

ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

"Experiencing Success Today, Achieving Dreams Tomorrow"

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors of the Adel DeSoto Minburn Community School District will meet at 6:00 p.m. on the 13th day of June 2011, for its regular meeting in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

**BOARD MEETING AGENDA
DISTRICT BOARD ROOM**

June 13, 2011
6:00 P.M.

OPENING:

- 6:00 P.M. Call to order
Roll call
Emergency additions and adoption of agenda
- 6:05 Consent agenda
Approval of minutes
Approval of bills/claims and transfers
Secretary/Treasurer financial reports
Personnel contracts
28E Agreement - SRO with City of Adel
28E Agreement - DMACC STRIVE
Educational Service Agreement - DMACC Career Advantage
Contract for services - Earlham/vocational agriculture
Cooperative Agreement for student teachers - Drake
Iowa Association for Educational Purchasing
Second reading of Board policy series 300
Job descriptions
 • Technology Director
 • Technology Integration Specialist,
 • Assistant to concession supervisor
Handbooks
Preschool fee increase
Milk bid
Bread bid
Welcome of visitors and open forum

ACTION ITEMS:

- 6:15 Legislative Resolutions
6:30 Market Factor Pay Resolution 2011-12
6:35 Drivers Education - Drive Tek
6:40 IASB and Iowa School Finance Information Service (ISFIS) Membership

ADMINISTRATIVE REPORTS/DISCUSSION ITEMS

- 6:50 Technology committee - draft replacement cycle and purchasing plan
7:00 2009-10 graduation and dropout rate report
7:15 June 16 BOE work session agenda
7:30 Open Enrollment
7:35 Closed session for Board evaluation in an employment matter. Iowa Code section 21.5 (1) (i)
8:00 Adjournment

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

Nancy Gee
Secretary
Board of Directors

Board Meeting Date: June 13, 2011

Time: 6:00 PM

Roll Call: Rod ☒ Jen ☒ Kim ☒ Kelli ☒ Tim ☒ (Voting Rotation for June Meeting)

Adoption of Agenda

M Rod
S Kim MP

Consent Agenda

M Kelli
S Jen MP

Welcome of Visitors

Legislative Resolutions

M Kim
S Kelli MP

Market Factor Pay Resolution 2011-12

M Jen
S Kelli MP

Drivers Education – Drive Tek - Jan - 14th 2013

M Kelli Kim
S Kelli MP

IASB Membership

M Rod
S Kelli MP

ISFIS Membership

M Rod
S Kelli

make note
SRO - check further
holidays, days

table
until
10/1/12
propos

grant?
RR?

one

Reports/Discussion Items

Technology Committee – Cycle & Purchasing Plan

Thurs-Tech committee will present Thurs.

320 older than 2003 put info in minutes

draft - needs for infrastructure - conversation about voted PPEL

Look at
Tif impact

2009-10 Graduation & Dropout Rate Report

- 09/10 92.73% goal slb 952

June 16 BOE Work Session Agenda

work session agenda - breakfast & lunch

Tech

Open Enrollment - July -

Closed Session – Supt Eval

Roll Call Vote - Rod ☒ Jen ☒ Kim ☒ Kelli ☒ Tim ☒

7:10 (Time)

M Kelli

S Jen

M Jen

S Kim

7:35

Reconvene to Open (Time)

Adjourn: 7:35 (Time)

M Rod MP

S Kim



Adel DeSoto Minburn

801 Nile Kinnick Drive S., Adel, Iowa 50003
515-993-4283

old

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

TO: Board of Directors
FROM: Greg Dufoe, Superintendent
SUBJECT: Memorandum for June 13, 2011

Personnel contracts:

I recommend the following resignations/terminations effective at the end of the 2010-11 school year unless otherwise noted:

Nic Bandy, MS teacher associate
Ron Brenner, MS teacher associate
Danielle Farrell, HS Lang. Arts teacher, ass't. speech coach, ass't. cross country coach, girls track coach
Barb Gordon, Transportation Director
Shannon Grim, MS teacher associate, effective 5/10/11
Jody Johnson, AE teacher associate
Marilyn Keltner, HS teacher associate
Jane Meier, Food Server Worker I
Curt Rasmussen, Network/Hardware Specialist, effective 7/31/11
Gary Seaholm, MS teacher associate
Dan Severidt, Driver Education, effective 12/22/11
Carroll Snyder, bus driver

I recommend the following new contracts effective for the 2011-12 school year:

Deb Bone, MS teacher associate, step 11
Angel Craigmile, MS cheerleading coach, step 1
Krysten Herrick, AE teacher associate, step 3
Sara Huston, DS 4th grade, step 2
Jessica McFarland, AE teacher associate, step 1
Joel Najera, van driver
Elizabeth Schilling, 2nd grade teacher, BA, step 2
JoLynn Wilken, 2nd grade teacher, BA, step 2

Non-teaching June contracts

Stephanie Bidney, Ass't. HS volleyball coach, step 4
Roxanne Dardano, Dance coach, step 4
Brett Glenn, Ass't. HS football coach, step 4
Rikki Kuhns, Ass't. HS cheerleading coach, step 2
Marc McCartney, MS football coach, step 2

I announce the following transfers:

Melissa Greer, DS Special Ed. teacher to AE .5 Title I Reading/.5 Reading Recovery teacher
Jonna Nelson, DS 4th grade teacher to DS Special Education teacher
Amy Pottebaum from AE 1st grade/Reading Recovery to DS 3rd grade
Leanna Stine Smith from .5 AE Title I Reading to .5 AE 1st grade

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Board of Directors

June 13, 2011

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I announce the following contract modifications:

Erica Lippincott, .5 Kindergarten teacher to 1.0 Kindergarten teacher

Bailey Luellen, .5 Kindergarten teacher to 1.0 Kindergarten teacher

Pending resignation:

Della Weems, Mock Trial coach

28E Agreement - SRO with City of Adel (Exhibit 1):

Enclosed in your materials is the 28E agreement with the City of Adel. Monte Keller is scheduled to present a year-end report to the Board in July.

I recommend approval of the 28E agreement to continue the partnership with the City of Adel. The SRO provides a wide-variety of duties, including our DARE program. Officer Keller has handled some very difficult situations for us this year and I support the SRO program. While this does cost us over \$30,000 out of our SILO funds, it is a sound investment for safety in our district.

28E Agreement - DMACC STRIVE:

I recommend approval of 28E agreements for two ADM students to attend the DMACC Strive program. Strive provides vocational training for special education students. We are billed by DMACC and we pay for the program out of our special education funding.

Educational Service Agreement - DMACC Career Advantage:

I am recommending Board approval of the 28E agreement for DMACC Career Advantage in Perry. Perry has developed a career academy that will offer programs in nursing, PLTW, building trades, and more. The cost for any students enrolling would be minimal and offset by supplementary funds from the state. ADM's out of pocket expense for each student enrolled in a program is approximately \$350.00 after supplementary weighting is applied.

Contract for Services - Earlham/vocational agriculture:

I recommend approval of the agreement for services between ADM and Earlham for sharing vocational agriculture classes not offered at ADM. The courses offered and the number of students enrolled next year are:

Intro to Ag	13
Animal Science	5
Adv Animal Science	1
Ag Business	1
Ag Leadership	2
Intro to Horticulture	1
Natural Resources	6
Crop Science	1

Cooperative Agreement for student teachers - Drake (Exhibit 2):

Enclosed is the student teacher agreement with Drake University for Board approval.

Iowa Association of Educational Purchasing:

The district has participated in the cooperative food-purchasing program for many years. The federal requirements for bidding will be satisfied by the new procedures instituted and followed by Liz Severidt, Food Service Director. Approval is recommended.

Second reading of Board policy series 300:

Please refer to your copies in last month's packet. Only one policy has proposed changes: Policy 304.1 "Administrator Positions" changing the principal from Adel Elementary to cover Preschool through 2nd grade. There are no additional changes to present and the series 300 policies are presented for second and final reading.

Job descriptions (Exhibit 3):

I recommend approval of the three job descriptions included in your materials. The "Director of Technology" is a name change from "Network/Hardware Specialist" and has some minor changes to the description (14 and 15). The "Technology Integration Specialist" also includes some changes, most specifically #13. Project Easier is the data collection system for the Department of Education and has evolved to include virtually all data sets we are responsible for as a district.

We are also including a job description for a new position funded out of concession stand revenue titled "Assistant to the Concession Supervisor". This position assists Ronna Studyvin and is paid a stipend of \$2,000 per year. Again, this is not a general fund expense.

Handbooks (Exhibits 4-5-6-7):

I recommend approval of the following handbooks:

Adel Elementary Staff Handbook (Exhibit 4)
Classified Staff Handbook (Exhibit 4)
DS Staff Handbook (Exhibit 5)
AE/DS Student/Parent Handbook (Exhibit 5)
Gifted and Talented Handbook (Exhibit 6)
MS Staff Handbook (Exhibit 6)
MS Student/Parent Handbook (Exhibit 7)
HS Parent/Student Handbook (Exhibit 7)

Preschool fee increase:

I recommend an increase in our pre-school fee to \$90.00 per month from \$80.00. Our pre-school fee has remained the same for several years. We also do not want to be substantially lower than other area pre-schools to avoid a competitive imbalance. We plan on bringing another increase forward next year, but a ten-dollar increase per month this year is as high as we wanted to go.

Milk bid:

Two milk bids were received - Anderson Erickson and Roberts. I recommend approving the lowest bid from Anderson Erickson.

Bread bid:

Three bread bids were received - IBC Sales Corporation (Hostess brands), Pan-O-Gold, and Sara Lee. I recommend approving the lowest bid from Pan-O-Gold.

LEGISLATIVE RESOLUTIONS (Exhibit 8 - dated 2010)

Enclosed are the ADM 2011 IASB Legislative Action Priorities as well as the full list of the IASB legislative resolutions. Please review both lists prior to the meeting so we can discuss possible 2012 action priorities. We have several options, including supporting 2011 IASB priorities and/or formulating our own. We will bring back the discussion in July as well, but I feel it is important to start the discussion on the legislative priorities important to the ADM Board this month. We must submit by August 12.

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MARKET FACTOR PAY RESOLUTION 2011-12 (Exhibit 9)

The legislature created two funding mechanisms referred to as Market Factor funds back in 2006-2007. The 2007-2008 pot of money has been expended (or reserved) on tuition reimbursement and certification requirements in areas like special education, GATE, and Reading Recovery. We do have money left in the 2006-2007 Market Factor fund - \$5,445.99. The law provides the Board to set the allowable uses for these funds. I recommend Board approval of the enclosed Market Factor Pay Resolution to allow market factor pay to be used for hard-to-hire positions, dual credit offerings, and Reading Recovery training.

DRIVERS EDUCATION - DRIVE TECH

Lee Griebel, Nancy Gee and I interviewed three companies to supply our driver's education program due to Dan Severidt's resignation from driver's education effective at the end of the first semester. Iowa schools are required to offer driver's education, either in-house or with an approved company. Currently, ADM students have a choice to take it through ADM or through an independent company.

The interviews were important to us because we want to be thorough and select the best company to serve our students.

I recommend approval of the contract with Drive Tek. This contract runs through May 2013. The base fee per student is \$340.00, which is higher than the other two companies, Street Smarts and Teen Driver (325.00)

IASB AND IOWA SCHOOL FINANCE INFORMATION SERVICE (ISFIS) MEMBERSHIP

I recommend approval of our membership in IASB for 2011-12. While IASB has certainly had major issues in leadership this past year, it does appear that they are moving in the right direction. Substantial changes are in progress and I recommend we continue our participation in this organization. The membership dues are \$4,269.

I recommend approval of our membership with Iowa School Finance Information (ISFIS) for 2011-12. The up-to-date information on the state's financial condition and data expertise along with weekly interactive webinars from ISFIS are beneficial when making financial decisions in these difficult times. The membership dues are \$1,672.47.

ADMINISTRATIVE REPORTS – Discussion items

Technology committee - draft replacement cycle and purchasing plan (Exhibit 10)

Jim DePue will provide the Board with an overview of work done by the technology committee to ascertain our current situation district-wide concerning computers and technology and also to provide a summary of a possible plan to improve our technology assets.

We are very behind in a computer replacement cycle. Other pressing needs are to improve our infrastructure and to work towards equipping all our classrooms with a standard technology suite of equipment.

We will need much board guidance as we proceed due to the scope of our needs. A voted PPEL may be our only way to get to where we need to be over the next ten years.

2009-10 graduation and dropout rate report (Exhibit 11)

Included in your documents is notification from the Department of Education regarding our 2010 graduation rate and dropout rate.

Our graduation rate in 2010 was 92.73% and our dropout rate was .0116%.

**ADEL DESOTO MINBURN
MARKET FACTOR PAY BOARD RESOLUTION**

Director _____ introduced and caused to be read the Resolution hereinafter set out and moved its adoption; seconded by Director _____; after due consideration thereof by the Board, the President put the question upon the adoption of said Resolution and, the roll being called, the following Directors voted:

Aye: _____

Nay: _____

Whereupon the President declared said Resolution duly adopted as follows:

RESOLUTION

WHEREAS, the General Assembly has appropriated funds to assist the school district in hiring or retaining teachers in shortage areas;

WHEREAS, the Board deems it necessary and desirable to provide additional salary or assistance to teachers in shortage areas;

WHEREAS, the Board has determined the following criteria to be used in awarding market factor pay for the school district; hard-to-hire-positions (new hires, transfer, retentions, or certifications), dual credit offerings, and Reading Recovery training.

NOW, THEREFORE, BE IT RESOLVED by the board:

The superintendent is hereby delegated to determine the specific areas of shortage and funds available for those positions for the fiscal year 2011-12.

Passed and approved _____
(date)

Board President

Attest:

Proposed PPEL Technology Expenditures

This proposal is the fifth draft to upgrade the district's technology for students and teachers. It would:

- Expand student access to computers
- Create a five-year computer replacement cycle
- Upgrade the infrastructure in all buildings to meet current and future technology needs
- Equip every classroom with an LCD projector, speakers, Elmo, and Mimeo SmartBoard
- Be modifiable to move to one-to-one at appropriate grade levels
- Keep expenditures on average below \$250,000 per year.

As of this spring the district had the following computer inventory:

Years Purchased	Number
Undated	40
2005 and Older	320
2006	125
2007	70
2008	105
2009-11	90
<i>Current Inventory</i>	<i>750</i>
2011-12 (estimated purchases)	75
<i>Total</i>	<i>825</i>

Projecting this purchasing pattern into the future it is clear that the age of ADM's computers will continue to grow older and become more difficult to update. The addition of PLTW and GTT to the HS and MS over the next two years will put 50 more computers into any kind of replacement cycle, but will be class specific and not available to other students. Additionally, most teachers are having difficulty getting students access to computers for significant amounts of time. It is also apparent that this could not be funded through the current general fund and would require a PPEL vote.

Minimum Equipment Expenditures

Equipment	Number	Total	Total
Projectors*	35	\$599.00	\$20,965.00
Projector Installation*	35	\$100.00	\$3,500.00
Speakers	81	\$50.00	\$4,050.00
Elmos	81	\$760.00	\$61,560.00
Mimeo SmartBoards	111	\$780.00	\$86,580.00
<i>Total</i>			<i>\$176,655.00</i>

*This does not include projectors being installed this summer.
That number would be deducted from the total.

Here are some other considerations that went into developing this proposal

- Of the 750 computers in the district 115 would not be replaced. These are currently not in use or are in classrooms running outdated software on older operating systems (OS) – usually Classic, which is no longer supported.
- It is estimated that the oldest 75 of the remaining computers would be replaced before 2012 and another 130 would be replaced by 2013-14. This would remove all computers 2005 and older from the inventory by spring of 2014.
- It is believed that a major cause of the server issues in the district is the wide range of OS being used. This proposal result in a significant reduction in that number.
- The new wireless labs would be tablets, not laptops. These are cheaper, sturdier and designed to take advantage of cloud computing. It is possible that other computers on the list could be replaced with tablets resulting in a savings.
- The infrastructure upgrades are based on a bid from Communication Innovators and would include new a wireless system and faster switches. This current proposal allows for two additional infrastructure upgrades during the cycle. This was not included in previous drafts because of the amount spent on computers.
- Maintenance, routine replacement of bulbs in projectors and Elmos, and additional classrooms are not included in this proposal.

Draft

Upgrades	Number	Price Each	Total	Year Total
2012-13				\$249,936.89
Replace Selected 2005 and older	50	\$991.03	\$49,551.50	
Infrastructure Upgrade	1	\$200,385.39	\$200,385.39	
2013-14				\$255,937.40
Replace Selected 2005 and older	80	\$991.03	\$79,282.40	
Minimum Classroom Equipment	1	\$176,655.00	\$176,655.00	
2014-15				\$243,878.75
Replace 2006	125	\$991.03	\$123,878.75	
Wireless Labs (30 units each)	4	\$30,000.00	\$120,000.00	
2015-16				\$247,390.04
Replace 2007	68	\$991.03	\$67,390.04	
Wireless Labs (30 units each)	6	\$30,000.00	\$180,000.00	
2016-17				\$252,883.15
Replace 2008	105	\$991.03	\$104,058.15	
Wireless Labs (30 units each)	4	\$30,000.00	\$120,000.00	
Replace PLTW Computers	25	\$1,153.00	\$28,825.00	
2017-18				\$231,986.15
Replace 2009-12 and Undated	205	\$991.03	\$203,161.15	
Replace GTT Computers	25	\$1,153.00	\$28,825.00	
2018-19				\$229,026.60
Replace 2012-14	130	\$991.03	\$128,833.90	
Infrastructure Upgrade	0.5	\$200,385.39	\$100,192.70	
2019-20				\$243,878.75
Replace 2014-15	125	\$991.03	\$123,878.75	
Wireless Labs Update	4	\$30,000.00	\$120,000.00	
2020-21				\$247,390.04
Replace 2015-16	68	\$991.03	\$67,390.04	
Wireless Lab Update	6	\$30,000.00	\$180,000.00	
2021-22				\$252,883.15
Replace 2016-17	105	\$991.03	\$104,058.15	
Wireless Lab Update	4	\$30,000.00	\$120,000.00	
Replace PLTW Computers	25	\$1,153.00	\$28,825.00	
2022-23				\$231,986.15
Replace 2017-18	205	\$991.03	\$203,161.15	
Replace GTT Computers	25	\$1,153.00	\$28,825.00	
2023-24				\$239,475.10
Replace 2018-19	80	\$991.03	\$79,282.40	
Wireless Lab Expansion	2	\$30,000.00	\$60,000.00	
Infrastructure Upgrade	0.5	\$200,385.39	\$100,192.70	
Total Expenditures				\$2,926,652.16

From: "Addy, Jim [ED]" <Jim.Addy@iowa.gov>
Subject: **Revised: 2009-2010 Graduation and Dropout Rates**
Date: February 14, 2011 4:51:18 PM CST
To: Adel-DeSoto-Minburn School District <gdufoe@adel.k12.ia.us>

There was error in the formatting of dropout rates in the e-mail that was sent out earlier today. Please see the edited dropout rates below. We apologize for any confusion.

The Iowa Department of Education (IDE) will officially release graduation and dropout rates on Thursday, February 17. This information is being released to individual districts early. Please note: This data is embargoed until the afternoon of Thursday, February 17, 2011.

Iowa has added a 5-year cohort graduation rate to reflect the work districts and schools put forth in helping all students earn diplomas. Iowa has adopted 4-year and 5-year cohort graduation rate methodology in accordance with federal requirement 34 CFR 200.19(b)(1)(i). This methodology is also known as the Title I graduation rate. The four-year cohort graduation rate is calculated for the class of 2010 by dividing the number of students in the cohort (denominator) who graduate with a regular high school diploma in four years or less (by the 2009-2010 school year) by the number of first-time 9th graders enrolled in the fall of 2006 minus the number of students who transferred out plus the total number of students who transferred in.

The five-year cohort graduation rate is calculated using a similar methodology as the four-year cohort rate. This rate is calculated by dividing the number of students in the cohort (denominator) who graduate with a regular high school diploma in five years or less (by the 2009-2010 school year) by the number of first-time 9th graders enrolled in the fall of 2005 minus the number of students who transferred out plus the total number of students who transferred in.

District High School Status: High School

District Title I Graduation Rates:

Cohort ending 2009-2010 4-year cohort graduation rate: 92.73%

Cohort ending 2008-2009 4-year cohort graduation rate: 91.38%

Cohort ending 2009-2010 5 year cohort graduation rate: 92.24%

Statewide Title Graduation Rates:

Cohort ending 2009-2010 4-year cohort graduation rate: 88.8%

Cohort ending 2008-2009 4-year cohort graduation rate: 87.3%

Cohort ending 2009-2010 5 year cohort graduation rate: 90.5%

Iowa's dropout rate methodology changed slightly in order to match the federal definition. In years past, the dropout window for a school year began with the start of the fiscal year (July 1) and ended on the day before certified enrollment count day of the following year (September 30). Starting with the 2009-2010 school year, the dropout window for a school year begins on certified enrollment count day (October 1) of that school year and ends on the following day before certified enrollment count day (September 30). Due to this slight change in methodology, districts may see slight changes in dropout numbers.

District 7-12 Enrollment Status: 7-12 Enrollment

District Dropouts:

Number of grade 7-12 dropouts in 2009-2010: 8

Number of grade 9-12 dropouts in 2009-2010: 8

Grade 7-12 dropout rate in 2009-2010: 0.0116

Grade 9-12 dropout rate in 2009-2010: 0.0176

Number of grade 7-12 dropouts in 2008-2009: 15

Number of grade 9-12 dropouts in 2008-2009: 15

Grade 7-12 dropout rate in 2008-2009: 0.0227

Grade 9-12 dropout rate in 2008-2009: 0.0321

Statewide Dropouts:

The statewide dropout rate for grades 7-12 for 2009-2010: 0.0234 (2.34%)

The statewide dropout rate for grades 9-12 for 2009-2010: 0.0341 (3.41%)

If you have any questions regarding any of this information, please contact Xiaoping Wang at xiaoping.wang@iowa.gov or (515) 242-5986 or Mary Linnenbrink at mary.linnenbrink@iowa.gov or (515) 725-2107.

ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

"Experiencing Success Today, Achieving Dreams Tomorrow"

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 8:30 a.m. on the 16th day of June, 2011, in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

**GOAL SETTING AGENDA
DISTRICT BOARD ROOM**

**June 16, 2011
8:30 A.M.**

OPENING:

8:30 P.M.	Call to order
	Roll call
	Emergency additions and adoption of agenda

ACTION ITEMS: Personnel contracts

WORK ITEMS:

8:30	Principal presentations
9:30	Break
9:45	Program updates
	PLTW and Advanced Placement
	Written Language professional development
	Strategic Reading - 6-9
	Curriculum revision cycle
10:15	2010-11 achievement data review
11:15	District Goals
12:00	Lunch
12:30	Tech purchasing draft plan
1:00	Enrollment analysis - RSP presentation
2:30	Professional development plan 2011-12
3:00	Adjourn

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

Nancy Gee
Secretary
Board of Directors

Iowa Association of School Boards Membership Benefits

Here's some of the IASB services offered that we use . . .

Safety Group Insurance Program

Since 1974, IASB has provided Iowa schools with a comprehensive insurance program covering property and casualty, errors and omissions, automobile, worker's compensation, general liability, commercial liability and other insurance services. The IASB Safety Group Insurance Program works with local insurance agents to provide unmatched insurance coverage to meet the unique risk management needs of schools at competitive, stable insurance prices.

Iowa Schools Joint Investment Trust (ISJIT)

The Iowa Schools Joint Investment Trust (ISJIT) assists more than 325 school corporations in safely increasing their investment income. Since 1986, ISJIT has provided additional funds to increase the quality of educational services available to students across the state.

Iowa School Cash Anticipation Program (ISCAP) *

The Iowa School Cash Anticipation Program (ISCAP) allows Iowa school corporations to pool their temporary cash flow management needs in a safe, cost-effective program. Temporary cash flow deficits happen for a variety of reasons, including uneven distribution of property tax collections. ISCAP allows schools to cooperatively issue warrant certificates to finance cash flow deficits until revenues from property taxes and state foundation aid are received. When ISCAP funds are not being used, they are invested in a guaranteed investment contract. Earnings from this investment help offset the costs of the program for each participant.

Iowa Drug and Alcohol Testing Program

To ensure safe transportation for all Iowa students, the Iowa Drug and Alcohol Testing Program (IDATP) was developed in 1995 by IASB and a task force of transportation directors, school administrators and the Iowa Department of Education. IDATP assists more than 360 school corporations, nonpublic schools and contractors transporting students to economically and efficiently comply with state and federal drug and alcohol testing requirements for more than 6,000 drivers.

IASB Policy and Procedures Services *

Through its legal and policy services, IASB assists board members in operating their education programs and services in compliance with the law by providing assistance and guidance to help them minimize the risk of liability and the loss of assets.

*ISFIS offers similar program to ISCAP and also has a policy service.

Iowa School Finance Information Services

Here's what ISFIS services offer . . .

ISFIS gives full and unlimited access to financial resources, data and tools with constantly changing and evolving resources to give finance information in a timely manner.

Interactive webinars presented weekly

Phone or email consultation on school finance issues with quick turnaround.

Phone or email consultation on Microsoft Excel issues/problems.

Reduced cost district specific consulting.

ISFIS offers a similar program to ISCAP and has a policy service similar to IASB's.

subscription based model
supplemental services.

Subscription includes:

Tools Suite – Suite of Financial Analysis (FACT Tool), Cash Flow Building Level Data, Tool, Enrollment Salary Schedule Costing on tools, and more. These to help districts analyze and compare their many of these tools were used to questions from

Zoom – Regular Situation updates where ISFIS staff provide webinar content legislative issues and other timely topics affecting public. Subscribers are also periodic special topic more in-depth specific school finance are always recorded and free and later reviewing, by

provided to us by the very best. The staff at ISFIS work with their district partners to provide services to specific needs of each district.”
R. Gausman –
Superintendent, Sioux City CSD

Free Virtual Presentations to School Boards - Whether new or experienced, boards, superintendents or business officials may request specific training on anything from understanding the basics of Iowa school finance to a general review of their budget, to an explanation of federal funds, or an impact analysis of unspent authority. ISFIS experts are happy to present at subscriber board meetings via Skype or another online, interactive webinar format.

Legislative Tracking and Advocacy - Our partners have nearly 40 years of combined experience in public policy and education. ISFIS tracks legislation, helps schools analyze and measure financial and policy impact on local schools and communities, and provides tools districts need to connect with their legislators to make a difference. Subscribers will also receive an annual *Legislative Digest* summarizing all current session actions impacting schools and advising districts as new laws and requirements are adopted.

Local Levy and Finance Communication Tools and Templates – A wide range of customizable Power Point presentations, press releases, resolutions, ballot templates and election compliance consults are available to subscribers.

Also included for subscribers:

Unlimited Phone and Email Support

Reduced Fees for Onsite Consulting

“As a new superintendent, I have found the services provided by ISFIS to be invaluable in educating my board members and developing sound fiscal strategies during tough economic times.”

-Steve Westerberg
Superintendent, Oelwein CSD

ISFIS also offers an expanding menu of programs and training opportunities to help schools and school officials better serve their district. Some examples include:

Education Cash Flow Fund (ECF) - ECF is a joint venture between Piper Jaffray and ISFIS. ECF strives to bring districts the most competitive cash flow borrowing alternatives in the marketplace. Our goal is to minimize net borrowing costs to schools while at the same time customizing the program to fit individual needs. ISFIS subscription is not required to take advantage of this valuable program.

Budget Workshops – Each February and March, ISFIS partners with Iowa’s Area Education Agencies to provide face-to-face budget preparation tools and consultation. These hands-on workshops provide over 300 districts each year with the opportunity to come together to discuss and prepare their individual budgets in just one highly productive day!

Annual Conference – Join annual conference to connect with finance and policy experts, hear about the latest trends in Iowa school and business tools, activities and much more!

Regional Training – ISFIS partners get the most out of board and provide regional training for the same time. This is a great opportunity to discuss issues, and may approach similar situations.

ISFIS is excited to offer new services for 2011-12. Services include:

Skills Iowa – Assessment C Tutor are the technology to Iowa program, designed to student learning and provide supplement instruction. ISFIS partners provide training and technology and implementation building staff for students if subscription is not required this program.

Background Checks – ISFIS with IntelliCorp Records, Inc. provider of background check employment screening services. *What’s Their Background*, an employment screening service for districts. *What’s Their Background* for availability by all subscribers 2011.

Subject: ISFIS Subscription

From: Larry Sigel <larry.sigel@gmail.com>

Date: Mon, 13 Jun 2011 09:58:38 -0500

To: Nancy Gee <ngee@adel.k12.ia.us>

CC: Greg Dufoe <gdufoe@adel.k12.ia.us>

Nancy-

Sorry this took so long - I meant to send out over the weekend but we took a lighting strike on Thursday that has my internet and wireless giving me fits.

Attached is our brochure which lists all of the services we offer. However, I wanted to provide a bit more detail to answer any questions which may be posed to you. Over the last year, we at ISFIS have provided the following content as part of your basic subscription.

ISFIS "By the Numbers"

- 34: The number of ISFIS "Situation Report" webinars - each webinar provided 30 minutes to 1 hour of specific content for a total of over 1,500 minutes of content. We've held the "SitRep" webinars weekly since January 1 updating schools on breaking legislative issues as well as timely financial information.
- 5: The number of spreadsheets covering FY 2011 information including the New (Money) Spending Authority Report, the Instructional Support Program Report, Physical Plant and Equipment Levy Report.
- 400: The number of data variables added to the Financial Analysis Comparison Tool (FACT) The FACT tool now has nearly 2,000 data items contained in 21 major categories. This tool provides nearly limitless ability to compare and contrast school district finances and demographics and is truly a "one-stop shop" when it comes to finding information about schools.
- 5: The number of calculators for projecting enrollment and long-term budget planning
- 2: The number of calculators for projecting district specific property tax impacts.
- 10: The number of maps for FY 2011 provided on the ISFIS website to assist in communicating issues of school district finances and demographics.

That's the numbers side, I didn't include all of the website updates and additions that we've made throughout the year, but we have information to that can help you on a wide range of issues, from facilitation guides on district financial goal setting all the way to helping you pass a bond issue or Instructional Support Levy. If you haven't visited the website recently, I'd suggest taking a peek - Traci has done a great job of updating the look and feel of the website. The website is here: <https://sites.google.com/site/iowaschoolfinance/>

However, that's not what we believe our most important "product" is. Both Margaret and I

Subscription includes:

ample online and searchable
en developed by a team of
h Dallas, P.C. law firm in
veteran Iowa school
hke.

Services - These
re district specific and are
bscribers will find a variety
ps - literally with one or
se - including charts and
best tell a district's unique
ool will drastically reduce
spent collecting
ation and developing

supplemental subscribers:

cy Booster

n and Consulting Services
o Lynch Dallas, P.C.

d Email Support

ices are practical,
, and most of all,
modern-day school
ere is no better array
ces available."
t Nanninga
ent, Tri-Center CSD

"Building trust is an on-going effort
for all in the school business. It can be
lost in a heartbeat. Larry and
Margaret have years of trust-building
behind them and maintain their
relationships by being visible,
accurate, and relevant. Their
response time to questions is
outstanding. We find their services to
be economical and invaluable."

-Dr. Tom Lane
Superintendent, Carlisle CSD

ISFIS offers comprehensive
financial data, expert
consultation on Iowa school
finance, videos and other
informational materials
explaining the school finance
formula, as well as responsive
one-on-one consultation. We
cater to the specific needs of
superintendents, business
officials, and school board
members in all aspects of school
finance. We are dedicated to
providing unbiased and timely
information schools need to
make the best possible decisions
on the behalf of local schools,
children and communities.

*For more information on any of the
ISFIS products or services, please do
not hesitate to contact us.*

Larry Sigel
larry.sigel@isfis.net
Cell: 515.490.9951

Margaret Buckton
margaret.buckton@isfis.net
Cell: 515.201.3755

Traci Giles
traci.giles@isfis.net
Office: 515-251-5970



Iowa School Finance
Information Services

4685 Merle Hay Road
Suite 209
Des Moines, IA 50322
515.251.5970
www.isfis.net

What can
do for

ISFIS

46

Des

Adel Desoto Minburn Board of Education
Regular Meeting – Monday, May 9, 2011
6:00 p.m. @ ADM MS/Board Room

Attendance:

Present:

Absent:

Tim Canney

Kelli Book

Rod Collins

Jen Heins

Kim Roby

Superintendent Greg Dufoe

Secretary Nancy Gee

Call to Order/Roll Call: President Tim Canney called the meeting to order. Roll call was taken. Present were Jen Heins, Vice President Kim Roby, Rod Collins, Kelli Book and President Tim Canney.

Superintendent made note of the dinner provided by the ADM Administrative Team, highlighting School Board Recognition Week; Superintendent thanked the Board for their service and presented certificates to Board members, recognizing the week.

Agenda: It was moved by Roby, seconded by Book, to adopt the agenda with a correction to the year stated for the budget amendment hearing and determination. The hearing and determination is for the current year (2010-11) as published. Motion carried unanimously.

Honoring Excellence: Debbie Stiles was introduced by Superintendent Dufoe who wrote the nomination letter that detailed Debbie's service for going above and beyond expectations in her profession. Debbie is the Assistant to the Superintendent. She accepted a paperweight with the inscription "ADM Honoring Excellence" noting her honor and spoke a few words.

Special Presentation: Several students from Hazel Purtell's Gifted and Talented class reported on an energy audit they conducted in the 6-8 building. Principal Schlapkohl shared the middle school yearbook that students put together.

Consent Agenda: It was moved by Book, seconded by Heins, to approve the items under the consent agenda as presented. Motion carried unanimously. Minutes, bills and claims, and financial reports were reviewed and accepted. A transfer of \$9,545 from Fund 33 to Fund 21 to pay the repair to the softball lights was accepted.

Resignations were accepted from Shelley Button, cheer coach, Lisa Jones, cheer coach, Stephanie Guiter, 3rd grade teacher, and Jim Landis, night custodian, effective June 10th. A new contract was offered to Jacque Seidl for marching band flag line for 2011-12 and the transfer from special education teacher to 4th grade teacher for Julie McAdon was announced. The 300 series of the Board policies received the first reading. The Simpson College Cooperative Agreement to place student teachers at ADM was accepted. The out of state trip to NCA Cheer Camp in Wisconsin was approved. (This trip is at no cost to the District.) Pending successful completion of all credits and requirements, the list of graduating students was accepted.

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2010-11 Budget Amendment Determination: Superintendent recommended approval of the amendment to the 2010-11 budget as published. The budget amendment has no impact on taxes or fees; it authorizes expenditures for existing revenue. It was moved by Collins, seconded by Book, to approve the FY11 Amendment to Budget as presented. Motion carried unanimously.

Certified Staff Settlements: Superintendent recommended approval of the Master Contract with the ADMEA for 2011-12, for a total package increase of 3.38%. It was moved by Heins, seconded by Book to approve the Master Contract as presented. Motion carried unanimously.

Playground Equipment: The Superintendent recommended approval of the quote (\$9,932) from Boland Recreation for two pieces of playground equipment for Adel Elementary. It was moved by Book, seconded by Roby, to approve the purchase of the playground equipment from Boland Recreation. Motion carried unanimously.

Administrative Reports:

ITBS Report and Annual Progress Report Goals Update: Superintendent reviewed the District Student Achievement Goals noting that ADM is continuing progress in improving test scores across the board, at all levels. For the past two years, ADM has set district achievement goals in the most aggressive manner possible. Goals were met in two of the three areas (math and science) and the largest gain was in reading.

ADM met Annual Progress Report (APR) goals in all three tested areas. For APR, a school or district must show improvement only; there is no requirement to have a certain percentage gain.

Principal Banse and Principal Schlapkohl reported on ITBS testing results in the four content areas. There were achievement gains virtually across the board in all grade levels and tested areas. This data will be used in the future to develop achievement goals and strategies/actions. The building school improvement goals and improvement plans are directly aligned with the goals, creating a coherent system for goal-setting and creating improvement measures that are directly related to the data.

Advanced Placement Report - AP Index: Superintendent shared the AP Index as published by the Belin-Blank Center for Gifted Education and Talent Development. The AP index is a ratio that gives a measure of the Advanced Placement opportunities at a school. Based on 2010 data, ADM's index is .39, just missing the Top 50 schools in Iowa. With increased number of AP courses at ADM this year and the dramatic number of students taking the exam, we anticipate breaking into the Top 50 next year.

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Superintendent called the Board's attention to several important calendar dates.

Adjournment:

It was moved by Roby, seconded by Book, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 7:07 p.m.

Minutes approved as

Tim Canney, President

Dated

Nancy Gee, Secretary

		TOTAL		TOTAL						
		ADMINISTRATOR		ADMINISTRATOR		ENROLLMENT				
		COMPENSATION		FTE			Plus	Incl	Incl	Plus
SCHOOL		PACKAGE					Bldg & Grds	Sp Ed Adm	Curr	Assoc. Supt
DCG	*	1,057,822		10		1947.2	Yes	No	No	1
BOONE		1,008,246		9		2184.6	Yes	No	No	
SAYDEL		974,168		10		1200.7	Yes	No	Yes	
CARLISLE		962,975		9.5		1789	Yes	Yes	Yes	
PERRY		878,882		9		1832.5	Yes	Yes	Yes	
ADM		789,266	*	7.66		1408.4	No	No	No	
BALLARD		777,001		8		1527	Yes	No	Yes	
WINTERSET		737,982		7		1725.3	Yes	No	No	
NEVADA		724,756		7.5		1481.6	Yes .5	No	No	
NORWALK		?		9		2390.9	Yes	No	No	
Norwalk has 6 Deans of Students										
DCG's does not include Assoc. Supt Package										
ADM Includes .5 FTE for Jim and .16 for Kim										
No other information received form Norwalk and Nevada.										

Our district goal for our graduation rate is 95%.

Board of Directors

June 13, 2011

Page 5

June 16 BOE work session agenda (Exhibit 12)

Included in your materials is the agenda for Thursday's work session.

There will be a light breakfast available and lunch will also be provided. Thank you in advance for your time on Thursday!!

Open Enrollment In for 2011-12

Jenna Berger, 6th grade, Joshua Berger, 10th grade, Matthew Berger, 12th grade, and Michael Berger, 4th grade, from WCV to ADM

Closed Session for Greg's evaluation (Exhibit 13)

We will enter into closed session to review my evaluation. I have enclosed a document we will use to guide the conversation. I have simply added my focus areas for next year and a brief list of achievements from this year on to last year's summative - so, I recommend reviewing those sections at the end of the packet prior to the meeting. All the other information is there for you if you desire.

Please review. At the meeting I welcome all feedback, both positive and also on those areas I need to improve. Your support and feedback on my performance is a critical board function, and I thank you for taking the time to review.

Important dates:

June 16	Goal setting 8:30 AM – 2:30 PM
July 11	First day to file nomination papers for offices elected at the school election
August 4	Last day to file nomination papers for offices elected at the school election
Sept. 13	School Election day

Adel Desoto Minburn Board of Education
Regular Meeting – Monday, May 9, 2011
6:00 p.m. @ ADM MS/Board Room

Attendance:

Present:

Absent:

Tim Canney

Kelli Book

Rod Collins

Jen Heins

Kim Roby

Superintendent Greg Dufoe

Secretary Nancy Gee

Call to Order/Roll Call: President Tim Canney called the meeting to order. Roll call was taken. Present were Jen Heins, Vice President Kim Roby, Rod Collins, Kelli Book and President Tim Canney.

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Superintendent called the Board's attention to several important calendar dates.

Adjournment:

It was moved by Roby, seconded by Book, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 7:07 p.m.

Minutes approved as

Tim Canney, President

Dated

Nancy Gee, Secretary

Adel Desoto Minburn Board of Education
Special Meeting – Monday, May 23, 2011
4:15 p.m. @ ADM MS/Board Room

Attendance:

Present:

Absent:

Tim Canney

Kelli Book

Rod Collins

Jen Heins

Kim Roby

Superintendent Greg Dufoe

Secretary Nancy Gee

Call to Order/Roll Call: President Tim Canney called the meeting to order. Roll call was taken. Present were Vice President Kim Roby, Rod Collins, Kelli Book, President Tim Canney, and Jen Heins. (Kelli Book was present via a conference call.)

Agenda: It was moved by Roby, seconded by Heins, to adopt the agenda as presented. Motion carried unanimously.

FY12 Tax Rate Determination: Superintendent recommended that the tax levy rate remain as published at 18.62 since the allowable growth rate is still not known. This rate is based on 0% allowable growth. If the allowable growth rate is set at 2%, the levy will drop to 18.47, which is very close to the current year levy of 18.42. If the allowable growth rate is set at 1%, the levy will drop to 18.42. Reducing the levy rate lower now could mean a drop in the rate below the current level if the allowable growth rate is set at 1% or 2%. It was moved by Roby, seconded by Heins, to keep the tax levy rate at the published rate of 18.62. Motion carried unanimously.

Exempt Session for Administrative and Classified Staff Settlement: At 4:26 p.m., it was moved by Roby, seconded by Collins, to enter into exempt session to discuss strategy for administrator and classified staff settlements for 2011-12. Motion carried unanimously by roll call vote.

At 4:55 p.m., it was moved by Roby, seconded by Book to reconvene to open session. Motion carried unanimously.

It was moved by Roby, seconded by Heins, to approve a 3.38% total package increase for classified staff. Motion carried unanimously.

It was moved by Collins, seconded by Book, to approve a 2.99% total package increase for administrative staff. Motion carried unanimously.

Reports/Discussion:

Minburn Building – City of Minburn Proposal: The Board discussed the proposal received from the City of Minburn in regards to the vacant school building and surrounding property in Minburn. The City of Minburn proposed that the District lease the property to the City for a period of two years. The City of Minburn would lease spaces and collect lease payments. The City of Minburn would share the operating and maintenance expenses limited to usage and occupancy. The City is also requesting an environmental assessment be completed by the District and all repairs to roof, exterior walls, foundation, sewer, plumbing, heating, wiring, and air conditioning be the responsibility of the District. Discussion ensued

Adjournment:

It was moved by Roby, seconded by Heins, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 5:27p.m.

Minutes approved as

Tim Canney, President

Dated

Nancy Gee, Secretary



Adel DeSoto Minburn

801 Nile Kinnick Drive S., Adel, Iowa 50003
515-993-4283

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

SUMMARY OF JUNE 13, 2011, BOARD OF DIRECTORS MEETING

PERSONNEL CONTRACTS

Personnel contracts:

I recommend the following resignations/terminations effective at the end of the 2010-11 school year unless otherwise noted:

Nic Bandy, MS teacher associate

***Erin Boston, DS 4th grade teacher**

Ron Brenner, MS teacher associate

Danielle Farrell, HS Lang. Arts teacher, ass't. speech coach, ass't. cross country coach, girls track coach

Barb Gordon, Transportation Director

Shannon Grim, MS teacher associate, effective 5/10/11

Jody Johnson, AE teacher associate

Marilyn Keltner, HS teacher associate

Jane Meier, Food Server Worker I

Curt Rasmussen, Network/Hardware Specialist, effective 7/31/11

Gary Seaholm, MS teacher associate

Dan Severidt, Driver Education, effective 12/22/11

Carroll Snyder, bus driver

***Jenna Watson, AE/DS physical education teacher**

I recommend the following new contracts effective for the 2011-12 school year:

Deb Bone, MS teacher associate, step 11

***Samantha Cole, 4th grade teacher, BA, step 2**

Angel Craigmile, MS cheerleading coach, step 1

Krysten Herrick, AE teacher associate, step 3

Sara Huston, DS 4th grade, step 2

Jessica McFarland, AE teacher associate, step 1

Joel Najera, van driver

Elizabeth Schilling, 2nd grade teacher, BA, step 2

JoLynn Wilken, 2nd grade teacher, BA, step 2

Non-teaching June contracts

Stephanie Bidney, Ass't. HS volleyball coach, step 4

Roxanne Dardano, Dance coach, step 4

Brett Glenn, Ass't. HS football coach, step 4

Rikki Kuhns, Ass't. HS cheerleading coach, step 2

Marc McCartney, MS football coach, step 2

"Experiencing Success Today, Achieving Dreams Tomorrow"

I announce the following transfers:

Melissa Greer, DS Special Ed. teacher to AE .5 Title I Reading/.5 Reading Recovery teacher

Jonna Nelson, DS 4th grade teacher to DS Special Education teacher

Amy Pottebaum from AE 1st grade/Reading Recovery to DS 3rd grade

Leanna Stine Smith from .5 AE Title I Reading to .5 AE 1st grade

I announce the following contract modifications:

Erica Lippincott, .5 Kindergarten teacher to 1.0 Kindergarten teacher

Bailey Luellen, .5 Kindergarten teacher to 1.0 Kindergarten teacher

Pending resignation:

Della Weems, Mock Trial coach

Open Enrollment In for 2011-12

Jenna Berger, 6th grade, Joshua Berger, 10th grade, Matthew Berger, 12th grade, and Michael Berger, 4th grade, from WCV to ADM

***DENOTES ADDITIONS SINCE MEMORANDUM DISPENSED LAST WEEK.**

Dear Jodi,

June 12, 2011

I would like to inform you that I am resigning from my position as a 4th grade teacher for the 2011-2012 school year. After a lot of thinking and discussions with my family, I have decided to pursue teaching in a different district.

I have enjoyed being a part of the 4th grade team at De Soto Intermediate for the past 4 years, but am ready to search for other teaching positions.

Please let me know how you would like me to turn in my computer and keys.

Thank you,

Erin Boston

Approved 6-13-11

Dear Lee Griebel and ADM Administration,

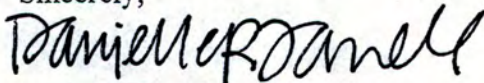
May 26, 2011

Please accept this letter as my formal resignation from my current position as a HS Language Arts teacher and coach here at ADM high school.

I appreciate all the experiences I have been offered during my time here at ADM. I feel lucky to have been able to work at a district that has such exciting things going on.

Again, thank you for the opportunity. If you need my assistance in anyway during the transition, please feel free to let me know.

Sincerely,

A handwritten signature in cursive script that reads "Danielle Farrell".

Danielle Farrell

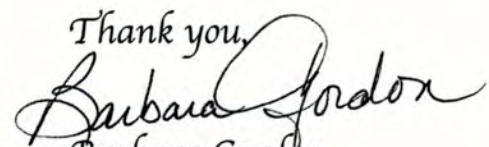
Approved 6-13-11

May 31, 2011

To; Superintendant-Greg Dufoe
and ADM School Board

With a great deal of thought and many hours of soul searching, I have reached the conclusion that it is time for me to retire and let a younger person with more energy and fresh ideas do this job. I do not regret for one minute the 30+ years I have given to the School and Students. They are the most important part of this journey that started so long ago. The students will be the ones I will miss the most, along with staff that I have come to know and respect.

Now it is time for me to go on to the next chapter in my life, with my husband, our children, grandchildren and great-grandchild. So with a heavy heart, I am resigning my position as Transportation Director, effective June 30, 2011.

Thank you,

Barbara Gordon

Approved. 6-13-11

Board of Education,

Please accept this as my letter of resignation for the position of Network/Hardware Specialist effective July 31, 2011.

Thank you,

Curt Rasmussen

Curt Rasmussen

Approved 6-13-11

June 12, 2011

To Whom It May Concern:

Please accept this letter as my resignation from the elementary and intermediate PE position.

Respectfully,

Jenna Watson

Jenna Watson

Approved 6-13-11

1514 S. 14th St.
Adel, IA 50003
April 4, 2011

Mr. Greg DuFoe, Superintendent/ADM Board of Education
ADM Community Schools
801 Nile Kinnick Dr. S.
Adel, IA 50003

Dear Mr. DuFoe & the ADM Board of Education:

I would like to respectfully resign my position as Driver Education Instructor for ADM High School effective at the end of the 1st semester of the 2011-12 school year.

I really appreciate the opportunity to teach Driver Education at ADM for the past 19 years and feel it is time to move on to new opportunities. A special thank you for allowing me to run the program in its present format, before and after school, which allowed me the ability to teach my regular class schedule.

Thanks again.

Sincerely,

Dan Severidt
Driver Education/Business Education
ADM High School

Approved 6-13-11

Nicolas Bandy
1303 Main Street
Adel, Iowa, 50003
(515) 577-8561
bandy.nic@gmail.com

05/19/2011

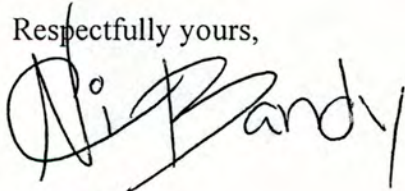
Carole Schlapkohl
Middle School Principal
801 Nile Kinnick Dr. So.
Adel, IA 50003

Dear Carole Schlapkohl,

I am writing to formally notify you that I am resigning from my position as a Level III Middle School Special Education Classroom Associate. My last day of employment will be May 27, 2011.

It has been a great joy and an honor to be a part of this faculty and staff. I appreciate the opportunities I have been given at the Middle School and your professional guidance and support. I wish you and the Middle School great success in the future.

Respectfully yours,

A handwritten signature in black ink that reads "Nic Bandy". The signature is stylized, with the first name "Nic" written in a cursive-like script and the last name "Bandy" in a more straightforward, slightly slanted script.

Nic Bandy

Approved 6-13-11

May 31, 2011

Mr. Dufoe,

This letter is to inform you of my resignation for the position of Teacher Associate-Student Specific for the 2011-2012 school year. I appreciate the opportunity I had to work with the young student last year. I enjoyed the time. I also look forward to other possibilities of serving the ADM district in other capacities in future years.

All the best,
Ron Brenner

Approved 6-13-11

May 31, 2011

Ms. Schlapkohl

This letter is to inform you of my resignation for the position of Teacher Associate-Student Specific for the 2011-2012 school year. I appreciate the opportunity I had to work with the young student last year. I enjoyed the time. I also look forward to other possibilities of serving the ADM district in other capacities in future years.

All the best,
Ron Brenner

Approved 6-13-11

From: Carole Schlapkohl <cschlapkohl@adel.k12.ia.us>
Subject: **Fwd: SG**
Date: May 17, 2011 2:56:57 PM CDT
To: Debbie Stiles <dstiles@adel.k12.ia.us>

Here it is!

Begin forwarded message:

From: Carole Schlapkohl <cschlapkohl@adel.k12.ia.us>
Date: May 10, 2011 9:04:45 AM CDT
To: Sharon Blanchard <sblanchard@adel.k12.ia.us>, Nancy Gee <ngee@adel.k12.ia.us>, Lee Griebel <lgriebel@adel.k12.ia.us>, Debbie Stiles <dstiles@adel.k12.ia.us>
Subject: SG

Shannon Grim, 7th grade resource associate, left a message today saying she was resigning her position effective today, Monday, May 10th. I have covered her this morning from within. This afternoon, Andy Fecht is covering her position. I have a call in to Lori Mann to see if she is interested in the position for the rest of the year. I would hire Lori for next year for this position if she wanted it.

Thanks, Carole
Carole Schlapkohl
ADM Middle School Principal
cschlapkohl@adel.k12.ia.us
515-993-3490

"Experiencing Success Today, Achieving Dreams Tomorrow"

Approved 6-13-11

Carole Schlapkohl
ADM Middle School Principal
cschlapkohl@adel.k12.ia.us
515-993-3490

"Experiencing Success Today, Achieving Dreams Tomorrow"

From: cerickson@adel.k12.ia.us
Subject: **[Fwd: associate position]**
Date: June 9, 2011 9:29:25 AM CDT
To: dstiles@adel.k12.ia.us

----- Original Message -----

Subject: associate position
From: JJohnson@adel.k12.ia.us
Date: Thu, June 9, 2011 9:13 am
To: CErickson@adel.k12.ia.us

Carole,

I will be moving to Springfield, MO, this summer where my husband has just accepted a new job.

I will miss working at ADM. It was a privilege to work with some caring, dedicated people.

Jody

Approved 6-13-11

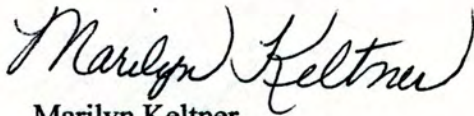
May 16, 2011

Lee Griebel
Principal
ADM High School
Adel, Iowa

Dear Mr. Griebel,

Thank you for allowing me the opportunity to work at ADM High School. The experience has been a high point of my career.

It is with mixed feelings that I've decided to retire for financial reasons. Please accept my resignation as of May 31, 2011.

A handwritten signature in cursive script that reads "Marilyn Keltner".

Marilyn Keltner
Teacher Associate

Approved 6-13-11



Adel DeSoto Minburn CSD

801 Nile Kinnick Drive S., Adel, Iowa 50003
515-993-4283

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

DATE: June 7, 2011

TO: Liz Severidt

FROM: Jane Meier

RE: Resignation

I have decided that I cannot commit to another year of working due to health issues related to my back; therefore, I will not be returning to my Food Service position in the 2011/12 school year.

Jane Meier

Approved 6-13-11

May 17, '11

ADM School Board,
Administration.

Thank-you for letting
me work at ADM this
year with Taylor Hathaway.
I will be retiring at
the end of the current
2010-2011 school year.

Sincerely,

Gary Seaholm

Gary Seaholm

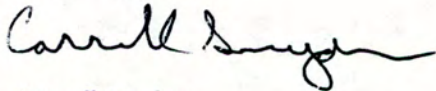
Approved 6-13-11

May 26, 2011

To: Adel DeSoto Minburn Board of Education

I will be retiring from my bus driver position effective May 31, 2011.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carroll Snyder".

Carroll Snyder

Approved 6-13-11

**28E AGREEMENT WITH ADM SCHOOL DISTRICT
SCHOOL RESOURCE OFFICER
FY 2011-2012**

Projected 2011-2012

Annual Salary	\$43,858.28	1.5% raise + longevity
Holiday (Pres. & Vet. Day)	\$826.08	16 hrs x 2.5
Total Yearly Wages	\$44,684.36	
Employer IPERS (11/12 9.97%)	\$4,455.03	
Employer FICA & MC (7.65%)	\$3,418.35	
Work Comp Insurance	\$1,447.32	salary x 3.30 ÷ 100
Medical Insurance	\$6,178.08	single premium x 12
Dental Insurance	\$412.20	single premium x 12
Life & Disability Insurance	\$188.04	
Clothing Allowance	\$750.00	
Total Yearly Benefits	\$16,849.03	
TOTAL FOR SRO KELLER	\$61,533.39	
28E w/School District - 49%	\$30,151.36	

*why
th use two?*

*Vacation
summer
school year*

FIELD EXPERIENCES AGREEMENT

THIS AGREEMENT made and entered into by and between DRAKE UNIVERSITY, hereinafter referred to as the FIRST PARTY, and the ADEL-DESOTO-MINBURN SCHOOL DISTRICT, hereinafter referred to as the SECOND PARTY, WITNESSETH:

WHEREAS, First Party and Second Party believe that a cooperative program for the assignment and use of Drake University School of Education students is feasible and desirable, and

WHEREAS, This agreement, in the interests of mutual concerns and uniform procedures among teacher training institutions, should be subject to revision in consideration of agreements of said parties to other like institutions and school districts.

This is a continuing agreement beginning with the first semester of the school year 2011-2012, and subject to the conditions of this agreement, First Party and Second Party mutually agree to continue a cooperative program involving the assignment and use of School of Education students in Adel, Iowa. This agreement is subject to re-negotiation or cancellation upon the written request of either Party at least one month prior to the opening date of a given semester. The agreement provides for the following terms and conditions and is in accordance with the following specific recommendations:

First. Second Party agrees to provide supervised field experiences for the School of Education students assigned by First Party, and to designate (a) faculty member(s) of Second Party acceptable to First Party as the cooperating teacher.

Second. If at all possible, School of Education students shall be scheduled so that cooperating teacher(s) and School of Education students may have time for conference and planning. The schedule of participating School of Education students shall be provided as requested for such planning.

Third. Meetings of elementary and secondary teachers, to whom School of Education students are assigned, with representatives of the School of Education of First Party, shall be held as soon as possible after the School of Education students begin their field experience in the building to which they are assigned. Such meetings may be in the form of individual conferences, building group conferences, or general meetings. Through these meetings there should develop common understandings of the responsibilities to be assumed by the supervising teacher, School of Education students, Drake University School of Education faculty.

Fourth. The cooperating teacher(s) shall receive no honorarium.

Fifth. Prior to the termination of this agreement, representatives of First Party and Second Party shall review the experiences of each party with respect to the assignment and use of School of Education students in accordance with the agreements and promises herein made and shall submit in writing any recommendations which may be incorporated in the renewal of this Agreement for the purpose of increasing the professional effectiveness of the program herein described.

EXECUTED IN DUPLICATE as of the eighteenth day of May, A.D.
2011.

DRAKE UNIVERSITY:

By: Dr. Eunice M. Merideth

As Associate Dean, School of Education

By: _____
Superintendent

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Technology Director

QUALIFICATIONS

1. Working knowledge of network management and various types of hardware
2. Ability to troubleshoot technical problems
3. Strong organizational skills
4. Ability to work well with others

REPORTS TO Superintendent

JOB GOAL To oversee the daily management of the district's network. Work with district and non-district personnel in maintaining, advancing, and troubleshooting problems associated with the network system, computers and equipment.

PERFORMANCE RESPONSIBILITIES

1. Works cooperatively with the Technology Integration Specialist and all other technology specialists in the district.
2. Assists with developing and implementing the district's technology plan.
3. Serves on the district's technology committee.
4. Stays informed on the latest research, trends, national standards, and developments in educational technology.
5. Maintains the daily operations of the district technology system including the network, communications, hardware, and ensures that hardware is compatible with and supportive of student information system software, grade book software, and the district web site.
6. Provides one-on-one technical support for staff and administration.
7. Ensures that hardware is compatible with and supportive of the JMC office and grade book software on servers.
8. Monitors data back up and uses data recovery when necessary.
9. Assists with recommendations and purchases when making improvements to the network or existing hardware.
10. Maintains inventory of hardware and software throughout the district.
11. Oversees and coordinates the communication systems used throughout the district, including the fiber optics network.
12. Participates in appropriate local, area, state, and national professional meetings related to technology education and advancement.
13. Maintains and organizes the technology work order tickets.
14. Works with the equipment breakdown insurance company to ensure that equipment is repaired.

15. Purchases technology supplies and equipment for the district.
16. Maintains schedule for ICN usage.
17. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
18. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors April 14, 2008

Revised June 13, 2011

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Technology Integration Specialist

QUALIFICATIONS

1. Experienced with using technology in a K-12 environment
2. Strong organization skills
3. Ability to work well with others

REPORTS TO Superintendent

JOB GOAL To oversee the technology education program and implementation of technology into the core curriculum. To support classroom teachers with technology integration. To manage the student data base and assist the Director of School Improvement Superintendent with reports.

PERFORMANCE RESPONSIBILITIES

1. Works cooperatively with the ~~Network/Hardware Specialist~~ Technology Director and all other technology specialists in the district.
2. Assists with developing and implementing the district's technology plan.
3. ~~Chairs~~ Member of the district's technology committee.
4. Stays informed on the latest research, trends, national standards, and developments in educational programming. technology.
5. Assists the district building technology specialists with implementation of the national educational technology standards for students and ensures alignment of technology education among grade levels, subject areas and buildings.
6. Assists district building technology specialists and classroom teachers with technology integration into the core curriculum.
7. Provides professional development opportunities for staff to assist them with implementing technology into their classrooms and curriculum.
8. Provides one-on-one support for teachers when needed.
9. Assists the ~~Network/Hardware Specialist~~ Technology Director with troubleshooting hardware and software when possible.
10. Facilitates the development and implementation of the district's policies and procedures for use of the district's technology. acceptable use policy.
11. Articulates technology objectives, action plans, and status to the Board and school administration.
12. Participates in appropriate local, area, state, and national professional meetings related to technology education and advancement.
13. Facilitates district's data collection for Project EASIER, attends related trainings, shares information, and oversees EASIER state deadlines.

14. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
15. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors April 14, 2008

Revised June 13, 2011

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Assistant to the Concession Supervisor

QUALIFICATIONS

1. High school diploma.
2. Knowledge of basic bookkeeping principles.
3. Ability to work without constant supervision.
4. Ability to work well with staff, parents, and students.

REPORTS TO Activities Director

JOB GOAL Provide assistance to the concession supervisor with events as needed - HS and MS football and track; HS volleyball, basketball, wrestling, soccer, softball, and baseball.

PERFORMANCE RESPONSIBILITIES

1. Order/purchase supplies/food to operate concession stand as needed.
2. Turn in all receipts of purchases to the Activity Director.
3. Follow pre/set up of concession stand for events as needed.
 - a. stock all pop coolers
 - b. ice coolers if needed
 - c. set out all candy/inventory
 - d. set out food/inventory
 - e. popcorn/hot dogs/nachos/grill prep and clean up
 - f. condiments/supplies
4. Clean concession stand after events as needed.
5. Move supplies/inventory between concession stands at end of seasons.
6. Check that all coolers are functioning properly/keeping cold.
7. Check that all needed supplies are in the concession stand.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on June 13, 2011