



Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

TO: Board of Directors  
FROM: Greg Dufoe, Superintendent  
SUBJECT: Memorandum for August 8, 2011

**Personnel contracts:**

I recommend the following resignations/terminations:

Karen Crosby, MS teacher associate  
Eric DeSplinter, MS teacher associate  
Karna Eddie, Guidance administrative assistant

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

Andy Fecht, MS FB coach, step 1  
Andy Fecht, Head wrestling coach, step 4  
Morgan Fountas, .25 FTE school nurse, BA, step 2  
Greg Friesth, Ass't. HS Wrestling coach, step 1, .5 FTE  
Andrea Hofler, AE teacher associate, step 1  
Sheila Moreno, Hourly Bus Driver, step 5  
Bric Nelson, Ass't. HS Football coach, step 1  
Ashley Osterhaus, 5<sup>th</sup> grade teacher, BA, step 2  
Justin Schmauss, Ass't. HS Wrestling coach, step 1  
Marilyn Smith, AE teacher associate, step 6  
Sean Watt, Ass't. HS Wrestling coach, step 1, .5 FTE

I announce the following transfers:

Kerry Dittert, from AE teacher associate to MS teacher associate  
Angela Renner from hourly bus driver to route bus driver

Pending resignation:

Della Weems, Mock Trial coach

**Handbooks (Exhibits 1):**

I recommend approval of the following handbook:  
Transportation Handbook

**Hot lunch/breakfast participation:**

I recommend we continue to participate in the federal hot lunch and breakfast program.

**Second reading Board policy 501.13 "Open Enrollment Transfers-Procedures as a Receiving District"  
(Exhibit 2)**

I have been working with Drew Bracken on some changes to policy 501.13, and I am bringing these for second and final reading. In paragraph two, there is additional language that provides a greater level of detail to the language "insufficient classroom space".

***"Experiencing Success Today, Achieving Dreams Tomorrow"***



We have traditionally closed open enrollment to special education students using a board resolution that was not as acceptable as Drew would like; therefore, we are recommending these changes to 501.13.

**Board of Directors monthly calendar 2011-12 (Exhibit 3):**

I recommend approval of the 2011-12 Board of Directors monthly calendar. This provides a listing of board agenda items each month. There is some flexibility with many of these items, but I want to provide this to the Board as I feel it is a helpful tool to have a sense of what business we do month by month.

**Teacher Quality committee members:**

I recommend approval of the following administrators to the Teacher Quality Committee: Greg Dufoe, Carole Schlapkohl, Carole Erickson, and Jodi Banse.

The ADMEA appoints an equal number of their members to this committee charged with a variety of functions, including approving the use of professional development money to fund our PD plan, teacher evaluation process, etc.

**RESOLUTION TO CLOSE OPEN ENROLLMENT IN SPECIAL EDUCATION 2012-13**

We have been annually closing open enrollment for special education students due to large caseloads at all levels. I recommend this action again using the resolution below:

Whereas, the School District has considered its policies and procedures relating to the acceptance of open enrollment applications into the District; and Whereas, after reviewing the current and anticipated enrollment in the District's special education classrooms, it has been determined that there is insufficient classroom space to accept and enroll additional students from outside the District; It is Hereby Resolved that the District will not accept open enrollment applications into the special education classrooms now through the next school year.

**IASB MEMBERSHIP 2011-12**

Harry Heiligenthal, Leadership Development Director with IASB, will be on hand to address the Board on steps IASB has been taking to get back on the right track. I have been very impressed with the new IASB leadership, including Harry, Executive Director Tom Downs, and Galen Housare, Chief Financial Officer. These gentlemen represent many, many years of experience in Iowa schools and have reputations of integrity and strong character.

Following Harry's comments and answers to any Board questions (please come prepared with specific questions if you have them), I recommend we approve membership with IASB for the 2011-2012 school year for \$4,269.00.

**IASB LEGISLATIVE RPRIORITIES AND RESOLUTIONS (Exhibit 4)**

Included in your packet are the 2011 IASB Legislative Action Priorities. We have discussed these and now we need to adopt as a Board the priorities we want to support. Please review and we will ask the Board to reach consensus on these resolutions for 2012.

I recommend looking at #3 (regarding standards and assessment) and #10 (allowable growth) as two of our legislative priorities we approve and send on to IASB.



I also would like the Board to consider a new priority concerning Modified Allowable Growth for Dropout Prevention. This resolution has been created by a network of superintendents in response to the Department of Education's very narrow ruling on how districts can use the funds. The new language would provide use of the MAG funds to assist students who don't make the narrow definition of "potential dropout".

The resolution is as follows:

Supports the revision of code and administrative regulations to permit the use of funds generated by modified allowable growth for dropout prevention for the development and implementation of innovative and creative broad uses including, but not restricted to, prevention programs and remediation programs for dropouts and potential dropouts and also for such dropout prevention programs and activities provided in general for students regardless of identification as dropout or potential dropout. In addition, these funds should be available through a prorated formula to support personnel who work in the aforementioned programs in keeping with the amount of time assigned to such prevention and remediation programs rather than being applicable for only those times that the employee is working directly and exclusively with previously identified dropouts or potential dropouts. Also, up to five percent of these funds should be available to provide for the administration and supervision of such prevention and remediation programs.

**Activity Director quarterly report (Exhibit 5)**

Doug Gee, Activities Director, will address the Board and provide the first in a series of quarterly updates on our athletics and fine arts programs. Included in your packet is a summary of Doug's points for your review. I have scheduled Doug to provide updates to the Board four times throughout the year.

**Facility rental agreement - draft changes (Exhibit 6):**

Also enclosed in your packet is a DRAFT facility rental agreement document. Doug Gee gathered agreements from many other districts and put together a small committee that included coaches, parents, Tim Canney, Nancy Gee, and myself to review and make suggestions for changes to address our current agreement plan and issues we are experiencing with it, mainly controlling access to the buildings, determining appropriate fees for use, and understandability for all involved.

I have spent considerable time taking two area schools' plans (Carlisle and Waukee) and using those as a basis for our changes and format.

There are a couple of additional changes following the July Board meeting that I will highlight at the meeting. We do plan on having our small committee get back together in August to review, and then we plan on bringing a final draft to the September Board meeting for consideration.

**Camp Invention report (Exhibit 7)**

Jim DePue will provide a report on Camp Invention, a STEM-focused summer enrichment program offered to ADM students for the first time this summer. I am very encouraged by our first year of participation and look forward to next year and increased student participation.



**Iowa Education Summit (Exhibit 8)**

Included in your packet is the report "Rising To Greatness" produced by the Iowa Department of Education prior to the Education Summit in late July. I strongly encourage you to skim through this report, as it sets the stage for the summit and the work that will follow all the way up to the 2012 legislative session.

We will also view Governor Branstad's opening comments from the summit. His address is important for all of us to view and will give much insight into the reforms and focus areas that seem to be on the horizon.

**Annual Yearly Progress Report 2010-11 (Exhibit 9)**

I will provide a report on our AYP status/results. Included in your board documents is a great deal of information on AYP. In summary, we met AYP in all areas EXCEPT math at the middle school (special education) and reading at DeSoto (special education).

Both schools are on the "watch" list in those areas for the upcoming school year. As NCLB stands, if we miss the AYP targets again at those levels and in those content areas, the school becomes a SINA school – School In Need of Assistance. I am very pleased that we have no schools on that list for the coming year.

I will also discuss the AYP targets for 2012 and 2013.

**Minburn facility discussion (Exhibit 10)**

I have also included another draft of the Minburn City lease proposal for the Minburn school facility. We need to continue to discuss our position on this and move forward to a decision. Please review in detail and bring all questions to discuss on Monday night.

I am also including a memorandum from Drew Bracken, district attorney. He provides additional legal opinion regarding the tenant and the ability to do any alterations or improvements to the building.

**Open Enrollment In for 2011-12**

Catherine Beyerhelm, 10<sup>th</sup> grade, from WG to ADM (continuation)  
Tyler Gelhaar, K, from Urbandale to ADM (met timeline)  
Hogan Hopewell, 5<sup>th</sup> grade, from West Des Moines to ADM (good cause)  
Jarrett Hopewell, 9<sup>th</sup> grade, from West Des Moines to ADM (good cause)  
Mason Hopewell, 12<sup>th</sup> grade, from West Des Moines to ADM (good cause)  
Shawna Leimbacher, 11<sup>th</sup> grade, from WCV to ADM (good cause)  
Cascio Riker, 3<sup>rd</sup>, from Waukee to ADM (good cause)  
Emma Riker, 7<sup>th</sup>, from Waukee to ADM (good cause)  
LewElla Riker, 9<sup>th</sup>, from Waukee to ADM (good cause)  
Madison Siefken, K, from WDM to ADM (met timeline)  
Allison Stonehocker, 10, from Ankeny to ADM (continuation)  
Anna Walls, 4<sup>th</sup> grade, from WCV to ADM (continuation)  
Benjamin Walls, K, from WCV to ADM (met timeline)  
Elise Warner, K, from Adair-Casey to ADM (met timeline)

**Open Enrollment out for 2011-12**

BrookeLynn Heater, K, from ADM to VM (met timeline)

**Important dates:**

Aug. 9	New teachers begin
Aug. 11	Teachers return
	All employee breakfast – MS commons 7:45-8:30
	All employee welcome – auditorium 8:30-9:30
Aug. 12	Staff meetings/building level PD/work day
Aug. 15	PD/curriculum teams
Aug. 16	Teacher workday/meetings
Aug. 17	First day of school – 2:30 dismissal
Aug. 18	2:30 dismissal
Aug. 31	1:00 dismissal – PD meetings
Sept. 5	Labor day
Sept. 13	School Election day
Sept. 14	1:00 dismissal – PD meetings
Sept 19	BOE regular meeting – 6:00





Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

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## SUMMARY OF AUGUST 8, 2011, BOARD OF DIRECTORS MEETING

### PERSONNEL CONTRACTS

I recommend the following resignations/terminations:

#### **Tera Boyles, DS teacher associate**

Karen Crosby, MS teacher associate

Eric DeSplinter, MS teacher associate

Karna Eddie, Guidance administrative assistant

#### **\*Deloris Gibbons, AE Food Server Worker**

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

Andy Fecht, MS FB coach, step 1

Andy Fecht, Head wrestling coach, step 4

Morgan Fountas, .25 FTE school nurse, BA, step 2

Greg Friesth, Ass't. HS Wrestling coach, step 1, .5 FTE

#### **\*Deanna Glenn, MS Food Server Worker I, step 2**

Andrea Hofler, AE teacher associate, step 1

Sheila Moreno, Hourly Bus Driver, step 5

Bric Nelson, Ass't. HS Football coach, step 1

Ashley Osterhaus, 5<sup>th</sup> grade teacher, BA, step 2

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I announce the following transfers:

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Angela Renner from hourly bus driver to route bus driver

Pending resignation:

Della Weems, Mock Trial coach

### Open Enrollment In for 2011-12

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Tyler Gelhaar, K, from Urbandale to ADM (met timeline)

Hogan Hopewell, 5<sup>th</sup> grade, from West Des Moines to ADM (good cause)

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***"Experiencing Success Today, Achieving Dreams Tomorrow"***

Emma Riker, 7<sup>th</sup>, from Waukee to ADM (good cause)  
LewElla Riker, 9<sup>th</sup>, from Waukee to ADM (good cause)  
Madison Siefken, K, from WDM to ADM (met timeline)  
Allison Stonehocker, 10, from Ankeny to ADM (continuation)  
Anna Walls, 4<sup>th</sup> grade, from WCV to ADM (continuation)  
Benjamin Walls, K, from WCV to ADM (met timeline)  
Elise Warner, K, from Adair-Casey to ADM (met timeline)

**Open Enrollment out for 2011-12**

BrookeLynn Heater, K, from ADM to VM (met timeline)

**\*Noah Hegstrom, 4<sup>th</sup> grade, from ADM to Perry (ADM released)**

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

From: Debbie Stiles <dstiles@adel.k12.ia.us>  
Subject: **Fwd: Classified Vacancy Posting**  
Date: July 27, 2011 8:28:41 AM CDT  
To: Carole Schlapkohl <cschlapkohl@adel.k12.ia.us>

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Begin forwarded message:

**From:** [kdittert@adel.k12.ia.us](mailto:kdittert@adel.k12.ia.us)  
**Date:** July 19, 2011 6:29:31 PM CDT  
**To:** "Debbie Stiles" <[dstiles@adel.k12.ia.us](mailto:dstiles@adel.k12.ia.us)>  
**Subject:** **Re: Classified Vacancy Posting**

Hi Debbie. I am wondering if the position at the middle school has been filled. Could I still transfer or apply for this one?

Thank you!  
Kerry Dittert

*Announced 8-8-11*



**kcrosby**

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**From:** kcrosby [kcrosby@mchsi.com]  
**Sent:** Monday, July 18, 2011 2:30 PM  
**To:** 'web'  
**Subject:** Resignation from ADM

Hello Carole,

Today I was offered an associate position at Dallas Center-Grimes. I wanted to tell you right away that I've accepted this position. (I apologize for the email but the ADM voice mail says the office is closed until August.) The DCG school is less than two minute from my house, and this will save me an hour commute each day. I am looking forward to applying this extra time to my studies at ISU.

I want you to know that I truly enjoyed working at ADM. I had a wonderful experience that has cemented my desire to work with at-risk students. I am grateful for the opportunity to work with the 7<sup>th</sup> graders last year. I will never forget them or my time at ADM.

Karen Crosby  
986-4594

*Karen Crosby*

*Approved 8-8-11*

From: Sharon Blanchard <sblanchard@adel.k12.ia.us>

Subject: **Eric DeSplinter Resignation**

Date: July 27, 2011 8:26:14 AM CDT

To: Greg Dufoe <gdufoe@adel.k12.ia.us>, Nancy Gee <ngee@adel.k12.ia.us>, Carole Schlapkohl <cschlapkohl@adel.k12.ia.us>, Debbie Stiles <dstiles@adel.k12.ia.us>

FYI, copy of email I received from Eric DeSplinter.

Classification: UNCLASSIFIED

Sharon,

Sorry it took me so long to get back to you. I am finally home. I am sorry to say that I will not be returning to ADM. I have applied to graduate school and am hopeful that I will be accepted. If that falls through I think it is time for me to get a job in my field. You have been extremely accommodating, and I thank you for everything you have done. I have submitted you for a Patriot Award and will be following up with my ESGR to make sure it goes through. Thank you.

Eric

On 06/30/11, Sharon Blanchard <sblanchard@adel.k12.ia.us> wrote:

*Approved 8-8-11*

> Eric,

>

> If you are able, would you please confirm when/if you plan to return to employment with ADM? We have not received a signed contract from you for the 2011/12 school year. I am also trying to determine if we owe you additional military leave pay for the 2011/12 school year, which will depend on your deployment status. Confused? I certainly am!!!! Hopefully, you can let me know when your deployment is expected to end and if you are planning to return to ADM. Thank you very much for any clarification you can provide. Hope all is well with you and that you are home soon!

>

> Sharon Blanchard, Payroll

> ADM Schools

Classification: UNCLASSIFIED



August 2, 2011

Adel DeSoto Community School District  
801 Nile Kinnick Drive  
Adel, Iowa 50003

To Adel DeSoto Community School District:

I, Karna Eddie, do hereby give written notification of resignation of employment with the Adel DeSoto Community School District. I will not be returning to employment in the Guidance Administrative Assistant position for the 2011-2012 school year.

Sincerely,

*Karna K. Eddie*

Karna K. Eddie

*Approved 8-8-11*

TO Whom it may concern  
at the Adel Desoto Minburn  
Community School District

This is my resignation notice.  
I, Deloris Gibbons, resign from  
any and all food service positions  
in your district effective immediately.

*Deloris Gibbons*  
August 4, 2011

Please remember to pay me for  
5 hours (8am-1pm) August 3, 2011

Approved 8-3-11



Post-it	Date	# of pages
Fax Note		
To	Nancy Gee	
Fax#	993-4866	
From	Jodi Bense	
Phone#		

Tera Boyles  
1802 Walnut Street  
Granger, Iowa 50109

August 8<sup>th</sup>, 2011

Dear Jodi:

Please accept my resignation, effective August 17<sup>th</sup>, 2011.

Thank you for the opportunities of professional and personal development that you have provided me, during my employment with ADM. I greatly appreciate your guidance and support. I wish you a successful and rewarding 2011-2012 school year.

Sincerely,

*Tera Boyles*

Tera Boyles

*Approved 8-8-11*

Date	Address	Owner	Type	Const.value
7/13/2010	1216 South 16th	Gehring	New house	251,758.00
7/22/2010	1403 Maple St.	Beamans	New house	205,764.00
10/15/2010	1206 Lynne St.	Chapman	New house	215,100.00
			<b>Total</b>	<b>672,622.00</b>
1/4/2011	715 Cottage	Cadwell	Deck	1,000.00
1/4/2011	805 Main St.	Bohlen	Sign	1,000.00
2/11/2011	1305 Lynne Dr.	Morris	New house	260,763.00
2/15/2011	211 South 7th	Hisabeck	Sign	1,000.00
3/4/2011	503 South 16th	Standley	Fence	1,200.00
3/24/2011	911 Bryan	Mitchell	Deck	1,500.00
3/29/2011	915 South 11th	Andeberg	Fence	2,000.00
			<b>Total</b>	<b>268,463.00</b>
4/6/2011	423 North 10th	Nova	Room Add.	16,500.00
4/8/2011	2200 Greene	Loew	Shed	2,500.00
4/11/2011	1218 Prairie St.	Eckard	New house ✓	177,211.00
4/13/2011	1605 Main St.	Dinka	New house ✓	167,416.00
5/6/2011	415 South 14th	Davis	Shed	900.00
5/6/2011	1212 Luther Dr.	Hanson	Finished basement	26,500.00
5/6/2011	415 North 7th	Kowalsky	Room Add.	83,521.00
5/19/2011	1301 Lynne Dr.	Hlas	New house -	274,125.00
5/24/2011	1130 South 16th	Anthony	New house -	209,830.00
6/2/2011	1202 Luther Dr.	Conover	New house -	255,243.00
6/3/2011	1808 Rapids St.	Grife	Deck	7,600.00
6/3/2011	1419 Chance Ct.	Crannell	Shed	1,200.00
6/8/2011	1207 Luther Dr.	Bryte	New house ✓	237,524.00
6/13/2011	1300 South 13th	Herrick	New house ✓	241,978.00
6/17/2011	1627 Main St.	Danielson	Fence	1,200.00
6/17/2011	405 North 12th	James	Fence	1,200.00
6/24/2011	1203 Luther Dr.	Reed	New house -	313,632.00
6/24/2011	1109 Grove St.	Berkey	New house ,	182,040.00
			<b>Total</b>	<b>2,200,120.00</b>

10 new houses

8/8/11 Update

1/2 new community members

15-19 lot subdivisions



## ***Expanded Services Available to IASB Members at a Reduced Rate***

### **Conferences and Training Opportunities**

Annual State Convention  
Academy of Board Learning Experiences, including  
Orientation to Governance  
Lighthouse Leadership Development Partnerships  
Employee Relations Conference  
Fiscal Management Conference  
School Law Conference  
Iowa Superintendents Finance Leadership  
Consortium  
District Meetings  
Online Learning Courses  
NSBA Annual Conference

### **Student Achievement Services**

Workshops on the Board's Role in Student Achievement  
*Leadership for Student Learning: The School Board's  
Role in Creating School Districts Where All Students  
Succeed*, Book and Study Guide  
Comprehensive School Improvement Assessment (CSA)  
I-Growth Assessment Services

### **Board Development Services and Facilitated Sessions**

Roles and Responsibilities  
Vision and Mission Development or Review  
Board Self-Assessment Tools  
Customized Sessions As Requested

### **School Finance Services**

School Finance Boot Camp  
School Finance Manual  
School Finance Consultation

### **Human Resource Services**

Superintendent Evaluation Process Service  
Custom Board Workshops Analysis

### **Policy/Legal Services**

Legal Service Fund  
Iowa Council of School Board Attorneys  
Policy Reference Manual Online Service  
Policy Primer Online Service  
Custom Policy Manual Development  
Policy Manual Review  
Student Handbook Review

### **School Transportation Services**

Reasonable Suspicion Testing for Supervisors (online)  
Substance Abuse in the Workplace: An Employee's  
Guide to the Regulations

### **Awards and Recognition**

Plaques and Award of Merit Cards

### **Community Relations and Outreach**

*PR Express* Communication Service

### **Business Services & Sponsored Programs**

PayTek Solutions Check Recovery Program  
Employee Background Investigation Service  
✕ GASB 45 Consultations  
✕ Iowa Drug and Alcohol Testing Program (IDATP)  
Iowa Medicaid Education Disbursement  
Program (IMED)  
Iowa Playground Compliance Program  
✕ Iowa School Cash Anticipation Program (ISCAP)  
✕ Iowa Schools Joint Investment Trust (ISJIT)  
Iowa Schools Employee Benefits Association (ISEBA)  
Medical, Life, LTD, Vision and Dental Insurance  
Qualified Zone Academy Bonds (QZAB)  
✕ PaySchools Online Payment Processing Service  
✕ Safety Group Insurance Program—Property,  
Casualty, Errors & Omissions, Equipment  
Breakdown and Workers' Comp.

### **IASB can help board members . . .**

1. . . see the connection between students and programs/services.
2. . . with the recruitment, orientation and training of new board members.
3. . . as they prepare and plan for 2014 regarding NCLB, SINA, and no budget guarantee.
4. . . provide leadership to develop greater effectiveness and advocacy at the legislature.
5. . . more effectively communicate and engage their community members.
6. . . provide differentiated training that is more targeted to the appropriate audience

### **Iowa Association of School Boards**

6000 Grand Avenue, Des Moines, IA 50312-1417

[www.ia-sb.org](http://www.ia-sb.org)

(515) 288-1991 Toll-Free in Iowa (800) 795-4272





This information illustrates the breadth and scope of IASB programs and services.  
Iowa Association of School Boards is committed to improving and enhancing services for the 2011-12 academic year.

## Services Included with Membership

### Board Development Services

School Board Election Candidate Guide  
Board/Superintendent Relations Tips and Articles  
Effective Practices in Meeting Conduct, Team Building,  
Leadership and Board Evaluation  
Board Ethics Guidelines/Code of Ethics  
Sample School Calendars  
*IASB School Board Member Handbook*  
*Board Officers Handbook*

### Conferences and Training Opportunities

Board Officers Workshop  
Safety Group Seminars  
New Superintendents Institute

### School Finance Services

School Finance Tools, Data and Resources  
Assistance with Local Forums, Sample Resolutions,  
and Revenue Estimates  
Budgeting Decision Points for School Board Members  
Introduction to School Finance in Iowa Package  
Facilitation Toolkit for Tough Budget Times

### Policy/Legal Services

Individual Sample Policies - Development or Review  
Student Handbook Manual Online Service  
Board Policy and Development Consultation  
Student Issues Procedures Manual  
Section 504 Manual  
Special Guides such as the *Natural Disasters  
Toolkit for Schools*  
Restructuring Manual  
Answers to School Legal Issues and Questions  
ICSBA Access to List of School Attorneys

### Legislative Advocacy

Lobbying for School Boards in the Iowa  
Legislature and U.S. Congress  
Representation to Legislative Committees  
*Action Line* and *Action Network* Newsletters  
Legislative Priorities Webinars  
Legislative Summary  
Directory of State Legislators by School District

Beliefs and Resolutions Publication

Delegate Assembly

*IASB Position Papers*

Advocacy Action Kits and Tools, Tips and Training

Lobby Days at the Capitol

Analysis of Fiscal Impact of Legislation

NSBA Federal Relations Network

Legislative/Public Policy Consultation

Weekly Legislative Update Recordings

### Student Achievement Services

*Raising the Bar*: School Improvement E-Newsletter

Student Achievement Data Tools

Research on Board's Role in Student Achievement  
(IASB Lighthouse Project)

*Insights from the Iowa Lighthouse Research DVD*

Research Briefs on Areas That Impact Student Learning

### Human Resource Services

Superintendent/Principal/Teacher Salary Reports

Superintendent Evaluation Tips and Tools

Superintendent Search Toolkit

Salary and Settlement Reports

Teacher and Administrator Contract Samples

Licensed Employee Contract Procedures Manual

### Community Relations and Outreach

School Board Election Campaign

News Releases on State Education Issues

Research Briefs and Tools on Family Engagement

### Awards and Recognition

School Board Recognition Week Materials

Academy of Board Learning Experiences (ABLE)  
Certification

Better Boardsmanship Awards (Members and Boards)

Award for Support of Arts Education

### School Transportation Services

School Transportation Consultation

IDATP Regulatory Briefs E-Newsletter

**Comprehensive website – [www.ia-sb.org](http://www.ia-sb.org)**



## Representative Samples of Changes in IASB Policies, Procedures, and Practices

Below is a quick list of the specific policy/practice changes that have been made by the IASB Board of Directors in the past year and a half:

- The board meets monthly instead of every-other-month.
- Meetings have been moved to the fourth week of the month to allow for current financials to be available.
- Three standing committees have been formed:
  - Audit Committee
  - Compensation and Benefits Committee
  - Governance and Bylaws Committee
- Nominations for president and president-elect have been opened up to board members statewide.
- Oversight of finance decisions has been enhanced.
- Complete and timely board information (including minutes, agendas, policies and contact information for board members) is on the website.
- Two people review all payment requests before checks are signed.
- The executive director is actively involved in advocacy with the governor's office and the legislature.
- The board is reviewing bylaw changes to create a board position to represent the eight largest school districts (Urban Education Network)

**GENERAL FUND**

		<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b> (Budget)	<b>FY 11</b> (Est )
1	Revenues	11,088,524	11,824,264	12,752,463	13,329,795	12,945,815	13,856,194	14,006,862
	% of Increase from Prior Year		6.64%	7.85%	4.53%	-2.88%	7.03%	8.20%
2	Expenditures	12,468,809	11,972,183	12,521,411	12,614,190	12,321,404	12,952,506	12,810,000
	% of Increase from Prior Year		-3.98%	4.59%	0.74%	-2.32%	5.12%	3.97%
3	Cash Balance on June 30th	961,962	827,792	938,105	1,776,229	2,349,770	2,856,770	3,720,828
4	Undesignated Fund Balance	-232,466	-391,139	-174,514	520,172	1,026,308	1,533,308	2,263,363
5	Solvency Ratio (w/o AEA Flowthrough)	-2.18%	-3.44%	-1.42%	4.05%	8.26%	11.52%	16.81%
6	Maximum Spending Authority	14,235,839	13,860,037	14,505,607	15,310,396	16,030,000	17,389,265	17,476,604
7	Unspent Authority	1,767,030	1,887,854	1,984,196	2,696,206	3,708,597	4,440,241	4,666,604
8	Unspent Authority Ratio	12.41%	13.62%	13.68%	17.61%	23.14%	25.53%	26.70%

\*Information Generated from CAR (1-4)

FY 2011 Budgeted Revenue	13,856,194
Less Cash Reserve Levy	-713,179
Less Ed Jobs Bill	-274,160
<b>Total</b>	<b>12,868,855</b>

98.9% of Budget Used

Note: Special Ed Deficit at end of FY 2010 was \$238,525.





## **Call for 2012 Legislative Action Priorities**

### **What Your Board Needs to Do**

Spend the May, June, or July (or first week of August) board meetings analyzing, discussing and voting on your top legislative priorities for next year. This should give all school boards at least two meetings to identify their priorities for the 2012 General Session by doing one or more of the following:

- Attend the IASB District Meetings in June to help inform your board work in setting priorities and help IASB to chart future advocacy efforts (visit the IASB web site, [www.ia-sb.org](http://www.ia-sb.org), for more information);
- Pick no more than five priorities or approve the priorities from the 2011 platform, and/or;
- Suggest amendments to existing resolutions or recommend new resolutions;
- Identify resolutions that should be removed from the platform if they are no longer relevant or critical;
- Return up to five of your top legislative priorities or general approval to IASB by **August 12th** via the Internet at <http://www.ia-sb.org/iasbform.aspx?ekfrm=7270> or fax the completed form back to Marte Brightman at (515) 247-7057.

### **The Resolutions and Priorities Process**

- The IASB Legislative Resolutions Committee (LRC), at its August meeting, will review the submitted resolutions, prioritize them and make recommendations to the IASB Board of Directors.
- The IASB Board of Directors, at its September meeting, will vote to approve or modify the LRC recommendations and forward the report to the Delegate Assembly.
- The IASB Delegate Assembly will meet in Des Moines on November 16<sup>th</sup>. The Delegate Assembly is the official body that establishes the IASB Legislative Priorities, Resolutions and Beliefs.

### **What is the Legislative Resolutions Committee?**

The building of, and the strength of, the IASB legislative platform is based on member input. The Legislative Resolutions Committee is a 22 member committee comprised of K-12 board members, an AEA representative and an Iowa Community College Board of Trustees member. The IASB President-elect presides over the LRC. Members of the IASB Board of Directors appoint an LRC committee member from their director district. The IASB president makes five at-large appointments. The AEAs and Iowa Association of Community College Trustees each appoint one member. The LRC is a cross-section of school boards from across Iowa, big and small, urban and rural.

Thank you for adding your voices to the IASB legislative grassroots process!

**Remember: IASB needs your top five resolutions by August 12th.**

(Return form sent to board secretaries is available on the IASB web site <http://www.ia-sb.org/iasbform.aspx?ekfrm=7270>).



## PROPOSED 2012 IASB LEGISLATIVE ACTION PRIORITIES

Please use this form to list your board's **Top Five Legislative Priorities in Rank Order**. Although there are a total of 35 resolutions, please select **only up to 5** resolutions that are most important to your district. If your legislative priorities are identical to the 2011 resolutions, please indicate the 2011 resolution number. Resolution numbers can be found in the 2011 IASB Legislative Resolutions pages included with this mailing or by visiting our website at <http://www.ia-sb.org/Publications.aspx?id=5008>. Indicate "new" if it's a new resolution. Also, please let us know if there are resolutions that should be removed from the platform. Use additional sheets as necessary. Please register your response via this Internet link <http://www.ia-sb.org/iasbform.aspx?ekfrm=7270>, on the IASB website or *return this form by fax or mail to IASB by **August 12 2011***. Fax to Marte Brightman (515) 247-7057 or mail 6000 Grand Ave., Des Moines, IA 50312.

The Board of Directors of Adel DeSoto Minburn Community School District on  
August 8, 2011, adopted the following Legislative Action Priorities and Resolutions on a  
vote of 5 to 0.  
Submitted by: Name Nancy Gee Title Board Secretary

Continue Priorities from the 2011 Platform: \_\_\_\_\_  
(2011 resolutions #'s 3, 6 & 10)

2012 Priorities: (use 2011 resolution number, no more than 5)

New Resolutions or amendments to existing:

Resolutions that should be removed: \_\_\_\_\_  
(use 2011 resolution number)

**Please complete the advocacy survey on the back of this form**



### Advocacy Survey:

During the legislative session (January-April), in how many board meetings did you have a legislative update or discussion? 0 \_\_\_ 1-2 ☒ ; 3 4 \_\_\_ ; more than 4 \_\_\_

Did your board meet with your legislators prior to the start of the legislative session to outline IASB's legislative priorities? Yes \_\_\_ No ☒

Did you invite your legislators to attend a board meeting or other school related activity? Yes \_\_\_ No ☒

If so, were they able to attend? Please explain

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How many local legislative forums did your board members/administrators attend? 1-2 \_\_\_ ; 3-4 \_\_\_ ; more than 4 \_\_\_

Was your board represented at one of the IASB Lobby Days? Yes \_\_\_ No \_\_\_

If "No" please indicate reason (check all that apply):

- ☐ Date(s) were inconvenient
- ☐ Conflicted with work requirements
- ☐ Saw little value/not worth time
- ☐ Didn't know about them

Was your administrative staff (superintendent, board secretary, etc...) represented at one of the Lobby Days? Yes \_\_\_ No \_\_\_ If "No" please indicate reason (check all that apply)

- ☐ Date(s) were inconvenient
- ☐ Conflicted with work requirements
- ☐ Saw little value/not worth my time
- ☐ Didn't know about them

Which of the following IASB advocacy tools did you use?

- ☐ January Legislative Kick-off Webinar
- ☐ Action Line/Action Network's Talking Points
- ☐ Weekly Legislative Update Recording
- ☐ Priority Issues Talking Points

Other: \_\_\_\_\_

On a scale of 1-5 please rate the usefulness of the advocacy tools:

Event	Not Useful				Very Useful
January Legislative Webinar	1	2	3	4	5
Action Line/Action Line Network	1	2	3	4	5
Weekly Legislative Update Recording	1	2	3	4	5
Priority Issues Talking Points	1	2	3	4	5

Please provide any feedback concerning these tools, or other tools you recommend to aid your districts advocacy.

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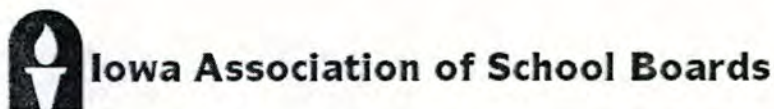
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[Home](#) > [Legislative Advocacy](#)

## IASB 2012 Call for IASB Legislative Action Priorities

School District, AEA or Community College:

Adel Desoto Minburn Community School District

\* (required field)

Name of person completing survey:

Nancy Gee

\* (required field)

E-mail address:

ngee@adel.k12.ia.us

\* (required field)

**Instructions:** If your district wishes to continue emphasis on the 2011 priorities as stated (see list below to review), select the "Continue with 2011 Priorities" button. Otherwise proceed to the full list and submit up to five of your district's top legislative priorities for the 2012 Legislative Session in priority order. There is also an option next to each resolution for your district to indicate the resolution should be removed from the platform.

**Forms were e-mailed and mailed to districts in late April. If you have already submitted the list of priorities by fax or mail, you need not complete this survey.**

☐ Continue with 2011 Platform

#3 - Common Core Standards

#6 - High Quality Preschool

#10 - Allowable Growth

**Note:** If you chose "Continue" you can scroll to the bottom of the page for more options or to click the submit button.

**Please rank your top five priorities with 1 being the most important. If you make a mistake and didn't intend to prioritize a resolution click the drop down menu for that resolution and change back to the dash (-).**

**STUDENT ACHIEVEMENT AND STUDENT EQUITY:** The Iowa Association of School Boards:

1 Supports preserving the integrity of the statewide penny sales tax for school infrastructure, including the tax equity provisions of buying down the highest additional levy rates to the state average.	-
2 Supports full state funding to implement the Iowa Professional Development Model. The school district is the appropriate authority to determine the amount and content of, and require participation in, professional development to improve instruction focused on the district's student learning goals.	-
3 Supports continued progress in the development of rigorous content standards and benchmarks, consistent with the Common Core Standards (CCS), focused on improving student achievement, including the following state actions: <ul style="list-style-type: none"><li>• Provide technical assistance to help districts fully implement the CCS.</li><li>• Develop or obtain high-quality summative and formative assessments, aligned to the skills students should know and be able to do to succeed in the 21st century. IASB supports assessment systems that measure student growth for all students, also known as value-added growth or gain, to improve student outcomes by driving professional development, teacher and administrator evaluation, and school improvement decisions.</li><li>• Support research-based professional development that provides educators with the training, support and time to work together so that they can successfully teach a rigorous curriculum to all students.</li><li>• Include and fund all the components of successful standards systems: assessments aligned to high expectations, improved and aligned instruction and quality professional development. <b>2011 IASB Priority</b></li></ul>	1
4 Supports adequate and on-time funding for English-language learner (ELL) students until the students reach proficiency.	-
5 Supports a funding mechanism for school districts' transportation costs that does not directly or indirectly impact funding for the educational program.	-
6 Supports funding to ensure all 3- and 4- year- olds have access to a high quality public school preschool program, and allow 4- year olds to be included in the enrollment count, if those programs can demonstrate meeting the collaboration and quality standards requirements of the state voluntary preschool program. IASB supports local district spending authority in the event of a future state spending reduction. <b>2011 IASB Priority</b>	-
7 Supports continuation of sufficient incentives for and assistance to encourage sharing, reorganization or regional high schools to expand academic learning opportunities for students and to improve student achievement. IASB supports expansion of sharing incentives to include special education, curriculum and other critical administrative positions. The incentives must be available to	-



education, curriculum and other critical administrative positions. The incentives must be available to districts regardless of geographic proximity to each other.	
8 Supports legislation that increases the at-risk student weighting and includes drop-out prevention in the foundation formula.	-
9 Supports increasing the regular program state cost per pupil to the statutory maximum district cost per pupil.	-

**FINANCE:** The Iowa Association of School Boards:

10 Supports setting allowable growth at a rate that encourages continuous school improvement and reflects actual cost increases experienced by school districts and AEAs. Our priority is to increase and maintain the state cost per pupil and the spending authority associated with it to build a strong base for future education resources with full state funding of the state's share of the cost per pupil. <b>2011 IASB priority</b>	2
11 Supports a school foundation formula that adequately and timely funds changes in demographics, including declining and increasing enrollment challenges.	-
12 Supports school district spending authority for any shortfall in state funding of the instructional support levy.	-
13 Supports full funding of public schools before additional financial support of non-public schools.	-
14 Supports the utilization of Home School Supplemental weighting funds to cover the full expenses of the Home School Assistance Program, including necessary expenditures for administrative costs such as secretarial work on timesheets, benefits, correspondence with parents and enrollment records.	-
15 Supports an amendment to the <i>Iowa Code</i> to ensure that any school, including Regents Institutions that receives a portion of its funding through the foundation formula, is subject to the same governance and educational standards as public school districts.	-
16 Supports the use of the management levy for fees required to be paid by law including inspection and publication fees; and for legal and auditing fees.	-
17 Supports greater flexibility in allowing school districts to charge fees for non-curricular related costs.	-

**LOCAL CONTROL:** The Iowa Association of School Boards:

18 Supports legislation that provides flexibility for school districts to meet changing needs, become more efficient, protect natural resources and save public funds.	-
19 Supports incentives for school districts to offer extended days and/or innovative calendars. School districts receiving these incentives should evaluate such initiatives to determine the impact on student learning.	-
20 Supports the repeal of the legislated school start date and restoration of local school district authority to determine when it is in the best interest of students to start school.	-
21 Supports the use of physical plant and equipment levy (PPEL) funds for the purchase of computer software, payment of software licensing fees and maintenance and repair of equipment or infrastructure that can be purchased or financed with PPEL funds.	-

**TAXES:** The Iowa Association of School Boards:

22 Supports legislation allowing school bond issues to be passed by a simple majority vote and to permit the local school board to levy a combination of property taxes and income surtaxes to pay the indebtedness.	-
23 Supports sufficient state revenues to adequately fund public education as Iowa's number one priority. IASB opposes erosion of the existing tax base. IASB supports a full accounting every two years by state government of the costs of all exemptions, credits or deductions for the income tax, sales tax or property tax.	-
24 Supports tax increment financing (TIF) limitation, reform and regulation. Reforms should increase accountability and transparency for local government entities utilizing TIF. School districts should have the ability to implement TIF for certain types of facility expenditures and must be an equal partner with cities when implementing new TIFs. In addition, we oppose residential TIFs unless the impacted school district(s) approve.	-
25 Opposes a constitutional amendment or statewide voter referendum that would limit taxes, spending or local control impacting education.	-

**PERSONNEL:** The Iowa Association of School Boards:

26 Supports giving school districts and AEAs the option to reduce staff to respond to reductions in funding or to comply with an arbitrator's award. Districts and AEAs should not be required to use the teacher contract termination procedures in <i>Iowa Code</i> section 279.13 for such staff reductions.	-
27 Supports reinstatement of state funds to allow school districts and AEAs the ability to offer long-term, differential pay, or other incentives, to fill shortage area positions.	-
28 Opposes changes to labor and employment laws unless they:	



<ul style="list-style-type: none"> <li>● Advance excellence and equity in public education with the outcome of improved student achievement for all.</li> <li>● Are based in sound research and proven best practices with a demonstrated positive impact on improving student achievement.</li> <li>● Promote accountability by all for improved student outcomes.</li> <li>● Include adequate resources provided by the state without a shift from other education resources or significant burden on property taxpayers.</li> <li>● Include a regular evaluation of the impact of changes on student achievement.</li> <li>● Balance the rights of the employees with the rights of management with scales tipped in favor of student achievement and student safety.</li> <li>● Include a requirement that arbitrators demonstrate understanding of Iowa education funding and educational improvement.</li> <li>● Provide management with the flexibility to pay market competitive wages for shortage area positions, especially in the areas required to meet graduation and Common Core Standards mandates.</li> <li>● Preserve the constitutionally protected due process rights of school boards.</li> </ul>	-
29 Require arbitrators to first consider local conditions and ability to pay. Once the arbitrator determines the district has the ability to pay, the arbitrator should determine comparability.	-

**UNFUNDED MANDATES:** The Iowa Association of School Boards:

30 Supports predictable and timely state funding to serve students receiving special education services at a level that reflects the actual cost, including educational programming and health care costs.	-
31 Supports the federal commitment to fund 40 percent of the cost of educating students receiving special education services, and requests that the federal government fulfill that commitment by increasing funding a minimum of 8 percent per year until the 40 percent figure is achieved.	-
32 Opposes unfunded mandates.	-

**AREA EDUCATION AGENCIES:** The Iowa Association of School Boards:

<p>Acknowledges the AEAs legislative platform, including:</p> <ul style="list-style-type: none"> <li>● Supports additional resources to AEAs and school districts for curriculum development, student assessment analysis, in-service training, professional development and technology assistance.</li> <li>● Supports legislation allowing students in accredited nonpublic schools to be counted for special education services, allowing them full access to services.</li> <li>● Supports continued restoration of cuts made during the 2004 legislative session.</li> <li>● Supports creation of a separate funding mechanism for the operation and maintenance of AEA facilities.</li> <li>● Supports an increase in funding for early childhood efforts.</li> </ul>	-
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**COMMUNITY COLLEGES:** The Iowa Association of School Boards:

<p>Acknowledges the community college legislative platform, including:</p> <ul style="list-style-type: none"> <li>● Funding state general aid \$202.6 million, and no less than \$167.2 million, which reflects calculations under the formula adopted by the State Board of Education.</li> <li>● A long-term commitment of state and local assistance for skilled worker training through the Workforce Training and Economic Development Funds, and other funding streams available to maintain and build capacity for skilled worker training.</li> <li>● A state commitment and appropriation to Iowa Adult Literacy Programs to support Iowa's illiterate adults, including dislocated workers without a high school diploma/GED.</li> <li>● The 15 Community College Boards' local governance flexibility to access local tax support in its discretion to meet the needs of workforce training and their local communities.</li> </ul>	-
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**Urban Education Network:** The Iowa Association of School Boards:

<p>Acknowledges the Urban Education Network platform, including:</p> <p><b>Think today about tomorrow by</b> initiating a thorough examination of the Foundation Formula to evaluate how Iowa school finance policy drives improved student success in the workplace and in life. With widening expenditure and achievement gaps in Iowa, this must be a serious undertaking and not just the once-every-five-year, cursory look at the formula mandated in the <i>Iowa Code</i>. Such an examination should consider student needs and whether the formula funds those needs appropriately. The examination should:</p> <ul style="list-style-type: none"> <li>● Evaluate the needs associated with Iowa's "at risk" students, including resources required to meet their needs from both an adequacy and equity perspective.</li> <li>● Consider the relative tax capacity of school districts and the corresponding impact on a school district's ability to provide an excellent and equitable education.</li> <li>● Address the remaining inequities in the foundation formula and other levies including physical plant and equipment levy, debt levy, instructional support levy, management levy, and cash reserve levy, and address the ability of Iowa's AEAs to adequately fund facilities maintenance and repair.</li> </ul> <p><b>Adequate Funding of Preschool Programs</b> Provide funding to ensure all four year olds have access to a high quality preschool program by including preschool students in the enrollment count.</p>	
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**Expand Flexibility and Authority for School Districts**

Public school boards and administrators need greater decision-making authority. Initial steps include requiring the DE to interpret local control broadly. The UEN supports Home Rule for school districts. Until that is accomplished, the DE should apply the directives of Dillon's rule only in very extreme cases.

Repeal the provisions of SF 2033 that are no longer relevant since Iowa was not selected to participate in the Federal Race to the Top grants to avoid any unintended consequences of limiting the ability of school boards and superintendents to implement necessary and effective strategies to "turn around" low performing schools.

**Allowable Growth**

Set and fully fund the allowable growth rate for FY 2012 at 4 percent to assure that Iowa's current and future public school students are able to reach their highest aspirations and that Iowan's expectations for our future are being met. School districts require adequate allowable growth to pay for the following:

- IPERS scaled up increases in employer contribution (uses the first 1% allowable growth for FY 2012 built-in increase);
- Increased costs of utilities, transportation, special education IEPs and insurance;
- Step and lane change increases existing in collective bargaining agreements;
- Implementation of the Iowa Core Curriculum and the Common Core Standards as well as federal requirements regarding schools in need of assistance (SINA), districts in need of assistance (DINA) and schools identified as persistently low achieving schools (PLAS).

**Unfunded Mandates**

All legislation requiring local districts to provide additional programs and/or services must include sustainable and sufficient state funding to cover the cost of implementing the mandate. The *Iowa Code* should prohibit the unfunded mandate escape clause employed by former legislatures that the provision of state foundation aid is to be considered funding for new mandates.

**NEW RESOLUTIONS, AMENDMENTS OR GENERAL COMMENTS:** Please use the following text boxes to type any 'new' resolutions or amendments for consideration. Label each 'new' resolution with alpha letters 'New A', 'New B', 'New C', etc. Label each amendment, "Amend resolution #1", etc. (**Please Note:** Please try to be as succinct as possible as each text box allows a maximum amount of 2000 characters.)

New A: Supports the revision of code and administrative regulations to

Submit

**Subject:** FW: 2012 Legislative Action Priorities  
**From:** "Brightman, Marte" <MBrightman@IA-SB.org>  
**Date:** Wed, 10 Aug 2011 09:10:01 -0500  
**To:** <ngee@adel.k12.ia.us>

This is what I received. Did you check your Spam folder? It looks like your address is correct.

**From:** ngee@adel.k12.ia.us [mailto:ngee@adel.k12.ia.us]  
**Sent:** Tuesday, August 09, 2011 8:22 AM  
**To:** ngee@adel.k12.ia.us  
**Cc:** Brightman, Marte  
**Subject:** 2012 Legislative Action Priorities

Data from form "2012 Call for Legislative Action Priorities" was received on 8/9/2011 8:21:51 AM.

Field	Value
School District	Adel Desoto Minburn Community School District
Person	
Completing	Nancy Gee
Survey	
E-mail	<u>ngee@adel.k12.ia.us</u>
Continue with 2011 Platform	false
#1 - Statewide Penny	-
#2 - Professional Development Funding	-
#3 - Iowa Core Curriculum	1
#4 - ELL Funding	-
#5 - Transportation	-



Costs

#6 - Preschool Funding	-
#7 - Reorg Incentives	-
#8 - Drop-out Prevention	-
#9 - Increase Regular Program CPP	-
#10 - Allowable Growth	2
#11 - School Foundation Formula	-
#12 - Full Funding of ISL	-
#13 - Public School Funding	-
#14 - HSAP Weighting Funds	-
#15 - UNI Research & Development School	-
#16 - Management Levy and Fees	-
#17 - Flexibility to charge fees	-
#18 - School District Efficiencies	-
#19 - School Calendar Incentives	-
#20- School Start Date	-

- #21 - PPEL Expansion -
- #22 - Simple Majority Bond Issues -
- #23 - State Revenues for Education -
- #24- School Districts & TIFs -
- #25 - Oppose Constitutional Amendment -
- #26 - Options to Reduce Staff -
- #27 - Funds for Shortage Area Positions -
- #28- Labor Law Changes -
- #29 - Ability to Pay -
- #30 - Special Ed Funding -
- #31 - Federal Funding for Special Ed -
- #32 - Oppose Unfunded Mandates -
- AEA Platform -
- Community College Platform -
- UEN Platform -

New Resolution A: Supports the revision of code and administrative regulations to permit the use of funds generated by modified allowable growth for dropout prevention for the development and implementation of innovative and creative broad uses including, but not restricted to, prevention



programs and remediation programs for dropouts and potential dropouts and also for such dropout programs and activities provided in general for students regardless of identification as dropout or potential dropout. In addition, these funds should be available through a prorated formula to support personnel who work in the aforementioned programs in keeping with the amount of time assigned to such prevention and remediation programs rather than being applicable for only those times that the employee is working directly and exclusively with previously identified dropouts or potential dropouts. Also, up to five percent of these funds should be available to provide for the administration and supervision of such prevention and remediation programs.

New Resolution

B

New Resolution

C

Email "2012 Legislative Action Priorities" originally sent to [ngee@adel.k12.ia.us](mailto:ngee@adel.k12.ia.us) from [ngee@adel.k12.ia.us](mailto:ngee@adel.k12.ia.us) on 8/9/2011 8:21:51 AM. The following were also sent a copy: [mbrightman@ia-sb.org](mailto:mbrightman@ia-sb.org).