

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

## NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors of the Adel-DeSoto-Minburn Community School District will meet in special session at 6:30 p.m. on the 17th day of December, 2003, in the High School Media Center, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA  
HIGH SCHOOL MEDIA CENTER

December 17, 2003  
6:30 P.M.

### OPENING:

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

### ACTION ITEMS:

6:35              Motion to go into closed session for student discipline hearing  
6:40              Closed session for student discipline hearing  
                    Open session for board action on student discipline hearing  
                    Adjournment

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT  
801 Nile Kinnick Drive South  
Adel, Iowa 50003  
(515) 993-4283

Shirley McAdon  
Secretary  
Board of Directors




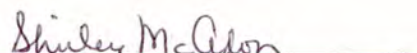


Continuation of special board meeting held December 17, 2003

Adjournment

It was moved by Steele, seconded by Hopewell, that the administration's decision to impose a good conduct code sanction for Student A be upheld. Motion carried unanimously.

It was moved by James, seconded by Hopewell, to adjourn. Motion carried unanimously and the meeting was adjourned by President Weems at 10:02 p.m.

Minutes approved as presented  
for Darrell Weems, PresidentDated 01/12/04  
Shirley McAdon, Secretary

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## NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors of the Adel-DeSoto-Minburn Community School District will meet in special session at 5:00 p.m. on the 17th day of December, 2003, in the High School Media Center, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA  
HIGH SCHOOL MEDIA CENTER

December 17, 2003  
5:00 P.M.

### OPENING:

5:00 P.M.    Call to order  
                 Roll call  
                 Emergency additions and adoption of agenda

### ACTION ITEMS:

5:05            Request for seventh grade baseball  
5:10            Resolution to approve work through of the schematic design phase to date and authorization to proceed through its completion and the design development phase for the 8-9 addition and renovations at the existing high school site  
6:00            Adjournment

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT  
801 Nile Kinnick Drive South  
Adel, Iowa 50003  
(515) 993-4283

Shirley McAdon  
Secretary  
Board of Directors

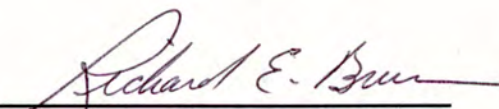
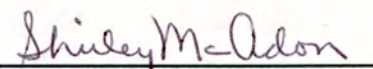




Continuation of special board meeting held December 17, 2003

## Adjournment

It was moved by Steele, seconded by Hopewell, to adjourn. Motion carried unanimously and the meeting was adjourned by President Weems at 6:25 p.m.

Minutes approved as presented  
for Darrell Weems, PresidentDated 01/12/04  
Shirley McAdon, Secretary



*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.*

## NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors of the Adel-DeSoto-Minburn Community School District will meet at 7:00 o'clock p.m. on the 8th day of December, 2003, in the High School Media Center, Adel, Iowa.

The tentative agenda is as follows:

### BOARD MEETING AGENDA HIGH SCHOOL MEDIA CENTER

December 8, 2003  
7:00 P.M.

#### OPENING:

7:00 P.M.      Call to order  
                 Roll call  
                 Emergency additions and adoption of agenda  
                 Consent agenda  
                      Approval of minutes  
                      Approval of bills and claims  
                      Secretary/treasurer financial reports  
                      Personnel contracts  
                      Approve new job descriptions  
                      Approve midterm graduates  
                      Vote for IASB Board of Directors  
                      Select Dallas County Conference Board representative  
                 Welcome of visitors and open forum

#### ACTION ITEMS:

                 Items removed from consent agenda  
7:20      Public hearing on Instructional Support Levy  
7:30      Instructional Support Levy resolution  
7:35      \$3,400,000 General Obligation School Bonds  
                      Resolution Appointing Paying Agent, Bond Registrar, and Transfer Agent,  
                      Approving the Paying Agent, Bond Registrar and Transfer Agent Agreement  
                      and Authorizing the Execution of the same  
                      Approval of form of Tax Exemption Certificate  
                      Approval of Continuing Disclosure Certificate  
                      Resolution Authorizing the Issuance of Bonds  
7:45      Nobel Conference - student report  
8:05      Request to add 7th grade baseball program  
8:15      Maintenance report  
8:35      Activity program review  
9:00      2004-05 budget review  
9:30      Administrative reports  
10:00      Adjournment

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT  
801 Nile Kinnick Drive S.  
Adel, Iowa 50003  
(515) 993-4283

Shirley McAdon  
Secretary  
Board of Directors



**MINUTES OF BOARD OF DIRECTORS**

<u>Regular</u>	<u>ADM High School</u>	<u>7:00 p.m.</u>	<u>December 8, 2003</u>
Kind of Meeting	Meeting Place	Time	Month Day Year
		Day of Week	<u>Monday</u>

**MEMBERS**PRESENTDarrell WeemsDick BruceTom HopewellPaula JamesPat SteeleABSENT

Tim Hoffman  
Superintendent of Schools  
Shirley McAdon  
Secretary-Board of Education

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Call to Order	The meeting was called to order. Roll call was taken. Present were
Roll Call	Dick Bruce, Tom Hopewell, Paula James, Pat Steele, and President Darrell Weems. Student Ambassadors Matt Weiser and Valerie Steele and other visitors were present.
Agenda	It was moved by Steele, seconded by Hopewell, to adopt the agenda as presented. Motion carried unanimously.
Consent Agenda	It was moved by Bruce, seconded by Steele, to approve the items under the consent agenda as presented. Motion carried unanimously. A resignation was accepted from Brad Nydegger, shuttle bus driver. Pending successful background checks, new contracts were offered to Jerry Bond, MS wrestling coach; Jenna Bruning, assistant HS speech coach; and Randy Johnson, shuttle bus driver. Two new job descriptions for HS cheer coach and HS cheer coach assistant were accepted. Pending successful completion of all required courses and credits, a list of students who requested midterm graduation was accepted. Votes will be cast for Bob Christenson, Marshalltown CSD, and Russ Wiesley, Waukee CSD, for terms on the IASB Board of Directors. Paula James agreed to serve as the Board's representative on the Dallas County Conference Board.
Welcome of Visitors/ Open Forum	President Weems welcomed visitors and invited public comments during Open Forum. No comments were made.
Public Hearing on Instructional Support Levy	President Weems opened the public hearing and invited comments from visitors regarding levying an instructional support property tax not to exceed 7% of the regular program district cost for the budget year ending June 30, 2005, for a period of one year. No comments were made and no written comments were received. President Weems closed the public hearing.



## Continuation of regular board meeting held December 8, 2003

Instructional Support Levy Resolution	It was moved by Steele, seconded by James, to adopt the resolution to participate in the Instructional Support Program for a period of one year to levy an instructional support property tax not to exceed 7% of the regular program district cost for the budget year ending June 30, 2005. Motion carried unanimously.
\$3,400,000 General Obligation School Bonds Resolution Appointing Paying Agent, Bond Registrar and Transfer Agent Agreement and Authorizing the Execution of the same Approval of Form of Tax Exemption Certificate Approval of Continuing Disclosure Certificate Resolution Authorizing the Issuance of Bonds	It was moved by James, seconded by Bruce, to approve the resolutions to issue the construction bonds as explained in the legal documents as presented. Motion carried unanimously.
Nobel Conference - Student Report	Teacher Dave Bolluyt presented some background information about the Nobel Conference. Students Zach Bruce and Chris Sande reported on the conference subject, speakers, and student discussions. Discussion ensued.
Request to Add 7th Grade Baseball Program	Some further information will be sought before a decision will be made.
Maintenance Report	Maintenance Director Dave Gruver presented an overview of the maintenance program. Discussion ensued.
Activity Program Review	AD Stephanie DeVos presented information about progress made on the athletic program action plan, continuing the review of the activity program. Discussion ensued. Letters of thanks will be sent to Shirley Hopewell for her work on the Wall of Fame and to Ron Gilliland and Skip Harsh for their work on the Hall of Fame.
2004-05 Budget Review	Superintendent presented preliminary information concerning the 2004-05 budget. Key points and figures for both the 2003-04 budget and the 2004-05 budget were presented. Options of making no changes to staffing, increasing revenues, or refocusing expenditures on top priorities that could result in reductions to lower priorities could be considered.



Continuation of regular board meeting held December 8, 2003

## Administrative Reports

Superintendent announced approval of open enrollment requests for Ian Cantrell from WCV to ADM and for Harrison Kennedy from VM to ADM, both for 2004-05.

With Phase III funds, kindergarten screening was conducted outside regular school days. Since Phase III funds have been eliminated by the state, administrators and teachers have proposed conducting the screening on two regular days of school near the end of the year to preserve a valuable process to assess new students. Board consensus favored the proposal.

Superintendent suggested a sales tax oversight committee of three to five people with one of those individuals serving on a county wide oversight committee. The committee will review expenditures from the sales tax and verify to the public that the funds were spent within the guidelines of state law and the district's own ten-year plan. Board consensus favored a gender-balanced committee with representatives from each of the three cities and two additional representatives from the rural area of the district. The committee will meet once in late September or early October each year.

Superintendent discussed progress in pursuit of property the school district may want to purchase. An appraisal may be in order at some point to aid in negotiations.

A special Board meeting will be held on December 17 from 5:00 to 6:00 p.m. to review and to approve the next stage of the conceptual drawing for an 8-9 building.

President Weems, the Board's legislative delegate, provided an update of the resolutions adopted at the recent IASB Conference.

## Adjournment

It was moved by Steele, seconded by Hopewell, to adjourn. Motion carried unanimously and the meeting was adjourned by President Weems at 9:50 p.m.

Minutes approved as presented

*Darrell E. Weems*  
for Darrell Weems, President

Dated 01/12/04

*Shirley McAdon*  
Shirley McAdon, Secretary



ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT Board Report - For Board  
 12-03-2003 16:20:29 Fund: 10 GENERAL FUND

Check #	Vendor Name	Description	Total Check
0066228	3E ELECTRICAL ENGINEERING	SUPP.	459.28
0066246	ABOLINS AUDIO	SUPP.	521.44
0066247	ADAMS DOOR COMPANY	SERV.	500.00
0066249	ADT SECURITY	SERV.	158.26
0066250	AEA 11	SUPP.	655.33
0066251	LORRIE ANDERSON	SUPP.	108.92
0066252	HARRIET ANDERSON	SUPP.	35.54
0066254	ANNEAR POWER	SUPP.	483.14
0066255	APPLE COMPUTER	EQUIP.	213.00
0066256	ARNOLD MOTOR SUPPLY	SUPP.	114.79
0066257	THE ART STORE	SUPP.	100.66
0066258	ARTS PIANO SERVICE	SERV.	110.00
0066259	AT&T	TEL.	461.00
0066224	AT&T WIRELESS	TEL.	152.29
0066260	ATI	SUPP.	2,558.08
0066261	AUTO-JET MUFFLER	SUPP.	413.97
0066262	BALDON HARDWARE	SUPP.	208.91
0066263	TERESA BELLINGHAUSEN	TRAVEL	48.00
0066264	BEN FRANKLIN	SUPP.	40.24
0066265	TERRY BLANCHARD	TRAVEL	84.60
0066267	RICK BORST	SERV.	1,670.00
0066268	BREADEAUX PIZZA	SUPP.	126.68
0066269	BRODART CO.	SUPP.	167.79
0066270	BUDGETEXT	SUPP.	22.57
0066271	BUTCH'S SERVICE	SERV.	876.60
0066272	CAPITAL SANITARY	SUPP.	1,233.07
0066273	CDW-G	SUPP.	1,939.23
0066276	CHRISTIAN PHOTO	SUPP.	222.07
0066277	CITY OF ADEL	UTIL.	1,561.35
0066278	CITY OF DESOTO	UTIL.	422.69
0066279	CITY OF MINBURN	UTIL.	545.29
0066280	SYLVIA COHENOUR	TRAVEL	70.20
0066281	THE COLLEGE BOARD	SUPP.	217.80
0066282	CONTINENTAL MATHEMATICS LEAGUE	SUPP.	75.00
0066283	MICHAEL COOPER	TRAVEL	27.00
0066284	CORD LAWN CARE	SERV.	1,475.00
0066285	CROSSROADS AG	SUPP.	82.00
0066286	CRUCIAL TECHNOLOGY	SUPP.	391.92
0066287	CULLIGAN	SERV.	58.95
0066288	DALLAS CO PUBLIC HEALTH	SERV.	105.00
0066289	DALLAS COUNTY AUDITOR	SERV.	1,754.88
0066290	DAN'S TOWING	SERV.	220.00
0066292	DES MOINES REGISTER	PUBL.	45.00
0066293	DEWEY FORD	SUPP.	2,611.25
0066294	DMACC	TUITION	8,876.95
0066295	DOORS INC	SUPP.	124.02
0066230	DRAKE UNIVERSITY	FEES	70.00
0066298	EBSCO SUBSCRIPTION SERVICES	SUPP.	752.65
0066232	FARM & HOME PUBLISHERS	SUPP.	127.50
0066299	JAY FARROW	MOWING	200.00
0066300	FOLLETT EDUCATIONAL SERVICES	SUPP.	118.75
0066301	PORT DODGE STEEL	SUPP.	55.27

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## ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT Board Report - For Board

12-03-2003 16:20:30

Fund: 10 GENERAL FUND

Updated

Check #	Vendor Name	Description	Total Check
0066302	GATEWAY COMPANIES INC	EQUIP.	1,309.97
0066303	ANN GEADELMANN	TRAVEL	82.80
0066304	RAYMOND GEDDES & COMPANY	SUPP.	50.25
0066305	GENERAL BINDING CORPORATION	SUPP.	225.00
0066306	GOVCONNECTION INC	SUPP.	119.95
0066210	GRAYBAR ELECTRIC	SUPP.	155.64
0066308	GREENWOOD PUBLISHING	SUPP.	76.36
0066310	HARLAND HARDWARE	SUPP.	52.08
0066312	HAWKEYE TRUCK EQUIPMENT	SUPP.	3,553.00
0066313	HEARTLAND TECHNOLOGY SOLUTIONS	SERV.	424.95
0066315	TIMOTHY HOFFMAN	TRAVEL	28.80
0066316	SHIRLEY HOPEWELL	POSTAGE	12.83
0066317	DARLA HULSE	POSTAGE	30.69
0066217	IA DCI	FEES	13.00
0066319	IJUMP, INC	UTIL.	1,594.93
0066320	INTEGRITY WIRELESS & NETWORK	SERV.	409.42
0066321	INTERSTATE MUSIC SUPPLY	SUPP.	166.41
0066322	IOWA ARCHITECTURAL FOUNDATION	SUPP.	9.00
0066325	IOWA TELECOM	TEL.	175.09
0066218	J & B MECHANICAL SERVICES	SERV.	124.28
0066326	J & B MECHANICAL SERVICES	SERV.	242.10
0066327	J A SEXAUER	SUPP.	1,165.26
0066328	J W PEPPER	SUPP.	510.20
0066330	JIM'S SUPERVALU	SUPP.	380.32
0066331	DEB KAHLER	TEL./TRAVEL	115.81
0066333	KRIZ-DAVIS COMPANY	SUPP.	272.64
0066334	LASER QUIPT	SERV.	105.00
0066219	THE LEARNING POST	SUPP.	153.18
0066335	LINWELD	SUPP.	72.49
0066336	M & M SALES COMPANY	SUPP.	75.46
0066338	KATE MATCHETT	TRAVEL	6.00
0066339	SHIRLEY MCADON	POSTAGE/TRAVEL	38.10
0066340	MCCREARY COMMUNITY BLDG	FEES	364.00
0066342	MIDAMERICAN	UTIL.	10,772.11
0066212	MIDWEST FAMILY MUTUAL INSURANC	REFUND	1,960.00
0066343	MIDWEST WHEEL CO	SUPP.	126.60
0066344	MINBURN TELEPHONE	TEL.	392.16
0066345	MINOLTA CORP	SERV.	272.74
0066346	MODERN SCHOOL SUPP.	SUPP.	250.52
0066347	NAPA AUTO PARTS	SUPP.	34.02
0066221	NEXTEL PARTNERS	TEL.	46.06
0066348	NJL ASSOCIATES	SUPP.	158.50
0066349	O'REILLY AUTO PARTS	SUPP.	94.10
0066351	OFFICE DEPOT	SUPP.	927.51
0066352	OTTSEN OIL CO	SUPP.	344.83
0066353	PAUL'S PEST CONTROL	SERV.	30.00
0066354	PEARSON EDUCATION	SUPP.	131.94
0066355	PEPSI COLA BOTTLERS	SUPP.	57.40
0066356	PERFECTION LEARNING	SUPP.	180.73
0066357	PLUMB SUPPLY COMPANY	SUPP.	30.43
0066358	POMEROY	SERV.	190.00
0066227	POSTMASTER	POSTAGE	245.12



ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT Board Report - For Board  
 12-03-2003 16:20:31 Fund: 10 GENERAL FUND

Check #	Vendor Name	Description	Total Check
0066359	POSTMASTER	POSTAGE	150.00
0066360	PRE-OWNED ELECTRONIC	EQUIP.	199.63
0066361	PUBLISHERS QUALITY LIBRARY	SUPP.	162.87
0066362	PUCKETT TOOLS	SUPP.	28.00
0066363	QWEST COMMUNICATIONS	TEL.	857.75
0066364	QWEST INTERPRISE	TEL.	676.13
0066365	REGAL	SUPP.	323.20
0066366	RESEARCH PRESS CO	SUPP.	94.28
0066368	RIEMAN MUSIC	SUPP.	352.94
0066369	RIVERSIDE PUBLISHING CO	SUPP.	430.90
0066374	SCHILDBERG CONSTRUCTION	SUPP.	32.27
0066375	CAROLE SCHLAPKOHL	SUPP.	120.00
0066213	SCHOLASTIC BOOK FAIRS	SUPP.	4,997.98
0066376	SCHOOL SPECIALTY	SUPP.	155.98
0066377	SCOTT SCHROEDER	SUPP.	57.87
0066241	SEABURY & SMITH	INSURANCE	62,411.46
0066378	SIMPSON COLLEGE	FEES	20.00
0066381	T & T SPRINKLER SERVICES INC	SERV.	160.00
0066382	TARGET STORES	SUPP.	71.96
0066383	MAUREEN TAYLOR	SUPP.	134.30
0066384	THINKING CAP QUIZ BOWL	SUPP.	40.00
0066385	THOMAS BUS SALES	SUPP.	409.61
0066386	KELLY THOMPSON	SUPP.	39.00
0066388	KIM TIMMERMAN	TRAVEL	13.50
0066389	TOY DEPOT	SUPP.	51.70
0066242	TRANSICARD	FUEL	3,822.33
0066243	U S CELLULAR	TEL.	42.10
0066393	CAMIE WALKER	TRAVEL	15.60
0066394	WALSH DOOR & HARDWARE CO	SUPP.	149.25
0066222	WELLS FARGO BANK	CHANGE	18.39
0066395	MICHAEL WHISNER	TRAVEL	90.00
0066216	WOLIN & ASSOCIATES	SERV.	1,966.63
0066396	WOLIN & ASSOCIATES	SERV.	4,289.15
0066397	WORLD ALMANAC EDUCATION	SUPP.	46.15
0066398	WRIGHT TREE	SERV.	400.00

Fund Total:

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144,864.64

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Check #	Vendor Name	Description	Total Check
0066248	ADEL PRINTING	SUPP.	54.00
0066223	JASON ALONS	OFFICIAL	135.00
0066251	LORRIE ANDERSON	SUPP.	61.45
0066253	ANITA PRINTING SERVICES INC	SERV.	179.00
0066262	BALDON HARDWARE	SUPP.	36.98
0066266	BONNIES FLOWERS	SUPP.	117.50
0066225	ADAM W BUSCH	OFFICIAL	135.00
0066274	KRIS CHRISTENSEN	SUPP.	120.00
0066275	GARY CHRISTENSEN	FEES	162.00
0066229	DAN CLAYTON	OFFICIAL	45.00
0066291	DECKER	SUPP.	1,576.55
0066231	DUANE DUNCAN	OFFICIAL	60.00
0066297	EATON ENTERPRISES, INC	SUPP.	298.00
0066307	THE GRAPHIC EDGE	SUPP.	1,657.19
0066233	ROBERT GRASSLEY	OFFICIAL	35.00
0066234	GARRY GREENLEE	OFFICIAL	240.00
0066235	JEFF HENDRICKS	OFFICIAL	60.00
0066314	HERFF JONES (YEARBOOKS)	SUPP.	10,427.98
0066236	DAN HERRIN	OFFICIAL	60.00
0066318	HY-VEE FOOD STORES	SUPP.	69.64
0066324	IOWA HS ATHLETIC ASSOCIATION	SUPP.	8.75
0066330	JIM'S SUPERVALU	SUPP.	172.84
0066237	ALLEN JONES	OFFICIAL	45.00
0066332	ANNE KOFMEHL	SUPP.	12.69
0066238	MARCIA LITTLE	OFFICIAL	35.00
0066239	MIKE MADREN	OFFICIAL	45.00
0066240	RYAN MYERS	OFFICIAL	45.00
0066351	OFFICE DEPOT	SUPP.	179.90
0066355	PEPSI COLA BOTTLERS	SUPP.	465.10
0066370	ANDREW ROBERTS	SUPP.	40.27
0066373	SAM'S CLUB	SUPP.	189.24
0066378	SIMPSON COLLEGE	FEES	18.75
0066379	SPIRITLINE	SUPP.	19.93
0066380	THE STITCHERY	SUPP.	159.93
0066214	SWANSON BORTHERS CATERING	SERV.	1,240.00
0066382	TARGET STORES	SUPP.	226.36
0066215	KELLY THOMPSON	SUPP.	229.84
0066386	KELLY THOMPSON	SUPP.	24.88
0066387	TICKETCRAFT	SUPP.	164.95
0066390	TROPHIES PLUS	SUPP.	143.05
0066391	UNIVERSITY PLAZA HOLIDAY INN	TRAVEL	211.86
0066392	UPTOWN SPORTING GOODS	SUPP.	119.00
0066244	LINDSEY VOLZ	SUPP.	15.87
0066245	CHRIS WILKINS	OFFICIAL	45.00

Fund Total:

19,388.50

Check #	Vendor Name	Description	Total Check
0066371	RUSSELL-SLATER INSURANCE AGENC	INSURANCE	710.00
Fund Total:			710.00



## ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT Board Report - For Board

12-03-2003 16:20:32

Fund: 51 SCHOOL NUTRITION FUND

Updated

Check #	Vendor Name	Description	Total Check
0066209	ANDERSON ERICKSON	SUPP.	6,097.22
0066296	EARTHGRAINS CO	SUPP.	672.85
0066309	HARKER'S DISTRIBUTION, INC.	SUPP.	107.80
0066311	HAWKEYE FOOD	SUPP.	1,162.37
0066323	IOWA DONUT SUPPLY CO.	SUPP.	788.90
0066211	MARTIN BROS	SUPP.	4,358.84
0066220	MARTIN BROS	SUPP.	3,269.23
0066226	MARTIN BROS	SUPP.	3,773.73
0066337	MARTIN BROS	SUPP.	3,188.18
0066341	MCKEE FOODS CORP	SUPP.	159.84
0066357	PLUMB SUPPLY COMPANY	SUPP.	46.11
0066363	QWEST COMMUNICATIONS	TEL.	29.30
0066372	S&H UNIFORM CORP.	SUPP.	43.74
0066241	SEABURY & SMITH	INSURANCE	2,674.19
0066216	WOLIN & ASSOCIATES	SERV.	975.98
			=====
Fund Total:			27,348.28

## ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT Board Report - For Board

12-03-2003 16:20:32

Fund: 52 DAY CARE FUND

Updated

Check #	Vendor Name	Description	Total Check
0066241	SEABURY & SMITH	INSURANCE	274.83
			=====
Fund Total:			274.83

## ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT Board Report - For Board

12-03-2003 16:20:32

Fund: 76 AGENCY FUND

Updated

Check #	Vendor Name	Description	Total Check
0066288	DALLAS CO PUBLIC HEALTH	SERV.	1,375.00
			=====
Fund Total:			1,375.00

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Adel-DeSoto-Minburn Community School District  
DECEMBER 2003  
Payroll Report

**EXTRA PAY**

J. BANSE	\$20.00
A. STARMAN	<u>\$30.00</u>
<b>TOTAL</b>	<b>\$50.00</b>

**OFFICIALS**

S. SCHROEDER	<u>\$45.00</u>
<b>TOTAL</b>	<b>\$45.00</b>

**SCOREKEEPER**

D. SEVERIDT	<u>\$15.64</u>
<b>TOTAL</b>	<b>\$15.64</b>

**TUTORING**

C. COOPER	\$216.00
C. WINTERBOER	\$544.00
D. ZWIEFEL	<u>\$128.00</u>
<b>TOTAL</b>	<b>\$888.00</b>

<b>GRAND TOTAL</b>	<b>\$998.64</b>
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Adel-DeSoto-Minburn Community School District  
Cash Receipts & Expenditures  
Recapitulation of Funds - November 2003  
Governmental Funds

	<u>General Fund</u>
Balance, October 31, 2003	\$1,197,974.12
Receipts, November	1,250,721.17
Expenditures, November	<u>799,335.49</u>
Balance, November 30, 2003	<u>\$1,649,359.80</u>
Balance, November 30, 2002	\$1,511,677.62

	<u>Debt Service Fund</u>
Balance, October 31, 2003	\$340,479.99
Receipts, November	81,367.90
Expenditures, November	<u>31,629.37</u>
Balance, November 30, 2003	<u>\$390,218.52</u>
Balance, November 30, 2002	\$351,132.16

Adel-DeSoto-Minburn Community School District  
Cash Receipts & Expenditures  
Recapitulation of Funds - November 2003  
Governmental Funds  
Special Revenue Funds

	<u>Management Fund</u>
Balance, October 31, 2003	\$53,868.84
Receipts, November	24,003.69
Expenditures, November	<u>0.00</u>
Balance, November 30, 2003	<u>\$77,872.53</u>
Balance, November 30, 2002	\$89,706.05
	<u>Physical Plant &amp; Equipment Fund</u>
Balance, October 31, 2003	(\$42,114.30)
Receipts, November	46,395.10
Expenditures, November	<u>32,072.46</u>
Balance, November 30, 2003	<u>(\$27,791.66)</u>
Balance, November 30, 2002	(\$64,115.25)
	<u>Student Activity Fund</u>
Balance, October 31, 2003	\$132,595.62
Receipts, November	5,602.70
Expenditures, November	<u>13,986.76</u>
Balance, November 30, 2003	<u>\$124,211.56</u>
Balance, November 30, 2002	\$103,602.42



Adel-DeSoto-Minburn Community School District  
Cash Receipts & Expenditures  
Recapitulation of Funds - November 2003

Proprietary Funds

Enterprise Funds

School Nutrition Fund

Balance, October 31, 2003	\$114,737.71
Receipts, November	38,083.46
Expenditures, November	<u>48,566.87</u>
Balance, November 30, 2003	<u>\$104,254.30</u>
Balance, November 30, 2002	\$93,829.57

Day Care Fund

Balance, October 31, 2003	\$18,666.16
Receipts, November	4,823.37
Expenditures, November	<u>4,951.80</u>
Balance, November 30, 2003	<u>\$18,537.73</u>
Balance, November 30, 2002	\$27,537.19

Fiduciary Funds

Agency Fund

Balance, October 31, 2003	\$783.46
Receipts, November	0.00
Expenditures, November	<u>0.00</u>
Balance, November 30, 2003	<u>\$783.46</u>
Balance, November 30, 2002	\$509.96

Adel-DeSoto-Minburn Community School District  
Revenue & Expenditure Totals  
November 2003

	<u>PREVIOUS</u>	<u>THIS MONTH</u>	<u>TO DATE</u>	<u>BUDGET</u>	<u>41.7% OF BUDGET</u>
<b>GOVERNMENTAL FUNDS REVENUE</b>					
<b>GENERAL FUND</b>					
LOCAL SOURCES	\$1,154,298.73	\$670,981.60	\$1,825,280.33	\$3,949,481.00	46.2%
STATE SOURCES	1,183,402.60	548,223.73	1,731,626.33	5,926,291.00	29.2%
FEDERAL SOURCES	<u>25,134.05</u>	<u>26,384.54</u>	<u>51,518.59</u>	<u>170,541.00</u>	<u>30.2%</u>
SUBTOTAL	\$2,362,835.38	\$1,245,589.87	\$3,608,425.25	\$10,046,313.00	35.9%
<b>SPECIAL REVENUE FUNDS</b>					
MANAGEMENT FUND	\$46,084.39	\$24,003.69	\$70,088.08	\$139,491.00	50.3%
PHYSICAL PLANT & EQUIP. FUND	114,792.10	46,495.45	161,287.55	294,540.00	54.8%
STUDENT ACTIVITY FUND	96,141.46	5,602.70	101,744.16	165,372.00	61.5%
DEBT SERVICE FUND	153,046.24	81,367.90	234,414.14	464,369.00	50.5%
<b>PROPRIETARY FUNDS REVENUE</b>					
SCHOOL NUTRITION FUND	36,028.44	91,213.03	127,241.47	494,835.00	25.7%
DAY CARE FUND	16,778.25	4,823.37	21,601.62	47,580.00	45.4%
<b>FIDUCIARY FUNDS REVENUE</b>					
AGENCY FUND	<u>300.00</u>	<u>0.00</u>	<u>300.00</u>	<u>3,150.00</u>	<u>9.5%</u>
TOTAL ALL FUNDS	<u>\$2,826,006.26</u>	<u>\$1,499,096.01</u>	<u>\$4,325,102.27</u>	<u>\$11,655,650.00</u>	<u>37.1%</u>
<b>GOVERNMENTAL FUNDS EXPENDITURES</b>					
<b>GENERAL FUND</b>					
DISTRICT WIDE	\$569,439.17	\$175,343.77	\$744,782.94	\$2,752,659.50	27.1%
HIGH SCHOOL	708,671.66	189,666.55	898,338.21	2,285,699.00	39.3%
MIDDLE SCHOOL	496,812.58	133,764.34	630,576.92	1,597,521.00	39.5%
DESOTO INTERMEDIATE	385,780.31	101,417.27	487,197.58	1,274,825.00	38.2%
MINBURN ELEMENTARY	217,898.14	62,158.10	280,056.24	722,817.00	38.8%
ADEL ELEMENTARY	<u>449,671.46</u>	<u>131,879.88</u>	<u>581,551.34</u>	<u>1,501,644.50</u>	<u>38.7%</u>
SUBTOTAL	\$2,828,273.32	\$794,229.91	\$3,622,503.23	\$10,135,166.00	35.7%
<b>SPECIAL REVENUE FUNDS EXPENDITURES</b>					
MANAGEMENT FUND	\$123,706.08	0.00	\$123,706.08	\$146,619.00	84.4%
PHYSICAL PLANT & EQUIP. FUND	107,495.56	32,172.81	139,668.37	221,344.00	63.1%
STUDENT ACTIVITY FUND	40,203.25	13,986.76	54,190.01	205,750.00	26.3%
DEBT SERVICE FUND	150.00	31,629.37	31,779.37	460,259.00	6.9%
<b>PROPRIETARY FUNDS REVENUE</b>					
SCHOOL NUTRITION FUND	150,594.52	48,566.87	199,161.39	488,426.00	40.8%
DAY CARE FUND	19,646.35	4,951.80	24,598.15	60,545.00	40.6%
<b>FIDUCIARY FUNDS EXPENDITURES</b>					
AGENCY FUND	<u>300.00</u>	<u>0.00</u>	<u>300.00</u>	<u>3,250.00</u>	<u>9.2%</u>
TOTAL ALL FUNDS	<u>\$3,270,369.08</u>	<u>\$925,537.52</u>	<u>\$4,195,906.60</u>	<u>\$11,721,359.00</u>	<u>35.8%</u>



Monthly Activity Fund Balance Report  
FOR PERIOD ENDING NOVEMBER 30

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FUND: 10 GENERAL FUND

Account Number	Account Name	Beg Balance	Expenses	Revenues	Bal Chng	Balance
10 771 001 8010	ADULT ED FUND BALANCE	2,999.61	0.00	0.00	0.00	2,999.61
10 771 001 8090	INSTRUMENT RENTAL FUND BALANCE	3,598.69	55.60	10.00	0.00	3,553.09
10 771 001 8180	PADLOCKS FUND BALANCE	-161.34	0.00	0.00	0.00	-161.34
10 771 001 8190	TOWELS FUND BALANCE	16,837.21	0.00	8.00	0.00	16,845.21
10 771 001 8200	NURSE DONATIONS FUND BALANCE	196.86	0.00	0.00	0.00	196.86
10 771 109 8020	HS ART RESALE FUND BALANCE	-1,743.77	0.00	75.00	0.00	-1,668.77
10 771 109 8035	HS CONTRIBUTIONS FUND BALANCE	66.85	0.00	142.98	0.00	209.83
10 771 109 8040	HS BAND RESALE FUND BALANCE	-879.88	124.27	0.00	0.00	-1,004.15
10 771 109 8050	HS MUSIC FEES FUND BALANCE	7,636.89	0.00	0.00	0.00	7,636.89
10 771 109 8070	HS METALS RESALE FUND BALANCE	-62.02	0.00	0.00	0.00	-62.02
10 771 109 8080	HS WOODS RESALE FUND BALANCE	-2,181.90	0.00	0.00	0.00	-2,181.90
10 771 109 8110	HS STAFF LOUNGE FUND BALANCE	3,112.28	163.11	0.00	0.00	2,949.17
10 771 109 8160	HS STUDENT PARKING FUND BAL	14,088.52	0.00	0.00	0.00	14,088.52
10 771 109 8170	HS CLASS COMPOSITE FUND BAL	3,635.00	0.00	25.00	0.00	3,660.00
10 771 209 8035	MS CONTRIBUTIONS FUND BALANCE	272.93	0.00	25.00	0.00	297.93
10 771 209 8040	MS BAND RESALE FUND BALANCE	-31.47	245.46	329.00	0.00	52.07
10 771 209 8060	MS BOOK FAIR FUND BALANCE	214.01	1,754.68	2,351.65	0.00	810.98
10 771 209 8110	MS STAFF LOUNGE FUND BALANCE	3,724.74	0.00	26.68	0.00	3,751.42
10 771 409 8030	AE PACT FUND BALANCE	1,249.86	0.00	0.00	0.00	1,249.86
10 771 409 8035	AE CONTRIBUTIONS FUND BALANCE	2,337.70	709.50	0.00	0.00	1,628.20
10 771 409 8060	AE BOOK FAIR FUND BALANCE	657.44	3,243.30	4,155.87	0.00	1,570.01
10 771 409 8110	AE STAFF LOUNGE FUND BALANCE	2,595.67	153.60	28.40	0.00	2,470.47
10 771 418 8035	DS CONTRIBUTIONS FUND BALANCE	1,294.84	0.00	0.00	0.00	1,294.84
10 771 418 8040	DS BAND RESALE FUND BALANCE	-556.45	-76.06	67.45	0.00	-412.94
10 771 418 8060	DS BOOK FAIR FUND BALANCE	1,161.35	0.00	0.00	0.00	1,161.35
10 771 418 8110	DS STAFF LOUNGE FUND BALANCE	2,493.82	144.47	110.65	0.00	2,460.00
10 771 421 8035	ME CONTRIBUTIONS FUND BALANCE	2,199.00	16.80	0.00	0.00	2,182.20
10 771 421 8040	ME BAND RESALE FUND BALANCE	403.57	13.99	12.00	0.00	401.58
10 771 421 8060	ME BOOK FAIR FUND BALANCE	184.00	0.00	0.00	0.00	184.00
10 771 421 8100	ME RIF FUND BALANCE	0.00	0.00	0.00	0.00	0.00
10 771 421 8110	ME STAFF LOUNGE RUND BALANCE	547.52	43.26	110.00	0.00	614.26
		=====	=====	=====	=====	=====
FUND TOTAL:		65,891.53	6,591.98	7,477.68	0.00	66,777.23



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FOR PERIOD ENDING NOVEMBER 30

FUND: 21 STUDENT ACTIVITY FUND

Account Number	Account Name	Beg Balance	Expenses	Revenues	Bal Chng	Balance
21 769 001 7200	INTEREST FUND BALANCE	8,481.99	0.00	53.95	0.00	8,535.94
21 769 109 6645	HS CC FUND BALANCE	8,597.96	692.93	516.00	0.00	8,421.03
21 769 109 6660	HS GOLF FUND BALANCE	2,777.87	0.00	0.00	0.00	2,777.87
21 769 109 6675	HS CO-ED WEIGHT PROG FUND BAL	252.00	0.00	0.00	0.00	252.00
21 769 109 6710	HS BBB FUND BALANCE	3,139.19	0.00	499.00	0.00	3,638.19
21 769 109 6720	HS FOOTBALL FUND BALANCE	12,896.00	3,102.60	0.00	0.00	9,793.40
21 769 109 6725	HS BSC FUND BALANCE	279.19	0.00	0.00	0.00	279.19
21 769 109 6730	HS BSB FUND BALANCE	2,564.11	0.00	0.00	0.00	2,564.11
21 769 109 6740	HS BTR FUND BALANCE	5,119.51	147.50	30.00	0.00	5,002.01
21 769 109 6790	HS WRESTLING FUND BALANCE	2,462.49	0.00	0.00	0.00	2,462.49
21 769 109 6810	HS GBB FUND BALANCE	2,122.08	0.00	254.00	0.00	2,376.08
21 769 109 6815	HS VB FUND BALANCE	1,863.31	444.00	160.00	0.00	1,579.31
21 769 109 6825	HS GSC FUND BALANCE	5,176.20	0.00	0.00	0.00	5,176.20
21 769 109 6835	HS SB FUND BALANCE	6,940.87	0.00	0.00	0.00	6,940.87
21 769 109 6840	HS GTR FUND BALANCE	2,838.33	32.50	0.00	0.00	2,805.83
21 769 109 6870	HS GIRLS SWIMMING FUND BALANCE	0.00	0.00	0.00	0.00	0.00
21 769 109 7010	BUTTON CLUB FUND BALANCE	392.45	0.00	0.00	0.00	392.45
21 769 109 7020	CLASS OF 03 FUND BALANCE	974.65	0.00	0.00	0.00	974.65
21 769 109 7030	CLASS OF 02 FUND BALANCE	1,752.93	0.00	0.00	0.00	1,752.93
21 769 109 7040	CLASS OF 04 FUND BALANCE	351.53	0.00	0.00	0.00	351.53
21 769 109 7050	CLASS OF 05 FUND BALANCE	0.00	0.00	0.00	0.00	0.00
21 769 109 7060	SPECIAL EVENTS FUND BALANCE	11,166.53	5,670.46	247.00	0.00	5,743.07
21 769 109 7070	DRAMA FUND BALANCE	10,923.84	1,123.65	1,941.50	0.00	11,741.69
21 769 109 7075	SPRING PLAY FUND BALANCE	1,226.26	0.00	0.00	0.00	1,226.26
21 769 109 7080	FRENCH CLUB FUND BALANCE	966.31	0.00	0.00	0.00	966.31
21 769 109 7110	DANZ TEAM FUND BALANCE	3,869.64	261.00	0.00	0.00	3,608.64
21 769 109 7120	SADD FUND BALANCE	2,096.30	200.00	0.00	0.00	1,896.30
21 769 109 7130	SPANISH CLUB FUND BALANCE	0.00	0.00	0.00	0.00	0.00
21 769 109 7140	THESPIAN CLUB FUND BALANCE	731.01	0.00	0.00	0.00	731.01
21 769 109 7150	HS STUDENT COUNCIL FUND BAL	1,458.41	333.01	0.00	0.00	1,125.40
21 769 109 7170	TSA FUND BALANCE	33.34	0.00	0.00	0.00	33.34
21 769 109 7180	YEARBOOK FUND BALANCE	13,654.61	0.00	1,475.00	0.00	15,129.61
21 769 109 7210	HALL OF FAME FUND BALANCE	1,240.00	1,240.00	0.00	0.00	0.00
21 769 109 7220	ATHLETIC RESALE FUND BALANCE	0.00	0.00	0.00	0.00	0.00
21 769 109 7230	HS CHEERLEADING FUND BALANCE	4,874.53	387.85	0.00	0.00	4,486.68
21 769 209 6645	MS CROSS COUNTRY FUND BALANCE	0.00	0.00	0.00	0.00	0.00
21 769 209 6710	MS BOYS BASKETBALL FUND BAL	530.00	0.00	0.00	0.00	530.00
21 769 209 6720	MS FOOTBALL FUND BALANCE	1,514.10	0.00	0.00	0.00	1,514.10
21 769 209 6730	MS BASEBALL FUND BALANCE	1,070.00	0.00	0.00	0.00	1,070.00
21 769 209 6740	MS BOYS TRACK FUND BALANCE	-25.00	0.00	0.00	0.00	-25.00
21 769 209 6790	MS WRESTLING FUND BALANCE	614.40	0.00	0.00	0.00	614.40
21 769 209 6810	MS GIRLS BASKETBALL FUND BAL	470.00	270.00	0.00	0.00	200.00
21 769 209 6815	MS VOLLEYBALL FUND BALANCE	666.00	0.00	0.00	0.00	666.00
21 769 209 6835	MS SOFTBALL FUND BALANCE	1,070.00	0.00	0.00	0.00	1,070.00
21 769 209 6840	MS GIRLS TRACK FUND BALANCE	0.00	0.00	0.00	0.00	0.00
21 769 209 7160	MS STUDENT COUNCIL FUND BAL	5,094.07	81.26	426.25	0.00	5,439.06
21 769 418 7190	DS STUDENT COUNCIL FUND BAL	368.61	0.00	0.00	0.00	368.61
FUND TOTAL:		132,595.62	13,986.76	5,602.70	0.00	124,211.56



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

## NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors of the Adel-DeSoto-Minburn Community School District will meet in special session at 5:00 p.m. on the 1st day of December, 2003, in the High School Media Center, Adel, Iowa.

The tentative agenda is as follows:

### BOARD MEETING AGENDA HIGH SCHOOL MEDIA CENTER

December 1, 2003  
5:00 P.M.

#### OPENING:

5:00 P.M.      Call to order  
                    Roll call  
                    Emergency additions and adoption of agenda

#### ACTION ITEMS:

5:05            Resolution directing the sale of \$3,400,000 general obligation school bonds  
5:25            Increase depository maximum to accommodate bond sale and sales tax  
5:30            Request for additional soccer coach  
5:35            Request for additional cheerleading coach  
5:40            Review physical education program  
6:00            Review vocational education program  
6:15            School improvement report  
6:45            Adjournment

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT  
801 Nile Kinnick Drive South  
Adel, Iowa 50003  
(515) 993-4283

Shirley McAdon  
Secretary  
Board of Directors

## MINUTES OF BOARD OF DIRECTORS

Special	ADM High School	5:00 p.m.	December 1, 2003
Kind of Meeting	Meeting Place	Time	Month Day Year
		Day of Week	Monday

## MEMBERS

PRESENT

Darrell Weems
Dick Bruce
Tom Hopewell
Paula James
Pat Steele

ABSENT

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Tim Hoffman  
Superintendent of Schools  
Shirley McAdon  
Secretary-Board of Education

Call to Order Roll Call	The meeting was called to order. Roll call was taken. Present were Dick Bruce, Tom Hopewell, Paula James, Pat Steele, and President Darrell Weems. Visitors were present.
Agenda	It was moved by Bruce, seconded by James, to adopt the agenda as presented. Motion carried unanimously.
Resolution Directing the Sale of \$3,400,000 General Obligation School Bonds	The bids were previously received and opened by the Superintendent of Schools, Secretary of the Board, and the Financial Consultant at a meeting held in the office of the Secretary of the Board of Directors, Adel-DeSoto-Minburn Community School District, Adel, Iowa, at 2:00 p.m. on December 1, 2003. The bid for the Bonds to be the best and most favorable bid received was determined by the Superintendent, Secretary of the Board, and Financial Consultant. It was moved by James, seconded by Steele, to award Bonds, based on the following bid: Harris Trust and Savings Bank, Chicago, IL for a purchase price of \$3,367,820.90, a net interest cost of \$1,765,091.81, and a true interest cost of 4.126536%. The official statement and form of contract for the sale of the Bonds were approved and the President and Secretary were authorized to execute the contract for sale of the Bonds on behalf of the School District. The notice of the sale of the Bonds and all acts of the Superintendent, Secretary, and Financial Consultant done in furtherance of the sale of the Bonds were ratified and approved. Motion carried unanimously.



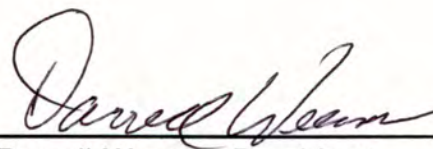
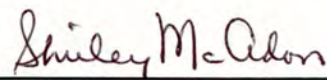
Continuation of special board meeting held December 1, 2003

Increase Depository Maximum to Accommodate Bond Sale and Sales Tax	Superintendent recommended increasing the depository limitation from \$3,500,000 to \$7,200,000 to accommodate the bond proceeds and sales tax revenue that will be received. It was moved by Steele, seconded by Bruce, to increase the depository limitation to \$7,200,000 as presented. Motion carried unanimously.
Request for Additional Soccer Coach	Superintendent recommended a second assistant boys soccer coach based on comparisons with other schools for the number of participants. It was moved by Bruce, seconded by Hopewell, to approve the position of a second assistant boys soccer coach. Motion carried unanimously.
Request for Additional Cheerleading Coach	Superintendent recommended a new position of assistant cheerleading coach, during the winter sports season, based on comparisons with other schools for the the number of participants and events. It was moved by James, seconded by Steele, to add the position of assistant cheerleading coach for the winter sports season, beginning with the 2004-05 school year, conditional upon the successful negotiation for salary with the ADMEA for this new position. Motion carried unanimously.
Review Physical Education Program	Last month the physical education teachers presented their view of a quality physical education program and some activities in their program. This month the official philosophy of physical education and the benchmarks or curriculum goals within the program were presented. Discussion ensued. The physical education curriculum committee is active this year and will work on activities relating to benchmarks and how to assess those benchmarks. The committee will also report back to the Board with ideas for consideration for resources, facilities, staffing, grants, and intramural sports.
Review Vocational Education Program	A summary of meetings of the vocational education study committee to review program requirements, vocational opportunities, employer input, and course offerings from areas schools was presented. Discussion ensued. The findings will be reviewed by staff to make a recommendation to the Board at a later date to complete the Board's district goal of conducting a review of the vocational education program.
School Improvement Report	Maureen Taylor, Director of Curriculum and Assessment, presented an update on efforts to comply with the No Child Left Behind legislation and efforts to improve the instructional program. The process in conducting the statistical analysis of student assessments and the process to match those assessments with both the curriculum goals and daily instruction were discussed. Staff development efforts to improve reading comprehension at the secondary level were reviewed. Middle School teacher Beth Shields presented a new instructional strategy she uses to increase student comprehension of materials students read. Discussion ensued.

Continuation of special board meeting held December 1, 2003

Adjournment

It was moved by Steele, seconded by Hopewell, to adjourn. Motion carried unanimously and the meeting was adjourned by President Weems at 6:45 p.m.

Minutes approved as presented  
Darrell Weems, PresidentDated 12/12/03  
Shirley McAdon, Secretary



## RESOLUTION NAMING DEPOSITORIES

RESOLVED, that the Adel-DeSoto-Minburn CSD of Adel in Dallas County, Iowa, approves the following list of financial institutions to be depositories of the Adel-DeSoto-Minburn CSD funds in conformance with all applicable provisions of Iowa Code. The Adel-DeSoto-Minburn CSD is hereby authorized to deposit the Adel-DeSoto-Minburn CSD funds in amounts not to exceed the maximum approved for each respective financial institution as set out below.

[illegible]

**CERTIFICATION.** I hereby certify that the foregoing is a true and correct copy of a resolution of the Adel-Desoto-Minburn CSD adopted at a meeting of said public body, duly called and held on the 1st day of December, 2003, a quorum being present, as said resolution remains of record in the minutes of said meeting, and it is now in full force and effect.

Dated this 1st day of December, 2003

Shirley McAdon

**Board Secretary**  
801 Nile Kinnick Drive South  
Adel, IA 50003  
515-993-4283





## MINUTES OF BOARD OF DIRECTORS

<u>Regular</u>	<u>ADM High School</u>	<u>7:00 p.m.</u>	<u>November 10, 2003</u>
Kind of Meeting	Meeting Place	Time	Month Day Year
		Day of Week	<u>Monday</u>

## MEMBERS

PRESENTDarrell WeemsDick BruceTom HopewellPaula JamesPat SteeleABSENT

Tim Hoffman  
Superintendent of Schools  
Shirley McAdon  
Secretary-Board of Education

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Call to Order	The meeting was called to order. Roll call was taken. Present were Dick Bruce, Tom Hopewell, Paula James, Pat Steele, and President Darrell Weems. Student Ambassador Hilary Hamilton and other visitors were present.
Roll Call	
Agenda	It was moved by Steele, seconded by Hopewell, to adopt the agenda with the additions of "Accept Survey Bid", "Approve Iowa Demonstration Construction Grant Program", and "Approve Iowa Demonstration Fire (Life) Safety Grant Program" in the consent agenda in order to meet construction schedule timelines and to meet grant submittal deadlines. Motion carried unanimously.
Consent Agenda	It was moved by Steele, seconded by Hopewell, to approve the items under the consent agenda as presented. Motion carried unanimously. Resignations were accepted from Brenda Burditt, teacher associate; Debbie Cotten, teacher associate; David Cruse, MS girls basketball coach; and Del Hoover, teacher associate. Pending successful background checks, new contracts were offered to John Begley, assistant HS softball coach; Sylvia Cohenour, teacher associate; Angie Gilliland, .5 winter weight room supervisor; James Landis, custodial associate; Scott Schroeder, .5 winter weight room supervisor; John Wesselmann, MS baseball coach; Valerie Williams, teacher associate; and Sarah Witzke, MS girls basketball coach. A contract modification for Melissa Nystrom from assistant speech coach to head speech coach was announced. Kyle Cunningham will be the assistant HS wrestling coach for David Zwank. A transfer for Noel White from day care associate to teacher associate was announced. The Iowa bus bid from Thomas Bus Sales for \$65,659 was accepted. A resolution to "Move to consider participation in the Instructional Support program for a period of one year to levy an instructional support property tax not to exceed seven percent of the regular program district cost for the budget year ending June 30, 2005, by



Continuation of regular board meeting held November 10, 2003

	<p>resolution and to set the public hearing for December 8, 2003, at 7:00 p.m. in the high school media center" was accepted. The following Board policies received the second and final reading: 203 "Board of Directors' Conflict of Interest", 210.1 "Annual Meeting", 403.1 "General Personnel Physical Examinations", 403.7E1 "Employee Drug Info Sheet", 403.8 "Drug and Alcohol Testing Program", 501.14 "Open Enrollment Transfers-Procedures as a Sending District", 501.15 "Open Enrollment Transfers-Procedures as a Receiving District", 801.3 "Educational Specifications for Building Sites", and 704.3 "Investments". The low survey bid from Boundaryline Surveys for \$7,075 was accepted. Application will be made for the Iowa Demonstration Construction Grant Program and for the Iowa Demonstration Fire (Life) Safety Grant Program.</p>
Welcome of Visitors/ Open Forum	<p>President Weems welcomed visitors and invited public comments during Open Forum. Becky Button encouraged the use of community input in the design phase of the new building projects and she was assured that community input will be sought.</p>
Transportation Report	<p>Transportation Director Deb Kahler presented an overview of the transportation program. Discussion ensued.</p>
State Aid Reduction	<p>The state's 2.5% reduction of state aid revenue will cause a shortfall of \$133,000 to ADM. Superintendent recommended making reductions in the current budget where the savings are significant and that would cause the least disruption to the students' education program in addition to using some cash reserves and considering replenishing some or all of the reserves next year. This combination of options should cause minimal disruption and will not seriously damage the district's financial position. Discussion ensued.</p>
Request for 7th Grade Baseball Program	<p>Mike Mensen and others presented a request for the addition of a 7th grade baseball program for Summer, 2004. Following discussion, it was moved by Hopewell, seconded by James, to table the request until the December 1 special meeting to seek more information about scheduling, field availability, number of coaches needed, and annual costs. Motion carried unanimously.</p>
Resolution to Advertise for Sale of Construction Bonds	<p>Financial Consultant Rex Ramsey presented information concerning a partial sale of construction bonds in 2003. It was moved by James, seconded by Steele, to approve the resolution to direct the advertisement for sale of \$3,400,000 General Obligation School Bonds on December 1, 2003. Motion carried unanimously.</p> <p>It was moved by Bruce, seconded by James, to approve the resolution to approve electronic bidding procedures. Motion carried unanimously.</p> <p>Even though Rex Ramsey is an employee of Piper Jaffray, he is independent of the bond division; therefore, there is no conflict of interest in allowing U.S. Bancorp Piper Jaffray MN to be among the bidders. It was moved by Steele, seconded by Bruce, to allow U.S. Bancorp Piper Jaffray MN to bid. Motion carried unanimously.</p>



## Continuation of regular board meeting held November 10, 2003

Resolution to Approve 8-9 Building, Air-Condition All Buildings, and Authorize Rambo Associates to Proceed	In order to officially recognize the results of the bond election vote and to authorize Rambo Associates to proceed, it was moved by James, seconded by Bruce, to approve the educational program and preliminary design concepts as illustrated in facilities option E2a for the 8-9 and school/community activities additions at the existing high school site including related remodeling and provision for central district facilities and other site improvements, as approved by the voters of the ADM District, and to authorize Rambo Associates Inc. as its Owner Representative/Project Manager to proceed through the schematic design phase for the overall facilities program with the assistance of our staff, administrative and community representative committee input. Motion carried unanimously.
Resolution to Authorize Superintendent and Board President to Make Construction Decisions	In order to keep the construction project flowing when quick decisions need to be made regarding change orders and other construction related issues that have some cost and to minimize the number of special Board meetings needed, a procedure may be adopted to authorize the Superintendent and Board President to make decisions on those issues under a certain dollar level. Superintendent recommended such a process with a dollar limit of \$10,000. It was moved by Bruce, seconded by Steele, to approve procedures for minor expenditures and changes through the development and the implementation of the facilities and tax management plan that would include district approval by both the Superintendent and the Board President or other Board representative as may be appointed by the President as well as approval and recommendation by the district's Owner Representative/Project Manager, Rambo Associates, Inc., for individual items and expenditures not to exceed \$10,000, with the intent that larger expenditures or major items would be routinely approved at meetings of the Board. Motion carried unanimously.
Administrative Reports	<p>Superintendent announced approval of open enrollment requests for Matthew Westfall from Waukee to ADM and for Andrew and Stacie Ross from ADM to VM, all for 2003-04.</p> <p>AD Stephanie DeVos relayed requests from head coaches for an additional assistant boys soccer coach and an assistant cheerleading coach. Both positions will be considered for approval at a future Board meeting.</p> <p>Principal Carole Reindl reported that several elementary students have been able to discontinue supplementary Title I reading services, a mark of success for the district's reading program.</p> <p>Superintendent, Principals, and Curriculum and Assessment Director presented a curriculum and program update for the 8-9 building. Much research is being done on the needs of adolescent learners and the types of instructional strategies that are most effective in raising student achievement.</p> <p>The Board will send thank you notes to the four co-chairs and treasurer of the building committee for their work on the successful bond election.</p>



## Continuation of regular board meeting held November 10, 2003

Superintendent has been meeting with youth softball league officials to develop a specific plan to relocate two youth softball fields that will be displaced by construction. Board consensus favored allowing the use of some sales tax revenue in a joint project to relocate the two fields in which the city, the softball league, and the school all participate financially.

A special board meeting will be held December 1 at 5:00 p.m. to approve the sale of construction bonds and to hear follow-up reports on district goals of reviewing Character Counts, physical education, and vocational education.

Tom Hopewell spoke to some issues regarding school board election campaigns on district property. Following discussion, President Weems asked Hopewell to draft an information sheet to help candidates.

IASB state meetings (November 20-21) and Delegate Assembly (November 19) on legislative issues will be held in Des Moines. Bruce, Steele, and Weems will attend some sessions.

Real Estate Discussion  
(Closed Session)


It was moved by Bruce, seconded by Hopewell, to move into closed session pursuant to Section 21.5 "to discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property." Motion carried unanimously and the tape recorder was turned on at 10:25 p.m.

It was moved by James, seconded by Bruce, to move out of closed session. Motion carried unanimously and the tape recorder was turned off at 10:35 p.m.

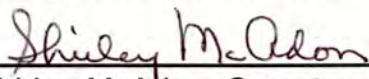
Adjournment

It was moved by James, seconded by Bruce, to adjourn. Motion carried unanimously and the meeting was adjourned by President Weems at 10:35 p.m.

Minutes approved as presented

  
Darrell Weems, President

Dated 12/08/03

  
Shirley McAdon, Secretary



Adel-DeSoto-Minburn Community School District  
Cash Receipts & Expenditures  
Recapitulation of Funds - October 2003  
Governmental Funds

	<u>General Fund</u>
Balance, September 30, 2003	\$487,185.22
Receipts, October	1,501,065.97
Expenditures, October	<u>790,277.07</u>
Balance, October 31, 2003	<u>\$1,197,974.12</u>
Balance, October 31, 2002	\$1,084,308.00

	<u>Debt Service Fund</u>
Balance, September 30, 2003	\$214,304.34
Receipts, October	126,325.65
Expenditures, October	<u>150.00</u>
Balance, October 31, 2003	<u>\$340,479.99</u>
Balance, October 31, 2002	\$2,832,009.77

Adel-DeSoto-Minburn Community School District  
Cash Receipts & Expenditures  
Recapitulation of Funds - October 2003  
Governmental Funds  
Special Revenue Funds

Management Fund

Balance, September 30, 2003	\$10,438.65
Receipts, October	38,278.45
Expenditures, October	<u>(5,151.74)</u>
Balance, October 31, 2003	<u>\$53,868.84</u>
Balance, October 31, 2002	\$74,653.10

Physical Plant & Equipment Fund

Balance, September 30, 2003	(\$50,988.43)
Receipts, October	74,597.59
Expenditures, October	<u>65,723.46</u>
Balance, October 31, 2003	<u>(\$42,114.30)</u>
Balance, October 31, 2002	(\$118,878.78)

Student Activity Fund

Balance, September 30, 2003	\$102,764.44
Receipts, October	40,446.16
Expenditures, October	<u>10,614.98</u>
Balance, October 31, 2003	<u>\$132,595.62</u>
Balance, October 31, 2002	\$93,739.79



Adel-DeSoto-Minburn Community School District  
Cash Receipts & Expenditures  
Recapitulation of Funds - October 2003  
Proprietary Funds  
Enterprise Funds

School Nutrition Fund

Balance, September 30, 2003	\$106,830.12
Receipts, October	63,840.66
Expenditures, October	<u>55,933.07</u>
Balance, October 31, 2003	<u>\$114,737.71</u>
Balance, October 31, 2002	\$90,563.60

Day Care Fund

Balance, September 30, 2003	\$15,950.04
Receipts, October	7,567.59
Expenditures, October	<u>4,851.47</u>
Balance, October 31, 2003	<u>\$18,666.16</u>
Balance, October 31, 2002	\$25,791.25

Fiduciary Funds

Agency Fund

Balance, September 30, 2003	\$1,260.46
Receipts, October	1,401.50
Expenditures, October	<u>1,878.50</u>
Balance, October 31, 2003	<u>\$783.46</u>
Balance, October 31, 2002	\$797.46