Nelson

816.50 skm

M. Raso

435.00

S. Schroeder

462.50\$ ~~2,554.75~~

3,431.31

TOTAL\$ ~~14,161.75~~

15,153.31

500
21492
PA

Adel-DeSoto-Minburn Community School District
Cash Receipts & Expenditures
Recapitulation of Funds - June 1998
Governmental Funds

	<u>General Fund</u>
Balance, May 31, 1998	\$1,324,096.81
Receipts, June	580,225.45
Expenditures, June	<u>868,162.07</u>
Balance, June 30, 1998	<u><u>\$1,036,160.19</u></u>
Balance, June 30, 1997	\$1,020,265.03

	<u>Debt Service Fund</u>
Balance, May 31, 1998	\$118,320.29
Receipts, June	8,619.15
Expenditures, June	<u>450.00</u>
Balance, June 30, 1998	<u><u>\$126,489.44</u></u>
Balance, June 30, 1997	\$110,259.05

Adel-DeSoto-Minburn Community School District
Cash Receipts & Expenditures
Recapitulation of Funds - June 1998
Governmental Funds
Special Revenue Funds

Management Fund

Balance, May 31, 1998	\$266,371.87
Receipts, June	3,375.59
Expenditures, June	<u>0.00</u>
Balance, June 30, 1998	<u>\$269,747.46</u>
Balance, June 30, 1997	\$227,381.11

Physical Plant & Equipment Fund

Balance, May 31, 1998	\$64,058.26
Receipts, June	4,095.39
Expenditures, June	<u>7,227.18</u>
Balance, June 30, 1998	<u>\$60,926.47</u>
Balance, June 30, 1997	\$27,889.44

Student Activity Fund

Balance, May 31, 1998	\$42,148.01
Receipts, June	8,009.48
Expenditures, June	<u>27,933.34</u>
Balance, June 30, 1998	<u>\$22,224.15</u>
Balance, June 30, 1997	\$9,947.81

Adel-DeSoto-Minburn Community School District
Cash Receipts & Expenditures
Recapitulation of Funds - June 1998
Proprietary Funds
Enterprise Funds

School Nutrition Fund

Balance, May 31, 1998	\$42,673.75
Receipts, June	17,874.32
Expenditures, June	<u>37,951.00</u>
Balance, June 30, 1998	<u><u>\$22,597.07</u></u>
Balance, June 30, 1997	\$8,789.32

Day Care Fund

Balance, May 31, 1998	\$56,040.97
Receipts, June	359.29
Expenditures, June	<u>3,126.69</u>
Balance, June 30, 1998	<u><u>\$53,273.57</u></u>
Balance, June 30, 1997	\$32,112.37

Fiduciary Funds

Agency Fund

Balance, May 31, 1998	\$865.02
Receipts, June	2,300.00
Expenditures, June	<u>0.00</u>
Balance, June 30, 1998	<u><u>\$3,165.02</u></u>
Balance, June 30, 1997	\$2,690.02

Adel-DeSoto-Minburn Community School District
Revenue & Expenditure Totals
June 1998

	PREVIOUS	THIS MONTH	TO DATE	BUDGET	100.0% OF BUDGET
<u>GOVERNMENTAL FUNDS REVENUE</u>					
<u>GENERAL FUND</u>					
LOCAL SOURCES	\$2,991,478.08	\$104,415.38	\$3,095,893.46	\$3,030,645.00	102.2%
STATE SOURCES	4,814,877.14	474,074.28	5,288,951.42	5,281,405.00	100.1%
FEDERAL SOURCES	<u>60,909.10</u>	<u>251.76</u>	<u>61,160.86</u>	<u>59,632.00</u>	<u>102.6%</u>
SUBTOTAL	\$7,867,264.32	\$578,741.42	\$8,446,005.74	\$8,371,682.00	100.9%
<u>SPECIAL REVENUE FUNDS</u>					
<u>MANAGEMENT FUND</u>	\$105,253.66	\$3,375.59	\$108,629.25	\$105,590.00	102.9%
<u>PHYSICAL PLANT & EQUIP. FUND</u>	208,997.58	4,095.39	213,092.97	206,038.00	103.4%
<u>STUDENT ACTIVITY FUND</u>	124,605.35	6,757.18	131,362.53	118,719.00	110.7%
<u>DEBT SERVICE FUND</u>	706,933.74	8,619.15	715,552.89	715,751.00	100.0%
<u>PROPRIETARY FUNDS REVENUE</u>					
<u>SCHOOL NUTRITION FUND</u>	395,290.83	17,874.32	413,165.15	435,935.00	94.8%
<u>DAY CARE FUND</u>	45,529.09	359.29	45,888.38	35,880.00	127.9%
<u>FIDUCIARY FUNDS REVENUE</u>					
<u>AGENCY FUND</u>	<u>1,225.00</u>	<u>2,300.00</u>	<u>3,525.00</u>	<u>4,100.00</u>	<u>86.0%</u>
TOTAL ALL FUNDS	<u>\$9,455,099.57</u>	<u>\$622,122.34</u>	<u>\$10,077,221.91</u>	<u>\$9,993,695.00</u>	100.8%
<u>GOVERNMENTAL FUNDS EXPENDITURES</u>					
<u>GENERAL FUND</u>					
DISTRICTWIDE	\$2,007,103.40	\$240,899.59	\$2,248,002.99	\$2,327,300.00	96.6%
HIGH SCHOOL	1,709,561.46	194,541.88	1,904,103.34	1,923,394.00	99.0%
MIDDLE SCHOOL	1,198,224.11	129,435.40	1,327,659.51	1,317,348.00	100.8%
DESOTO INTERMEDIATE	975,167.19	105,505.48	1,080,672.67	1,066,610.00	101.3%
MINBURN ELEMENTARY	524,887.29	58,981.34	583,868.63	571,851.00	102.1%
ADEL ELEMENTARY	<u>1,147,790.14</u>	<u>138,058.34</u>	<u>1,285,848.48</u>	<u>1,255,080.00</u>	<u>102.5%</u>
SUBTOTAL	\$7,562,733.59	\$867,422.03	\$8,430,155.62	\$8,461,583.00	99.6%
<u>SPECIAL REVENUE FUNDS EXPENDITURES</u>					
<u>MANAGEMENT FUND</u>	\$66,262.90	0.00	\$66,262.90	\$65,091.00	101.8%
<u>PHYSICAL PLANT & EQUIP. FUND</u>	172,828.76	7,227.18	180,055.94	233,927.00	77.0%
<u>STUDENT ACTIVITY FUND</u>	92,405.15	26,681.04	119,086.19	113,593.00	104.8%
<u>DEBT SERVICE FUND</u>	698,872.50	450.00	699,322.50	700,423.00	99.8%
<u>PROPRIETARY FUNDS EXPENDITURES</u>					
<u>SCHOOL NUTRITION FUND</u>	361,206.40	38,151.00	399,357.40	424,815.00	94.0%
<u>DAY CARE FUND</u>	21,600.49	3,126.69	24,727.18	34,025.00	72.7%
<u>FIDUCIARY FUNDS EXPENDITURES</u>					
<u>AGENCY FUND</u>	<u>3,050.00</u>	<u>0.00</u>	<u>3,050.00</u>	<u>4,200.00</u>	<u>72.6%</u>
TOTAL ALL FUNDS	<u>\$8,978,959.79</u>	<u>\$943,057.94</u>	<u>\$9,922,017.73</u>	<u>\$10,037,657.00</u>	98.9%

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT

Monthly Activity Fund Balance Report
FOR PERIOD ENDING JUNE 30

Page 1

1998

FUND: 10 GENERAL FUND

Account Number	Account Name	Beg Balance	Expenses	Revenues	Bal Chng	Balance
10 771 001 8010	ADULT ED FUND BALANCE	2,674.05	0.00	0.00	0.00	2,674.05
10 771 001 8090	INSTRUMENT RENTAL FUND BALANCE	976.10	0.00	20.00	0.00	996.10
10 771 001 8180	PADLOCKS FUND BALANCE	93.41	0.00	0.00	0.00	93.41
10 771 001 8190	PE TOWELS FUND BALANCE	6,929.54	0.00	0.00	0.00	6,929.54
10 771 109 8020	HS ART RESALE FUND BALANCE	-193.30	0.00	126.80	0.00	-66.50
10 771 109 8040	HS BAND RESALE FUND BALANCE	-926.00	143.05	141.56	0.00	-927.49
10 771 109 8050	HS MUSIC FEES FUND BALANCE	1,444.88	0.00	0.00	0.00	1,444.88
10 771 109 8070	HS METALS RESALE FUND BALANCE	-375.07	0.00	204.00	0.00	-171.07
10 771 109 8080	HS WOODS RESALE FUND BALANCE	-352.58	97.46	339.17	0.00	-110.87
10 771 109 8110	HS STAFF LOUNGE FUND BALANCE	1,878.95	700.00	33.00	0.00	1,211.95
10 771 109 8160	HS STUDENT PARKING FUND BAL	0.00	255.50	1,140.00	0.00	884.50
10 771 109 8170	HS CLASS COMPOSITE FUND BAL	191.75	610.00	0.00	0.00	-418.25
10 771 209 8040	MS BAND RESALE FUND BALANCE	-180.76	221.66	257.78	0.00	-144.64
10 771 209 8110	MS STAFF LOUNGE FUND BALANCE	1,475.38	148.88	400.00	0.00	1,726.50
10 771 409 8060	AE BOOK FAIR FUND BALANCE	555.38	476.31	0.00	0.00	79.07
10 771 409 8110	AE STAFF LOUNGE FUND BALANCE	1,874.99	34.96	196.18	0.00	2,036.21
10 771 418 8040	AE BAND RESALE FUND BALANCE	-917.52	0.00	234.05	0.00	-683.47
10 771 418 8060	DS BOOK FAIR FUND BALANCE	879.15	277.62	0.00	0.00	601.53
10 771 418 8110	DS STAFF LOUNGE FUND BALANCE	743.82	0.00	24.00	0.00	767.82
10 771 421 8040	ME BAND RESALE FUND BALANCE	-27.30	51.72	53.95	0.00	-25.07
10 771 421 8100	ME RIF FUND BALANCE	520.72	183.00	0.00	0.00	337.72
10 771 421 8110	ME STAFF LOUNGE FUND BALANCE	1,359.96	56.64	134.00	0.00	1,437.32
		=====	=====	=====	=====	=====
FUND TOTAL:		18,625.55	3,256.80	3,304.49	0.00	18,673.24

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FOR PERIOD ENDING JUNE 30

FUND: 21 STUDENT ACTIVITY FUND

Account Number	Account Name	Beg Balance	Expenses	Revenues	Bal Chng	Balance
21 769 001 7200	INTEREST FUND BALANCE	7,778.49	0.00	182.06	0.00	7,960.55
21 769 109 6645	CROSS COUNTRY FUND BALANCE	-549.98	0.00	0.00	0.00	-549.98
21 769 109 6660	GOLF FUND BALANCE	-2,377.13	574.10	362.80	0.00	-2,588.43
21 769 109 6710	BASKETBALL FUND BALANCE	3,122.16	0.00	0.00	0.00	3,122.16
21 769 109 6720	FOOTBALL FUND BALANCE	5,566.14	1,095.30	0.00	0.00	4,470.84
21 769 109 6725	SOCCER FUND BALANCE	-366.22	1,098.59	0.00	0.00	-1,464.81
21 769 109 6730	BASEBALL FUND BALANCE	-4,304.78	1,519.44	916.50	0.00	-4,907.72
21 769 109 6740	TRACK FUND BALANCE	-1,567.08	619.14	55.00	0.00	-2,131.22
21 769 109 6790	WRESTLING FUND BALANCE	8,675.53	473.46	0.00	0.00	8,202.07
21 769 109 6810	BASKETBALL FUND BALANCE	2,934.99	0.00	0.00	0.00	2,934.99
21 769 109 6815	VOLLEYBALL FUND BALANCE	803.71	0.00	0.00	0.00	803.71
21 769 109 6825	SOCCER FUND BALANCE	1,315.25	889.98	800.00	0.00	1,225.27
21 769 109 6835	SOFTBALL FUND BALANCE	-2,149.23	4,796.39	932.17	0.00	-6,013.45
21 769 109 6840	TRACK FUND BALANCE	2,252.44	575.48	97.00	0.00	1,773.96
21 769 109 7010	BUTTON CLUB FUND BALANCE	342.45	0.00	0.00	0.00	342.45
21 769 109 7020	CLASS OF 99 FUND BALANCE	4,571.54	4,401.72	0.00	0.00	169.82
21 769 109 7040	CLASS OF 97 FUND BALANCE	0.00	0.00	0.00	0.00	0.00
21 769 109 7050	CLASS OF 98 FUND BALANCE	1,875.16	65.11	-1,000.00	0.00	810.05
21 769 109 7060	DANCE FUND BALANCE	918.22	0.00	132.00	0.00	1,050.22
21 769 109 7070	DRAMA FUND BALANCE	5,055.01	0.00	0.00	0.00	5,055.01
21 769 109 7075	SPRING PLAY FUND BALANCE	355.35	232.10	0.00	0.00	123.25
21 769 109 7080	FRENCH CLUB FUND BALANCE	2,245.31	0.00	0.00	0.00	2,245.31
21 769 109 7110	POM PONS FUND BALANCE	-547.80	0.00	0.00	0.00	-547.80
21 769 109 7120	SADD FUND BALANCE	2,208.61	0.00	0.00	0.00	2,208.61
21 769 109 7130	SPANISH CLUB FUND BALANCE	893.72	0.00	0.00	0.00	893.72
21 769 109 7140	SPEECH CLUB FUND BALANCE	730.58	0.00	0.00	0.00	730.58
21 769 109 7150	STUDENT COUNCIL HS FUND BALANC	2,039.09	149.58	0.00	0.00	1,889.51
21 769 109 7170	TSA FUND BALANCE	-198.85	300.47	464.65	0.00	-34.67
21 769 109 7180	YEARBOOK FUND BALANCE	8,526.63	8,663.04	1,630.00	0.00	1,493.59
21 769 109 7220	ATHLETIC RESALE FUND BALANCE	-1,375.25	0.00	1,696.00	0.00	320.75
21 769 109 7230	CHEERLEADING FUND BALANCE	1,471.22	0.00	0.00	0.00	1,471.22
21 769 209 6710	BASKETBALL FUND BALANCE	-200.48	0.00	0.00	0.00	-200.48
21 769 209 6720	FOOTBALL FUND BALANCE	-6,343.46	0.00	0.00	0.00	-6,343.46
21 769 209 6740	TRACK FUND BALANCE	-1,417.85	0.00	20.00	0.00	-1,397.85
21 769 209 6790	WRESTLING FUND BALANCE	5.93	0.00	0.00	0.00	5.93
21 769 209 6810	BASKETBALL FUND BALANCE	-637.53	0.00	0.00	0.00	-637.53
21 769 209 6815	VOLLEYBALL FUND BALANCE	-489.11	0.00	0.00	0.00	-489.11
21 769 209 6835	SOFTBALL FUND BALANCE	-1,472.80	175.00	0.00	0.00	-1,647.80
21 769 209 6840	TRACK FUND BALANCE	89.70	0.00	100.00	0.00	189.70
21 769 209 7160	STUDENT COUNCIL MS FUND BALANC	2,368.33	1,052.14	369.00	0.00	1,685.19
=====						
FUND TOTAL:		42,148.01	26,681.04	6,757.18	0.00	22,224.15

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT
CASH RECEIPTS & EXPENDITURES
RECAPITULATION OF FUNDS
ANNUAL REPORT FOR 1997-98

GOVERNMENTAL FUNDS

GENERAL FUND

Balance, July 1, 1997	\$ 1,020,265.03
Receipts (Includes \$371,496.00 AEA Memo Receipts)	8,670,112.17
Expenditures (Includes \$371,496.00 AEA Memo Expenses)	<u>8,654,217.01</u>
Balance, June 30, 1998	<u><u>\$ 1,036,160.19</u></u>

DEBT SERVICE FUND

Balance, July 1, 1997	\$ 110,259.05
Receipts	530,150.39
Expenditures	<u>513,920.00</u>
Balance, June 30, 1998	<u><u>\$ 126,489.44</u></u>

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT
CASH RECEIPTS & EXPENDITURES
RECAPITULATION OF FUNDS
ANNUAL REPORT FOR 1997-98

GOVERNMENTAL FUNDS
SPECIAL REVENUE FUNDS

MANAGEMENT FUND

Balance, July 1, 1997	\$ 227,381.11
Receipts	108,987.25
Expenditures	<u>66,620.90</u>
Balance, June 30, 1998	<u><u>\$ 269,747.46</u></u>

PHYSICAL PLANT & EQUIPMENT FUND

Balance, July 1, 1997	\$ 27,889.44
Receipts	209,281.72
Expenditures	<u>176,244.69</u>
Balance, June 30, 1998	<u><u>\$ 60,926.47</u></u>

STUDENT ACTIVITY FUND

Balance, July 1, 1997	\$ 9,947.81
Receipts	126,388.98
Expenditures	<u>114,112.64</u>
Balance, June 30, 1998	<u><u>\$ 22,224.15</u></u>

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT
CASH RECEIPTS & EXPENDITURES
RECAPITULATION OF FUNDS
ANNUAL REPORT FOR 1997-98

PROPRIETARY FUNDS
ENTERPRISE FUNDS

SCHOOL NUTRITION FUND

Balance, July 1, 1997	\$ 8,789.32
Receipts	413,220.15
Expenditures	<u>399,412.40</u>
Balance, June 30, 1998	<u><u>\$ 22,597.07</u></u>

DAY CARE FUND

Balance, July 1, 1997	\$ 32,112.37
Receipts	45,898.36
Expenditures	<u>24,737.16</u>
Balance, June 30, 1998	<u><u>\$ 53,273.57</u></u>

FIDUCIARY FUNDS

AGENCY FUND

Balance, July 1, 1997	\$ 2,690.02
Receipts	112,901.49
Expenditures	<u>112,426.49</u>
Balance, June 30, 1998	<u><u>\$ 3,165.02</u></u>

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT

GOAL-SETTING RETREAT

June 30, 1999
ADM High School Library

WORKING AGENDA

- 12:30 P.M. Lunch provided
- 12:45 Call to order
 Roll call
 Emergency additions and adoption of agenda
- 12:50 Review mission and belief statements
- 1:00 Building issues - review this year's goals, successes, challenges, and
 next year's focus
 1:00 Adel Elementary
 1:30 Minburn Elementary
 2:00 DeSoto Intermediate
 2:30 break
 2:40 Middle School
 3:10 High School
 3:40 Activities
- 3:55 Business office procedures
- 4:10 Break
- 4:20 School Improvement Plan
- 4:30 District needs assessment results
- 4:35 Staff development
- 4:45 District goals
- 5:15 K-5 elementary buildings
- 5:30 Adjournment
- 6:00 Supper at Rube's Steakhouse

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors of the Adel-DeSoto-Minburn Community School District will meet at 12:30 o'clock p.m. on the 30th day of June, 1999, in the High School Library, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA
HIGH SCHOOL LIBRARY

June 30, 1999
12:30 P.M.

12:30 P.M. District Goal Setting Retreat
5:30 P.M. Adjournment

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

Shirley McAdon
Secretary
Board of Directors