

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 9th day of January 2012, for its regular meeting in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

**BOARD MEETING AGENDA
DISTRICT BOARD ROOM**

January 9, 2012
6:00 P.M.

OPENING:

- | | |
|-----------|---|
| 6:00 P.M. | Call to order
Roll call
Emergency additions and adoption of agenda
Honoring Excellence |
| 6:15 | Consent agenda
Approval of minutes
Approval of bills/claims and transfers
Secretary/Treasurer financial reports
Personnel contracts
Second reading of Board Policy 400 series
Assistant to Central Office Staff job description
Early Retirement applications
Cooperative Agreement with Central College – student teaching
Welcome of visitors and open forum |

ACTION ITEMS:

- | | |
|------|--|
| 6:25 | Modified Allowable Growth – Dropout Prevention application |
| 6:35 | Set Early Start Calendar Public Hearing |
| 6:40 | Infinite Campus Student Information System |

ADMINISTRATIVE REPORTS/DISCUSSION ITEMS:

- | | |
|------|--|
| 6:55 | 2012-13 draft calendar options |
| 7:05 | FY13 preliminary budget information |
| 7:30 | PPEL technology plan updates |
| 7:45 | Curriculum and professional development updates |
| 8:00 | Facility improvements – review proposed projects and financing |
| 8:30 | Open enrollment |
| 8:35 | 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: January 9, 2012

Time: 6:00 PM ✓

Roll Call: ✓ Kelli ✓ Tim ✓ Rod ✓ Bart ^A Kim

(Voting Rotation for Meeting)

Adoption of Agenda

~~None~~ M Collins

S Book Kim not here

~~None~~ Honoring Excellence

Consent Agenda

M Bart MP Kim here

S Collins

Welcome of Visitors

Modified Allowable Growth-Dropout Prevention Application

M Book 2012-13 370,129 - MAC

S Roby MP

Set Hearing for Early Start Calendar -

M Bart Notice Feb 13

S Roby MP

Infinite Campus Student Information System

M Roby 38,190

S Book MP

Reports/Discussion Items

2012-13 Draft Calendar Options

2A Admin Mike
* Greg - 1A rolls dates forward - very close to current year
change - PT work - Oct.
last day of dismissal - longer day - diff. start, end
first semester & 2nd semester days

FY 13 Preliminary Budget Information

Feb 7th -
paid update - actions & activities

PPeL Technology Plan Updates

19th
7:00
Fishes
Bb.
Room

Curriculum and Professional Development Updates

Feb- Science GTT ? - move forward

Bonus Rm. - 2 classroom

MS- Science Room - MS Lang Arts Tech

Jan. 16 -
Secondary

Carole
Writing
Langs.

Upd

Facility Improvements - Review Proposed Projects and Financing

Consider
Writing
Units
1) Core
2) process
& product
Students

Open Enrollment

3)

Adjourn: 7:20 (Time)

M Ruby

S Book 7:20



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 January 9, 2012

Personnel contracts:

I recommend the following new contracts:

Bob Cooper, van driver, effective date pending return of successful background checks

Lloyd Michael Jones, HS teacher associate, step 1, effective 1/9/12

David Pittman, hourly driver, effective date pending return of successful background checks

Cindy Shelton, DS teacher associate, step 1, effective 1/3/12

Pending resignation:

Della Weems, Mock Trial coach

Second reading of Board Policy 400 series (Exhibit 1):

We are bringing the second and final reading of Board policy series 400 to you. This is the "Personnel" series and is one set of policies crucial to review adequately. We had an attorney from Ahlers and Cooney provide guidance on any and all suggested changes. The changes are not dramatic for any of the policies and most have no changes at all.

Assistant to Central Office Staff job description (Exhibit 2):

Enclosed please find an updated job description for the Assistant to the Central Office Staff position. We will be filling this vacancy in the very near future.

Early Retirement applications:

We received nine early retirement applications:

Administrator Carole Schlapkohl ✓

Teachers Karla Kearney, Sharon Mullarkey, Dan Severidt, Jack Stanley, and Owen Stump

School Nurse Cynthia Eby ✓

Classified Employees Brad Nydegger and Bruce Stanley ✓

If the Board accepts and approves all nine applications, the cost to the district will be \$201,732.15. The early retirement incentive is paid out of the management fund.

Cooperative Agreement with Central College – student teaching (Exhibit 3):

Enclosed is the student teacher agreement with Central College for Board approval.

MODIFIED ALLOWABLE GROWTH – DROPOUT PREVENTION APPLICATION (Exhibit 4):

Included in your Board packet is a copy of the 2012-13 application for Modified Allowable Growth for Dropout Prevention and FY13 budget. I recommend approval of this application. We have certified our application, but the DE may provide feedback and allow changes in the next few weeks.

"Experiencing Success Today, Achieving Dreams Tomorrow"

Dropout Prevention is funded with property tax dollars on a basis of 25% or more from the district costs and up to 75% by an increase in allowable growth. The state has really been working on the data necessary to support the use of these funds at the local level and to evaluate the effectiveness of district's plans to prevent dropouts, assist returning dropouts, and to assist students at-risk of not achieving.

Possible motion: "I move to approve the application for Modified Allowable Growth for Dropout Prevention for the 2012-13 school year in the amount of \$370,129."

SET EARLY START CALENDAR PUBLIC HEARING:

I recommend setting a public hearing for our February 13 Board meeting regarding an early start calendar for 2012-13. The purpose of this hearing is to gather any input from citizens in regard to starting school prior to September 1 unless that falls on a weekend. I will recommend that we apply to the Department of Education to be allowed to start earlier than Iowa code allows, as we have for the past few years. This will not obligate us to do so, but gives us that ability if we choose to adopt an "early start" calendar.

We will discuss our calendar options as of this time later in the board meeting.

INFINITE CAMPUS STUDENT INFORMATION SYSTEM (Exhibit 5)

Included in your packet is information regarding our search to replace our current student information system (JMC) with a more robust system, Infinite Campus. The process has been a good one, and the ADM personnel involved in the decision-making are overwhelmingly in favor of Infinite Campus over the second choice, Power School. The group believes strongly that it is time to move away from JMC and Infinite Campus is our best choice.

Kendra Wolf will be on hand to discuss the process and to answer any questions you might have regarding Infinite Campus.

I recommend approval of the contract with Infinite Campus for \$38,190.

Approval this month allows adequate time to work with Infinite Campus on the start-up/roll-out process heading into 2012-13.

Administrative Reports/Discussion items:

2012-13 draft calendar options (Exhibit 6)

We will discuss the two draft calendars we have at this point. The first option looks much like our current year calendar. The second option has a later start (August 20) that is after the State Fair. We have reviewed these options at the administrative team level and are ready to take to our building staffs for feedback after our discussion at the board level.

The second option looks very favorable. The issue of the difference in days between the first and second semester is a point that we will continue to examine. The impact of this is felt at the secondary level with semester-long classes. We do feel that having semester exams taken prior to break is the best thing from an instructional standpoint.

Please review prior to the meeting and I look forward to your thoughts/comments.

FY 13 budget review (Exhibit 7)

Included in your packet is a PowerPoint presentation Nancy will review at our meeting. Allowable growth has been set at 2% for FY13. This month really begins the budget development process.

PPEL Technology Plan updates (Exhibit 8)

We will bring the Board up to date on our campaign plan leading up to the PPEL election on February 7. In your materials is an updated campaign plan. Adam Kurth and I are attending several civic organizations and city council meetings in the coming weeks. Adam and Jim DePue are presenting to the Minburn City Council tonight, in fact.

We will also share the timeline in place to secure the advanced funding from PPEL due to our loan plan.

A mass mailing to all district residents will be going out soon. This mailing includes a flyer and a short letter from me.

We have scheduled a community meeting for January 19 at 7:00 pm in the Board room.

Curriculum updates

I will take some time to update the Board on our curriculum work in science, math, and physical education. Carole Erickson will also provide an update on written language professional development. Monday, January 16 is a full day of PD and curriculum work for us.

Facility improvements – review proposed projects and financing (Exhibit 9)

Included in your materials are updated project lists for both Outdoor Facility (athletic facilities) and the 10-year Facility Plan. On the back of each page is a summary of completed projects in these areas. I have left most of the items in place on the overall facility plan with the addition of the priority to complete the classroom renovation necessary for the GTT program and another middle school science classroom.

The outdoor facility master plan includes several new projects listed in priority order as suggested by Doug Gee. We will discuss these at our meeting.

Nancy will share a SILO revenue update so we have an idea about available funds. I am focused intently on the room renovations. Without these, the GTT program can't happen. New lights at the track complex are a high priority based on the inadequate lighting and the deteriorating nature of the poles.

We will bring back this discussion in February with more detailed information on available funding. This entire conversation could build towards a more comprehensive look at our facilities, enrollment trends, curricular needs, funding available, in order to build a comprehensive, rock solid plan.

Open enrollment in for 2011-12

Bailey Christensen, 2nd grade, from Van Meter to ADM
Russel Christensen, 5th grade, from Van Meter to ADM
Jonathan Saveraid, 11th grade, from Johnston to ADM

Important dates:

January 9-13 Grades 9-12 ITEDs
January 16 No school – PD

Adel Desoto Minburn Board of Education
Regular Meeting – Monday, December 12, 2011
6:00 p.m. @ ADM MS/Board Room

Attendance:

Present:

Tim Canney

Absent:

Bart Banwart

Kelli Book

Rod Collins

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, Kelli Book, President Tim Canney, and Rod Collins. Visitors were present.

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

Consent Agenda It was moved by Roby, seconded by Book, to approve the items under the consent agenda as presented. Motion carried unanimously. Minutes, bills and claims, transfers and financial reports were reviewed and accepted. Resignations were accepted from Doug Longman, teacher associate and Roxanna Smith, teacher associate. Following successful background checks, new contracts were offered to Mark Dorr, bus driver and Trisha Garton, teacher associate. Non-teaching contracts were offered to Jeff Abbas, assistant girls' soccer coach, Josh Barnes, assistant golf coach, John Begley, girls' track coach, Jason Book, assistant baseball coach, Michael Hazel, assistant baseball coach, Al Hofmann, girls' soccer coach, Thomas Horton, assistant boys' soccer coach, Joe Roth, assistant boys' soccer coach, and Bill Shields, boys' soccer coach. The Board had the second and final reading of Board Policy 707.7 "Governmental Fund Balance Reporting GASB 54". The Board had the first reading of Board Policy 400 series. An extended leave request by David Zwank was approved. The Board approved two IASB Board of Director ballots for Julie Walter and Dan Woodin. Kim Roby was appointed as the Dallas County Board Representative. The district will participate in the Iowa Drug and Alcohol Testing Program for bus drivers for 2011. The list of mid-term graduating students was accepted, pending successful completion of all courses and credits.

Welcome of Visitors/Open Forum: President Canney welcomed visitors and invited public comments during Open Forum.

Green Cleaning Opt-Out Resolution: It was moved by Collins, seconded by Roby to adopt the Green Cleaning Opt-Out Resolution. Pursuant to Iowa Code 8A.318, the Adel Desoto Minburn Community School District, after an evaluation and assessment of its needs, facilities, and finances has made the decision it will not participate in the Environmentally Preferable Cleaning Mandate. The District will use environmentally preferable products when it is feasible for the District to do so. Motion carried unanimously.

Bus Purchase: It was moved by Roby, seconded by Book to purchase a 2013 Thomas bus for \$92,957 to be delivered and paid in July 2012. This bus will be purchased with PPEL funds. Motion carried unanimously.

Suburban Purchase: It was moved by Book, seconded by Roby to purchase a 2012 Suburban for \$35,526.76 from Karl Chevrolet to be purchased in this fiscal year with current PPEL Funds. Motion carried unanimously.

Administrative Reports:

Middle School Strategic Reading Update: Principal Carole Schlapkohl and teachers Ann Heitz and Stacy LaFollette presented information on the District's middle school strategic reading program, which was modeled on the high school program that demonstrated so much success.

Physical Plant and Equipment Levy Update: Superintendent updated the Board on the recent presentations and discussions regarding the voted PPEL. A public forum was held prior to this Board meeting and another will be scheduled in January. He stated that all of the PPEL documents are on the website (<http://ppel.adm.k12.ia.us>). The public will vote on the PPEL on February 7, 2012.

DE Site Visit in 2012-13: Jim DePue reported on preparations and plans in process for the Department of Education site visit in 2012-13.

Written Language Professional Development Report: Principal Carole Erickson presented an interview video with three teachers from Adel Elementary sharing their observations/experience with the PK-12 Written Language Program.

Partnerships in Comprehensive Literacy Model: Principal Carole Erickson provided information on the Partnerships in Comprehensive Literacy Model program, which is sponsored by the University of Northern Iowa. The PCL model is based on seven principles of apprenticeship learning and would require a Literacy Coach. Applications are due in April 2012.

Curriculum Revision Updates: Superintendent updated the Board on the curriculum revision process and progress in Science and Math.

Open Enrollment for 2011-12: Superintendent announced approval of open enrollment requests from Madelyn Hollingsworth from Perry to ADM, Jonathan Saveraid from West Des Moines to ADM, and Cooper Silverio, from West Des Moines to ADM.

Open Enrollment for 2012-13: Superintendent announced approval of open enrollment requests for Madison Conrad from Perry to ADM.

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

Adjournment:

It was moved by Book, seconded by Roby, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 7:25 p.m.

Minutes approved as

Tim Canney, President

Dated

Nancy Gee, Secretary

01/05/2012 08:03 AM

Posted; Check Date 1/9/2012, 12/22/2011, 12/21/2011, 12/13/2011; Fund 10, 33, 40

User ID: NGEE

Check #	Vendor Name	Vendor Description	Amount
Checking Account: 1	Fund: 10	GENERAL FUND	
89692	ABC-ELECTRICAL CONTRACTORS	SUPP.	1,283.42
89693	ACCESS SYSTEMS	SUPP.	584.96
89694	ACT	FEES	1,203.75
89695	ADEL TIRE & SERVICE	SERV.	37.00
89696	AIR FILTER SALES & SERVICES	SUPP.	719.44
89698	AMSTERDAM	SERV.	326.07
89699	ANNENR EQUIPMENT	SUPP.	326.24
89700	AREA 11	SUPP.	100.00
89701	AUTOMATIC DOORS OF IOWA, LC	SERV.	61.62
89702	BALDON HARDWARE	SUPP.	778.47
89703	BARNES & NOBLE	SUPP.	111.93
89643	BP	SUPP.	8,705.38
89705	CAPITAL SANITARY	SUPP.	633.33
89706	CDW-G	SUPP.	175.49
89645	CENTURYLINK	SERV.	1,381.83
89709	CITY OF ADEL	UTIL.	2,423.89
89710	CITY OF DESOTO	UTIL.	559.28
89687	CITY OF MINBURN	UTIL.	151.86
89711	CIVIC CENTER OF DES MOINES	FEES	135.00
89712	CLAIM AID	FEES	1,081.43
89714	COMPANION CORPORATION	SUPP.	998.00
89646	CULLIGAN	SERV.	62.00
89715	DALLAS CENTER-GRIMES CSD	TUITION	20,704.75
89716	DALLAS COUNTY AUDITOR	SERV.	3,154.48
89672	DE LAGE LANDEN FINANCIAL SERVICES	SERV.	787.00
89717	DEPARTMENT OF EDUCATION	SERV.	644.00
89718	DES MOINES PLAYHOUSE	FEES	325.50
89719	DIAM PEST CONTROL	SERV.	120.00
89721	DMACC	TUITION	45,970.00
89722	ELECTRONIC ENGINEERING	SERV.	263.27
89723	EXCEL MECHANICAL CO., INC.	SERV.	1,451.45
89725	GILCREST JEWETT LUMBER CO.	SUPP.	83.98
89726	GOPHER SPORTS	SUPP.	103.96
89729	HALF PRICE BOOKS RECORDS MAGAZINES	SUPP.	16.17
89730	HILLYARD/DES MOINES SANITARY SUPPLY CO.	SUPP.	103.08
89652	HOBBY LOBBY # 281	SUPP.	62.16
89734	IA DIVISION OF CRIMINAL INVESTIGATION	FEES	45.00
89654	IDATP	SERV	1,040.00
89736	INTEGRATED PRINT	SUPPS.	850.00
89738	IOWA DEPARTMENT OF NATURAL RESOURCES	SERV.	85.00
89739	IOWA DEPT OF HUMAN SERVICES	FEES	22,317.65
89740	IOWA HIGH SCHOOL SPEECH ASSOC.	FEES	169.00
89741	J.W. PEPPER	SUPP.	162.99
89742	JORGENSEN, JAMIE	TEL.	90.00
89677	KIRKWOOD COMMUNITY COLLEGE	FEES	275.00
89744	LAKESHORE	SUPP.	118.34

01/05/2012 08:03 AM

Posted; Check Date 1/9/2012, 12/22/2011, 12/21/2011, 12/13/2011; Fund 10, 33, 40

User ID: NGEE

Check #	Vendor Name	Vendor Description	Amount
89657	LASER RESOURCES	SERV.	1,258.42
89746	MATHESON TRI-GAS INC	SUPP.	115.03
89689	MEDIACOM	SERV.	179.95
89747	MENARD, INC.	SUPP.	1,105.47
89749	MIDAMERICAN	UTIL.	16,397.31
89751	MSC INDUSTRIAL SUPPLY CO.	SERV.	441.11
89752	NAPA AUTO PARTS	SUPP.	116.78
89753	NATIONAL COUNCIL OF TEACHERS OF ENGLISH	SERV.	100.00
89755	OFFICE DEPOT	SUPP.	516.51
89756	OSTRANDER SNOW & ICE REMOVAL	SERV.	240.00
89690	PATRICK'S	SERV.	57.78
89663	PAYMENT REMITTANCE CENTER	SUPP.	233.47
89759	PERRY COMMUNITY SCHOOL DISTRICT	SERV.	7,353.75
89760	PLUMB SUPPLY COMPANY	SUPP.	316.26
89762	POSTMASTER	POSTAGE	872.52
89763	RIEMAN MUSIC	SUPP.	122.20
89764	RIGHT RESPONSE LLC	SCHOOL STREAM SUBS	1,260.00
89691	SCHOLASTIC BOOK FAIRS-08	SUPP.	956.26
89768	SEABURY & SMITH, INC. IOWA FIDUCIARY	INSURANCE	99,074.83
89769	SEMINOLE RETAIL ENERGY SERVICES, LLC	SERV.	8,975.63
89770	SHERWIN WILLIAMS	SUPP.	606.54
89771	SHIFFLER EQUIPMENT SALES INC.	SUPP.	60.65
89772	SHORT'S LAWN CARE	SERV.	255.00
89773	SHUGAR'S SUPERVALU	SUPP.	53.26
89774	SIMPEX GRINNELL	SERV.	192.18
89775	STAPLES	SUPP.	46.01
89776	STATE STEEL	SUPPS.	473.40
89777	STINE-SMITH, LEANNA	TRAVEL	75.20
89779	THOMAS BUS SALES	BUS	89.57
89666	TIGERDIRECT B2B	SUPPS.	970.44
89684	URBAN DALE COMMUNITY SCHOOL DISTRICT	TUITION	14,000.00
89685	US CELLULAR	TEL.	112.83
89781	WASTE MANAGEMENT	DISPOSAL	1,037.23
89783	WCV SCHOOLS	FEES	1,470.75
89784	WEST DES MOINES CSD	TUITION	1,470.75
89785	WINDSTREAM	SERV.	170.94
89786	WOODWARD GRANGER CSD	FEES	16,696.92
Fund Total:			298,258.12
Checking Account: 1 Fund: 33 CAPITAL PROJECTS SILO FUND			
89723	EXCEL MECHANICAL CO., INC.	SERV.	21,714.16
Fund Total:			21,714.16

01/05/2012 08:03 AM

Posted; Check Date 1/9/2012, 12/22/2011, 12/21/2011, 12/13/2011; Fund 21, 22, 36

User ID: NGEE

Check #	Vendor Name	Vendor Description	Amount
Checking Account: 1 Fund: 21 STUDENT ACTIVITY FUND			
89668	ALEXANDER, TERRY	OFFICIAL	70.00
89697	ALL AMERICAN SPORTS CORP.	SUPP.	313.59
89669	BAKER, BRAD	OFFICIAL	95.00
89641	BALKE, DAVID	OFFICIAL	225.00
89642	BEGLEY, JOHN	OFFICIAL	445.00
89704	BSN SPORTS	SUPP.	1,908.00
89644	BURG, ANDREW	OFFICIAL	90.00
89705	CAPITAL SANITARY	SUPP.	64.58
89686	CARLTEN LLC	SERV.	60.19
89708	CHRISTENSEN, GARY	FEES	300.00
89713	CLARK, KENDALL	OFFICIAL	70.00
89647	DINKLA, GARY	OFFICIAL	95.00
89674	GILES, SCOTT	OFFICIAL	95.00
89648	GILLMAN, WILLIAM	OFFICIAL	95.00
89649	GORANSON, RACHEL	SERV.	380.70
89728	GRAPHIC EDGE, THE	SUPP.	2,684.36
89675	HARADA, JOHN	OFFICIAL	300.00
89651	HEJDA, RICHARD	OFFICIAL	125.00
89732	HOLLAND, JULIE	REIMB.	51.73
89733	HOPKINS	SUPP.	618.63
89735	IHSAA	FEES	20.00
89737	IOWA BASKETBALL LLC	FEES	805.00
89656	IOWA HIGH SCHOOL BASEBALL COACHES ASSOC.	FEES	320.00
89679	MCCANN, STEVE	OFFICIAL	95.00
89750	MONTEZUMA HIGH SCHOOL	FEES	70.00
89680	NASSP	FEES	525.00
89660	NELSON, BILL	OFFICIAL	95.00
89755	OFFICE DEPOT	SUPP.	37.90
89757	PANORAMA CSD	FEES	85.00
89662	PAULSEN, MARK	OFFICIAL	95.00
89663	PAYMENT REMITTANCE CENTER	SUPP.	699.20
89758	PEPSI	SUPP.	972.85
89664	ROYER, MARK	OFFICIAL	95.00
89682	SAM'S CLUB	SUPP.	497.47
89766	SAYDEL CSD	FEES	65.00
89665	SCALATTA, FRED	OFFICIAL	50.00
89773	SHUGAR'S SUPERVALU	SUPP.	169.25
89778	THE VINYL STUDIO	SUPPS.	117.50
89683	THOMAS, CHRIS	OFFICIAL	130.00
89780	TROPHIES PLUS	SUPP.	187.83
89667	VERGAMINI, JOHN	OFFICIAL	95.00
89782	WATERLOO WEST	FEES	100.00
Fund Total:			13,413.78

01/05/2012 08:06 AM

Posted; Check Date 1/9/2012, 12/22/2011, 12/21/2011, 12/13/2011; Fund 61, 62, 81, 91

User ID: NGEE

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
Checking Account: 1 Fund: 61 SCHOOL NUTRITION FUND			
89640	ANDERSON ERICKSON	SUPP.	6,820.78
89720	DILLINGER, CRYSTAL	REFUND	11.80
89724	FOLTZ, LORI	REFUND	37.00
89727	GRAINGER	SUPP.	2.44
89731	HOBART SALES & SERVICE	SERV.	109.13
89655	INLAND LEASING	SERV.	267.48
89743	KECK, INC.	SUPP.	2,748.06
89745	MARTIN BROS.	SUPP.	16,718.61
89659	MELLO SMELLO	SERV.	61.00
89661	PAN-O-GOLD BAKING CO.	SUPP.	775.52
89765	RODLAN ADMINISTRATIVE SOFTWARE	SUPP.	150.00
89767	SEABURY & SMITH, INC. IOWA FIDUCIARY	INSURANCE	2,479.74
Fund Total:			30,181.56
Checking Account: 1 Fund: 62 CHILD CARE FUND			
89767	SEABURY & SMITH, INC. IOWA FIDUCIARY	INSURANCE	244.25
Fund Total:			244.25
Checking Account: 1 Fund: 91 AGENCY FUND			
89673	GEE, DOUG	FEES	105.00
89688	HEIFER INTERNATIONAL	CHARITY	560.00
Fund Total:			665.00

To The Board of Directors											
ADM Community School District											
General Fund - Monthly Revenue and Expense Comparison (Cash Basis)											
December 31, 2011											
FISCAL YEARS											
	2007-08		2008-09		2009-10		2010-11		2011-12		
MONTH	Monthly Revenue	% of Budget	Monthly Revenue	% of Budget	Monthly Revenue	% of Budget	Monthly Revenue	% of Budget	Monthly Revenue	% of Budget	
JULY	\$ 210,350	1.68%	\$ 219,364	1.71%	\$ 103,613	0.81%	\$ 190,423	1.37%	\$ 93,425	0.65%	
AUGUST	84,555	2.35%	54,496	2.14%	231,374	2.62%	127,878	2.30%	167,235	1.82%	
SEPT	813,456	8.84%	911,729	9.27%	1,100,680	11.22%	1,161,947	10.68%	1,060,284	9.24%	
OCT	2,050,231	25.20%	2,247,446	26.83%	2,169,650	28.18%	2,378,012	27.85%	2,602,241	27.44%	
NOV	1,883,431	40.23%	1,557,170	39.00%	1,319,763	38.49%	1,293,463	37.18%	1,403,740	37.26%	
DEC	859,974	47.10%	1,272,331	48.95%	1,265,552	48.38%	1,409,297	47.35%	1,420,998	47.21%	
ACTUAL	\$ 5,901,997		\$ 6,262,536		\$ 6,190,631		6,561,019		6,747,923		
BUDGET	\$ 12,532,051		\$ 13,280,264		\$ 12,794,789		\$ 13,856,194		\$ 14,294,742		
FISCAL YEARS											
	2007-08		2008-09		2009-10		2010-11		2011-12		
MONTH	Monthly Expense	% of Budget	Monthly Expense	% of Budget	Monthly Expense	% of Budget	Monthly Expense	% of Budget	Monthly Expense	% of Budget	
JULY	\$ 777,752	6.31%	\$ 789,010	1.39%	\$ 852,011	6.66%	\$ 800,977	6.18%	\$ 871,499	6.45%	
AUGUST	888,155	13.51%	883,363	8.25%	918,234	13.83%	905,255	13.17%	942,287	13.43%	
SEPT	876,110	20.62%	943,680	15.58%	972,087	21.42%	959,739	20.58%	947,993	20.44%	
OCT	938,140	28.23%	955,441	23.01%	936,108	28.74%	925,999	27.73%	955,399	27.52%	
NOV	1,498,083	40.38%	1,046,195	31.13%	988,028	36.45%	967,990	35.21%	1,069,921	35.44%	
DEC	995,078	48.45%	1,516,399	42.92%	1,540,680	48.49%	1,569,525	47.32%	1,464,360	46.28%	
ACTUAL	\$ 5,973,318		\$ 6,134,088		\$ 6,207,148		6,129,485		6,251,459		
BUDGET	\$ 12,329,336		\$ 12,871,822		\$ 12,800,686		\$ 12,952,506		\$ 13,508,649		

Adel DeSoto Minburn Community School District
Revenue Totals
December 2011

	<u>PREVIOUS</u>	<u>THIS MONTH</u>	<u>TO DATE</u>	<u>BUDGET</u> (Preliminary)	<u>% OF</u> <u>BUDGET</u>
<u>GOVERNMENTAL FUNDS REVENUE</u>					
<u>GENERAL FUND</u>					
LOCAL SOURCES	\$3,109,857.25	\$127,244.42	\$3,237,101.67	\$6,398,471.00	50.59%
STATE SOURCES	2,143,201.98	1,218,947.00	3,362,148.98	7,571,735.00	44.40%
FEDERAL SOURCES	<u>73,865.58</u>	<u>74,806.75</u>	<u>148,672.33</u>	<u>324,536.00</u>	45.81%
SUBTOTAL	\$5,326,924.81	\$1,420,998.17	\$6,747,922.98	\$14,294,742.00	47.21%
<u>SAVE (SILO) FUND</u>	445,200.45	107,606.74	552,807.19	1,076,506.00	51.35%
<u>DEBT SERVICE FUND</u>	531,477.64	43,662.15	575,139.79	1,474,527.00	39.01%
<u>SPECIAL REVENUE FUNDS</u>					
<u>MANAGEMENT FUND</u>	262,907.42	6,820.49	269,727.91	491,075.00	54.93%
<u>PHYSICAL PLANT & EQUIPMENT FUND</u>	63,357.57	1,611.57	64,969.14	121,155.00	53.62%
<u>STUDENT ACTIVITY FUND</u>	188,687.85	54,455.28	243,143.13	355,000.00	68.49%
<u>PROPRIETARY FUNDS REVENUE</u>					
<u>SCHOOL NUTRITION FUND</u>	267,868.88	67,786.17	335,655.05	762,371.00	44.03%
<u>DAY CARE FUND</u>	30,249.20	7,128.26	37,377.46	58,500.00	63.89%
<u>FIDUCIARY FUNDS REVENUE</u>					
<u>SCHOLARSHIP TRUST FUND</u>		0.00	0.00		
<u>AGENCY FUND</u>	<u>53,599.98</u>	<u>1,665.00</u>	<u>55,264.98</u>		
TOTAL ALL FUNDS	<u>\$7,170,273.80</u>	<u>\$1,711,733.83</u>	<u>\$8,882,007.63</u>	<u>\$18,633,876.00</u>	

Adel DeSoto Minburn Community School District
Expenditure Totals
December 2011

	<u>PREVIOUS</u>	<u>THIS MONTH</u>	<u>TO DATE</u>	<u>BUDGET</u>	<u>% OF BUDGET</u>
<u>GOVERNMENTAL FUNDS EXPENDITURE</u>					
<u>GENERAL FUND</u>					
DISTRICT WIDE	\$1,334,662.09	\$781,449.35	2,116,111.44	\$4,504,965.00	46.97%
HIGH SCHOOL	1,037,890.80	196,401.25	1,234,292.05	2,764,695.00	44.64%
OLD 6-7 BUILDING	10,449.45	1,658.39	12,107.84	32,050.00	37.78%
MIDDLE SCHOOL 6-8	787,676.67	161,241.00	948,917.67	2,031,266.00	46.72%
DESOTO INTERMEDIATE	728,980.83	142,555.10	871,535.93	1,890,957.00	46.09%
MINBURN ELEMENTARY	5,808.93	467.79	6,276.72	34,750.00	18.06%
ADEL ELEMENTARY	<u>881,630.30</u>	<u>180,586.95</u>	1,062,217.25	<u>2,249,966.00</u>	47.21%
SUBTOTAL	\$4,787,099.07	\$1,464,359.83	\$6,251,458.90	\$13,508,649.00	46.28%
<u>SAVE (SILO) FUND</u>	241,501.44	36,082.00	277,583.44	1,075,000.00	25.82%
<u>DEBT SERVICE FUND</u>	240,967.50	0.00	240,967.50	1,472,835.00	16.36%
<u>SPECIAL REVENUE FUNDS</u>					
<u>MANAGEMENT FUND</u>	186,154.60	15,413.50	201,568.10	239,759.00	84.07%
<u>PHYSICAL PLANT & EQUIPMENT FUND</u>	91,429.20	91,358.00	182,787.20	185,000.00	98.80%
<u>STUDENT ACTIVITY FUND</u>	166,355.96	18,389.04	184,745.00	330,000.00	55.98%
<u>PROPRIETARY FUNDS</u>					
<u>SCHOOL NUTRITION FUND</u>	277,478.48	49,750.75	327,229.23	720,311.00	45.43%
<u>DAY CARE FUND</u>	11,932.32	2,419.14	14,351.46	56,352.00	25.47%
<u>FIDUCIARY FUNDS REVENUE</u>					
<u>SCHOLARSHIP TRUST FUND</u>	2,500.00	0.00	2,500.00		
<u>AGENCY FUND</u>	53,599.98	665.00	54,264.98		
TOTAL ALL FUNDS	<u>\$6,059,018.55</u>	<u>\$1,678,437.26</u>	<u>\$7,737,455.81</u>	<u>\$17,587,906.00</u>	

To The Board of Directors
ADM Community School District
Statement of Current Assets
For Month Ending December 31, 2011

	Governmental Funds						Proprietary Funds		Fiduciary Funds		ALL FUNDS
	10 General Operating	21 Student Activity	22 Management	36 Physical Plant & Equipment	33 Cap Projects Sales Tax	40 Debt Service	61 School Nutrition	62 Day Care	81 Scholarship	91 Agency	TOTALS
Previous Month Balance	\$ 4,280,559.81	\$260,184.04	\$ 843,362.90	\$123,650.28	\$ 781,317.53	\$ 559,974.06	\$ 148,920.58	\$ 63,253.19	\$ 550.00	\$ -	\$ 7,061,772.39
Receipts	1,420,998.17	54,455.28	6,820.49	1,611.57	107,606.74	43,662.15	67,786.17	7,128.26	-	1,665.00	1,711,733.83
Previous Month Ins W/H	929.82						15.96	0.28			946.06
Total Funds Available	\$ 5,702,487.80	\$314,639.32	\$ 850,183.39	\$125,261.85	\$ 888,924.27	\$ 603,636.21	\$ 216,722.71	\$ 70,381.73	\$ 550.00	\$ 1,665.00	\$ 8,774,452.28
Disbursements	1,464,359.83	18,389.04	15,413.50	91,358.00	36,082.00	-	49,750.75	2,419.14	-	665.00	1,678,437.26
Prior Month Void Check Adj		\$ (525.00)									(525.00)
Ending Balance	\$ 4,238,127.97	\$296,775.28	\$ 834,769.89	\$ 33,903.85	\$ 852,842.27	\$ 603,636.21	\$ 166,971.96	\$ 67,962.59	\$ 550.00	\$ 1,000.00	\$ 7,096,540.02
Cash in Bank	\$ 4,236,549.70	\$292,155.28	\$ 834,769.89	\$ 33,903.85	\$ 577,472.80	\$ 194,014.49	\$ 91,416.42	\$ 67,047.59	\$ 550.00	\$ 1,000.00	\$ 6,328,880.02
Cash Change Funds	-	-	-	-	-	-	200.00	-	-	-	\$ 200.00
ISJIT	2,545.76	4,620.00	-	-	-	-	98,383.74	915.00	-	-	\$ 106,464.50
Investments	-	-	-	-	275,369.47	409,621.72	-	-	-	-	\$ 684,991.19
Deferred Revenue	-	-	-	-	-	-	(19,291.20)	-	-	-	\$ (19,291.20)
LT Liability	-	-	-	-	-	-	(3,737.00)	-	-	-	\$ (3,737.00)
Current Month Ins W/H	(967.49)	-	-	-	-	-	-	-	-	-	\$ (967.49)
Total Current Assets	\$ 4,238,127.97	\$296,775.28	\$ 834,769.89	\$ 33,903.85	\$ 852,842.27	\$ 603,636.21	\$ 166,971.96	\$ 67,962.59	\$ 550.00	\$ 1,000.00	\$ 7,096,540.02
PRIOR YEAR											
Cash in Bank	\$ 2,675,278.43	\$242,067.96	\$ 537,118.66	\$ 16,319.32	\$ 394,988.98	\$ 183,233.77	\$ 52,835.57	\$ 56,882.32	\$ 550.00	\$ (1,640.00)	\$ 4,157,635.01
Cash Change Funds	-	-	-	-	-	-	200.00	-	-	-	\$ 200.00
ISJIT	83,030.84	2,940.00	-	-	-	-	64,500.70	-	-	-	\$ 150,471.54
Investments	-	-	-	-	275,341.87	401,698.99	-	-	-	-	\$ 677,040.86
Deferred Revenue	-	-	-	-	-	-	(27,553.74)	-	-	-	\$ (27,553.74)
Liability/Auditor Adj	(1,066.87)	-	-	-	-	-	(2,339.51)	(10.85)	-	-	\$ (3,417.23)
Total Current Assets	\$ 2,757,242.40	\$245,007.96	\$ 537,118.66	\$ 16,319.32	\$ 670,330.85	\$ 584,932.76	\$ 87,643.02	\$ 56,871.47	\$ 550.00	\$ (1,640.00)	\$ 4,954,376.44

Activity Fund Balance Report - Summary - Exclude Encumbrances
12/2011 - 12/2011

Excluding Zeros; Beginning Month 12/2011; Processing Month 12/2011; Fund 10 ; Fund Balance Account 59 Records Selected

10 GENERAL FUND

<u>Account Number</u>	<u>Account Name</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
10 721 000 8010 000	ADULT ED FUND BALANCE	2,999.61	0.00	0.00	(2,999.61)	0.00
10 721 000 8090 000	INSTRUMENT RENTAL FUND BALANCE	3,515.44	0.00	0.00	(3,515.44)	0.00
10 721 000 8180 000	PADLOCKS FUND BALANCE	190.81	0.00	0.00	(190.81)	0.00
10 721 000 8190 000	TOWELS FUND BALANCE	14,209.27	0.00	0.00	(14,209.27)	0.00
10 721 000 8200 000	NURSE DONATIONS FUND BALANCE	901.24	0.00	0.00	(901.24)	0.00
10 721 172 8020 000	HS ART RESALE FUND BALANCE	(767.97)	0.00	0.00	767.97	0.00
10 721 172 8025 000	HS ADVISORY PROGRAM FUND BALANCE	405.44	0.00	0.00	(405.44)	0.00
10 721 172 8035 000	HS CONTRIBUTIONS FUND BALANCE	2,391.42	0.00	0.00	(2,391.42)	0.00
10 721 172 8040 000	HS BAND RESALE FUND BALANCE	(763.02)	0.00	0.00	763.02	0.00
10 721 172 8050 000	HS MUSIC FEES FUND BALANCE	6,229.33	0.00	0.00	(6,229.33)	0.00
10 721 172 8070 000	HS METALS RESALE FUND BALANCE	0.00	0.00	0.00	0.00	0.00
10 721 172 8080 000	HS WOODS RESALE FUND BALANCE	(2,494.73)	0.00	0.00	2,494.73	0.00
10 721 172 8110 000	HS STAFF LOUNGE FUND BALANCE	1,808.25	0.00	0.00	(1,808.25)	0.00
10 721 172 8160 000	HS STUDENT PARKING FUND BAL	1,362.69	0.00	0.00	(1,362.69)	0.00
10 721 172 8170 000	HS CLASS COMPOSITE FUND BAL	(135.00)	0.00	0.00	135.00	0.00
10 721 209 8035 000	8-9 MS CONTRIBUTIONS FUND BALANCE	90.00	0.00	0.00	(90.00)	0.00
10 721 409 8030 000	AE PACT FUND BALANCE	792.88	0.00	0.00	(792.88)	0.00
10 721 409 8035 000	AE CONTRIBUTIONS FUND BALANCE	3,440.23	0.00	0.00	(3,440.23)	0.00
10 721 409 8060 000	AE BOOK FAIR FUND BALANCE	3,728.18	0.00	0.00	(3,728.18)	0.00
10 721 409 8110 000	AE STAFF LOUNGE FUND BALANCE	3.98	0.00	0.00	(3.98)	0.00
10 721 412 8035 000	6-8 MS CONTRIBUTIONS FUND BALANCE	6,152.27	0.00	0.00	(6,152.27)	0.00
10 721 412 8040 000	6-8 MS BAND RESALE FUND BALANCE	556.72	0.00	0.00	(556.72)	0.00
10 721 412 8060 000	6-8 MS BOOK FAIR FUND BALANCE	1,786.64	0.00	0.00	(1,786.64)	0.00
10 721 412 8110 000	6-8 MS STAFF LOUNGE FUND BALANCE	5,849.47	0.00	0.00	(5,849.47)	0.00
10 721 418 8035 000	DS CONTRIBUTIONS FUND BALANCE	10,484.42	0.00	0.00	(10,484.42)	0.00
10 721 418 8040 000	DS BAND RESALE FUND BALANCE	418.55	0.00	0.00	(418.55)	0.00
10 721 418 8060 000	DS BOOK FAIR FUND BALANCE	1,713.21	0.00	0.00	(1,713.21)	0.00
10 721 418 8110 000	DS STAFF LOUNGE FUND BALANCE	1,257.05	0.00	0.00	(1,257.05)	0.00
10 721 421 8035 000	ME CONTRIBUTIONS FUND BALANCE	125.00	0.00	0.00	(125.00)	0.00
10 721 421 8040 000	ME BAND RESALE FUND BALANCE	0.00	0.00	0.00	0.00	0.00
10 721 421 8060 000	ME BOOK FAIR FUND BALANCE	0.00	0.00	0.00	0.00	0.00
10 721 421 8100 000	ME RIF FUND BALANCE	0.00	0.00	0.00	0.00	0.00
10 721 421 8110 000	ME STAFF LOUNGE FUND BALANCE	0.00	0.00	0.00	0.00	0.00
10 741 000 8010 000	ASSIGNED ADULT ED	0.00	0.00	0.00	2,999.61	2,999.61
10 741 000 8011 000	ACT PREP FUND BALANCE	701.00	0.00	240.00	0.00	941.00
10 741 000 8090 000	ASSIGNED INSTRUMENT RENTAL	2,112.46	(34.40)	32.50	3,515.44	5,694.80
10 741 000 8200 000	ASSIGNED SUPPLIES - DONATIONS	(559.98)	0.00	550.00	901.24	891.26
10 741 172 8020 000	ASSIGNED ART RESALE	6.80	0.00	0.00	(767.97)	(761.17)
10 741 172 8025 000	ASSIGNED HS ADVISORY PROGRAM	0.00	0.00	0.00	405.44	405.44

Excluding Zeros; Beginning Month 12/2011; Processing Month 12/2011; Fund 10 ; Fund Balance Account 59 Records Selected

10 GENERAL FUND

<u>Account Number</u>	<u>Account Name</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
10 741 172 8035 000	ASSIGNED CONTRIBUTIONS	482.44	56.95	14.00	2,391.42	2,830.91
10 741 172 8040 000	ASSIGNED BAND RESALE	(446.89)	77.04	0.00	(763.02)	(1,286.95)
10 741 172 8050 000	ASSIGNED BAND/VOCAL FEES	375.21	0.00	232.45	6,229.33	6,836.99
10 741 172 8080 000	ASSIGNED WOODS RESALE	(122.45)	610.76	0.00	(2,494.73)	(3,227.94)
10 741 172 8110 000	ASSIGNED STAFF LOUNGE	217.33	0.00	0.00	1,808.25	2,025.58
10 741 172 8170 000	ASSIGNED CLASS COMPOSITE	2,545.00	0.00	0.00	(135.00)	2,410.00
10 741 209 8035 000	ASSIGNED CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
10 741 409 8030 000	ASSIGNED AE PACT FUND	0.00	0.00	0.00	792.88	792.88
10 741 409 8035 000	ASSIGNED CONTRIBUTIONS	1,382.43	72.78	20.00	3,440.23	4,769.88
10 741 409 8060 000	ASSIGNED BOOK FAIR	540.30	0.00	0.00	3,728.18	4,268.48
10 741 409 8110 000	ASSIGNED STAFF LOUNGE	375.00	32.00	(225.00)	3.98	121.98
10 741 412 8035 000	ASSIGNED CONTRIBUTIONS	(376.72)	0.00	250.00	6,242.27	6,115.55
10 741 412 8040 000	ASSIGNED BAND RESALE	75.68	146.50	0.00	556.72	485.90
10 741 412 8060 000	ASSIGNED BOOK FAIR	1,597.85	956.26	0.00	1,786.64	2,428.23
10 741 412 8110 000	ASSIGNED STAFF LOUNGE	(50.95)	286.80	0.00	5,849.47	5,511.72
10 741 418 8035 000	ASSIGNED CONTRIBUTIONS	1,102.91	186.69	0.00	10,609.42	11,525.64
10 741 418 8040 000	ASSIGNED BAND RESALE	300.58	191.77	77.80	418.55	605.16
10 741 418 8060 000	ASSIGNED BOOK FAIR	0.00	0.00	0.00	1,713.21	1,713.21
10 741 418 8110 000	ASSIGNED STAFF LOUNGE	(451.96)	(288.98)	225.00	1,257.05	1,319.07
10 741 421 8035 000	ASSIGNED CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
10 Total:		76,057.42	2,294.17	1,416.75	(15,762.77)	59,417.23

Activity Fund Balance Report - Summary - Exclude Encumbrances
12/2011 - 12/2011
Excluding Zeros; Beginning Month 12/2011; Processing Month 12/2011; Fund 21

21 STUDENT ACTIVITY FUND

Account Number	Account Name	Beginning Balance	Expenses	Revenues	Balance Change	Balance
21 729 000 7200 950	INTEREST FUND BALANCE	325.78	0.00	42.44	0.00	368.22
21 729 172 6000 920	HS ATHLETIC FUND BALANCE	72,463.13	0.00	60.00	0.00	72,523.13
21 729 172 6645 920	HS CC FUND BALANCE	(581.08)	75.00	1,300.00	0.00	643.92
21 729 172 6660 920	HS GOLF FUND BALANCE	4,650.25	0.00	2,250.00	0.00	6,900.25
21 729 172 6675 920	HS CO-ED WEIGHT PROG FUND BAL	0.00	0.00	2,000.00	0.00	2,000.00
21 729 172 6710 920	HS BBB FUND BALANCE	6,592.81	1,163.39	6,016.25	0.00	11,445.67
21 729 172 6720 920	HS FB FUND BALANCE	9,364.49	3,101.07	7,128.00	0.00	13,391.42
21 729 172 6725 920	HS BSC FUND BALANCE	2,163.02	0.00	3,355.00	0.00	5,518.02
21 729 172 6730 920	HS BSB FUND BALANCE	760.09	379.30	1,620.00	0.00	2,000.79
21 729 172 6740 920	HS BTR FUND BALANCE	3,880.25	1,802.07	2,152.00	0.00	4,230.18
21 729 172 6790 920	HS WR FUND BALANCE	4,877.10	2,489.81	3,485.00	0.00	5,872.29
21 729 172 6810 920	HS GBB FUND BALANCE	569.40	2,152.26	4,959.50	0.00	3,376.64
21 729 172 6815 920	HS VB FUND BALANCE	4,574.57	123.00	3,722.00	0.00	8,173.57
21 729 172 6825 920	HS GSC FUND BALANCE	2,593.18	0.00	3,200.00	0.00	5,793.18
21 729 172 6835 920	HS SB FUND BALANCE	5,975.34	0.00	2,000.00	0.00	7,975.34
21 729 172 6840 920	HS GTR FUND BALANCE	4,397.74	632.48	2,652.00	0.00	6,417.26
21 729 172 7010 950	BUTTON CLUB FUND BALANCE	63.38	0.00	0.00	0.00	63.38
21 729 172 7055 950	HS PROM FUND BALANCE	3,320.94	0.00	0.00	0.00	3,320.94
21 729 172 7060 950	SPECIAL EVENTS FUND BALANCE	87,798.17	3,936.65	4,758.84	0.00	88,620.36
21 729 172 7065 950	FACILITIES PLANNING COMM FUND BAL	24,696.00	0.00	0.00	0.00	24,696.00
21 729 172 7070 950	DRAMA FUND BALANCE	9,858.20	499.40	0.00	0.00	9,358.80
21 729 172 7075 950	SPEECH CONTEST FUND BALANCE	981.03	380.70	0.00	0.00	600.33
21 729 172 7080 950	INTERNATIONAL CLUB FUND BALANCE	858.67	64.11	0.00	0.00	794.56
21 729 172 7100 950	NATIONAL HONOR SOCIETY FUND BALANCE	682.53	427.19	150.00	0.00	405.34
21 729 172 7110 950	HS DANZ TEAM FUND BALANCE	1,109.94	553.62	1,494.00	0.00	2,050.32
21 729 172 7120 950	SADD FUND BALANCE	1,265.40	0.00	0.00	0.00	1,265.40
21 729 172 7140 950	THESPIAN CLUB FUND BALANCE	624.50	0.00	0.00	0.00	624.50
21 729 172 7150 950	HS STUDENT COUNCIL FUND BAL	1,936.13	525.00	400.00	0.00	1,811.13
21 729 172 7170 950	TSA FUND BALANCE	1,591.26	0.00	0.00	0.00	1,591.26
21 729 172 7180 950	YEARBOOK FUND BALANCE	(225.74)	0.00	998.25	0.00	772.51
21 729 172 7210 950	HALL OF FAME FUND BALANCE	2,600.00	0.00	0.00	0.00	2,600.00
21 729 172 7230 950	HS CHEERLEADING FUND BALANCE	(2,053.86)	83.99	680.00	0.00	(1,457.85)
21 729 172 7240 950	ADACEMIC DECATHLON FUND BALANCE	535.10	0.00	0.00	0.00	535.10
21 729 209 7155 950	8-9 MS STUDENT COUNCIL FUND BAL	0.00	0.00	0.00	0.00	0.00
21 729 412 7160 950	MS STUDENT COUNCIL FUND BAL	(1,120.06)	(2,134.43)	0.00	0.00	1,014.37
21 729 412 7180 950	MS YEARBOOK FUND BALANCE	3,581.38	2,134.43	32.00	0.00	1,478.95
21 729 418 7190 950	DS STUDENT COUNCIL FUND BAL	0.00	0.00	0.00	0.00	0.00
21 Total:		260,709.04	18,389.04	54,455.28	0.00	296,775.28

ADEL DESOTO MINBURN CSD
January 2012 PAYROLL

<u>TUTORING</u>		
L. Boston	032-10.5 HRS	\$ 168.00
D. Lewis	032- 10.75 HRS	\$ 172.00
B. Shields	032-6 HRS	\$ 96.00
T. Tiffany	032-6.75 HRS	\$ 108.00
G. Whisner	032-7 HRS	\$ 112.00
C. Miller	032-8 HRS	\$ 128.00
C. Sloss	032-16.75 HRS	\$ 268.00
O. Stump	032-6.5 HRS	\$ 104.00
E. Paglia	032-7.75 HRS	\$ 124.00
J. Kunde	032-5.25 HRS	\$ 84.00
C. Wilson	032-8.25 HRS	\$ 132.00
C. Goodale	032-6.75 HRS	\$ 108.00
C. Hradek	032-3 HRS	\$ 48.00
TOTAL		\$ 1,652.00
<u>OFFICIAL</u>		
SHROEDER, SCOTT	7TH GRADE GIRLS BBALL 12/15/11	\$ 90.00
TOTAL		\$ 1,742.00



Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

SUMMARY OF JANUARY 9, 2012, BOARD OF DIRECTORS MEETING

PERSONNEL CONTRACTS

Bob Cooper, van driver, effective date pending return of successful background checks

Lloyd Michael Jones, HS teacher associate, step 1, effective 1/9/12

David Pittman, hourly driver, effective date pending return of successful background checks

Cindy Shelton, DS teacher associate, step 1, effective 1/3/12

Pending resignation:

Della Weems, Mock Trial coach

Open enrollment in for 2011-12

Korben Brunt, K, from Van Meter to ADM (continuation)

Bailey Christensen, 2nd grade, from Van Meter to ADM (good cause)

~~*Russel Christensen, 5th grade, from Van Meter to ADM~~

Kaylee Hardin, 4th grade, from Van Meter to ADM (continuation)

Jonathan Saveraid, 11th grade, from Johnston to ADM (good cause)

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

"Experiencing Success Today, Achieving Dreams Tomorrow"

PERSONNEL

SERIES 400

400 Statement of Guiding Principles ✓

401

- 401.1 Definitions ✓
- 401.2 Equal Employment Opportunity/Affirmative Action
- 401.2E1 Discrimination/Harassment Complaint Form ✓
- 401.2E2 Witness Statement ✓
- 401.2E3 Summary of Disposition of Discrimination/Harassment Complaint ✓
- 401.3 Harassment ✓
- 401.3E1 Discrimination/Harassment Complaint Form ✓
- 401.3E2 Witness Statement ✓
- 401.3E3 Summary of Disposition of Discrimination/Harassment Complaint ✓
- 401.4 Recruitment of Personnel ✓
- 401.5 Qualifications ✓
- 401.6 Licensure and Transcripts ✓
- 401.7 Individual Contracts ✓
- 401.8 Probationary Status ✓
- 401.9 Resignations ✓
- 401.10 Discipline and Discharge ✓
- 401.11 Orientation ✓
- 401.12 Assignments and Transfers ✓
- 401.13 Formal Evaluations ✓
- 401.14 Nepotism ✓
- 401.15 Credit Cards ✓

402 Benefits and Conditions of Employment

- 402.1 Work Day and Work Year ✓
- 402.2 Vacations ✓
- 402.3 Holidays ✓
- 402.4 Leaves of Absence ✓
- 402.4R1 Family and Medical Leave Regulations
- 402.4E1 Family and Medical Leave Act of 1993
- 402.4E2 *leave* Family and Medical Leave Fact Sheet Notice
- 402.4E3 *leave* Family and Medical Leave Request Form
- 402.4E4 Request for Family and Medical Leave
- 402.4E5 Family and Medical Leave Certification of Health Care Provider
- 402.4E6 Family and Medical Leave Request Worksheet
- 402.5 Compensation and Salary Basis
- 402.6 Insurance ✓
- 402.7 Annuities ✓
- 402.8 Employee Health: Physical and Mental Examinations; Vaccines ✓
- 402.8E1 Physical Form ✓
- 402.9 Employee Health: Communicable Diseases ✓

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

PERSONNEL

SERIES 400

- 402.10 Employee Health: Occupational Exposure to Bloodborne Pathogens ✓
- 402.11 Employee Health: Injury at Work ✓
- 402.11E1 Employee Emergency Medical Form ✓
- 402.12 Hazardous Chemical Disclosure ✓
- 402.13 Drug and Alcohol-Free Workplace ✓
- 402.14 Personnel Files; Release of Information ✓
- 402.15 Professional Development ✓
- 402.16 Travel Reimbursement: Use of School Vehicle ✓
- 402.17 Activity Passes ✓
- 402.18 Responsibility for Personal Property ✓
- 402.19 Employee Complaint Procedures ✓
- 402.19E1 Employee Complaint Form ✓
- 402.20 Collective Bargaining ✓

- 403 Employment-Related Considerations
 - 403.1 Professional Ethics ✓
 - 403.2 Tutoring and Conducting Personal Business ✓
 - 403.3 Conflicts of Interest ✓
 - 403.4 Gifts and Honoraria to District Employees and Their Families ✓
 - 403.5 Use of District Facilities and Equipment ✓
 - 403.6 Desks, Lockers and Storage Areas ✓
 - 403.7 Computer/Internet Usage ✓
 - 403.8 Personal Telephone Calls ✓
 - 403.9 Political Activity ✓
 - 403.10 Solicitations from the Outside ✓
 - 403.11 Personnel Involvement in Decision-Making ✓
 - 403.12 Publication or Creation of Materials ✓
 - 403.13 Reporting Child and Dependent Adult Abuse ✓
 - 403.13R1 Child and Dependent Adult Abuse Reporting Regulation ✓
 - 403.14 Transporting Students ✓
 - 403.15 Employee use of Cell Phones ✓
 - 403.15R1 Employee use of Cell Phones Regulation

- 404
 - 404.1 Substitutes ✓
 - 404.2 Student Teachers-Interns ✓
 - 404.3 Volunteers ✓

STATEMENT OF GUIDING PRINCIPLES

It is the policy of the Board of Directors of the Adel DeSoto Minburn Community School District to provide an educational program of the highest standard possible and feasible and to fulfill the mission statement of the District. Success in attaining these goals is dependent in large measure upon the competency of the personnel of the District. Therefore, it shall be the policy of the Board of Directors to recruit and retain employees who exhibit the highest standards of professionalism and competency.

Each member of the District's staff provides an important service for the students--whether teaching or assisting in the classroom, working in the office, preparing meals, maintaining facilities, transporting students, or performing other duties. Each employee has an impact on the school environment by his/her dedication to work and his/her actions, verbal and nonverbal. Each employee shall be expected to be a positive role model for the students. All District personnel shall strive to promote a cooperative, enthusiastic, and supportive learning environment.

It is the policy of the Board of Directors to delegate to the superintendent and to the superintendent's administrative staff decisions regarding personnel matters, except as may be specifically limited by Board policy or by law.

Except where a specific provision has been collectively bargained governing the employment relationship, all employees of the District shall be governed by the policies of the Board of Directors and by administrative procedures, rules and directives.

The Board reserves its discretion, which may be delegated to administrative personnel, to determine the number of employees, the qualifications for and the duties of each position in the District, and the required standards of performance of employees.

Persons employed by another organization to perform services for the District shall not be granted salary or benefits by the District, but shall be subject to other District policies and administrative procedures, rules and directives while performing services for the District.

Approved 7/1/93

Reviewed 12/12/11

Revised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

DEFINITIONS

The following terms shall have the following meanings as used in these Series 400 policies:

Administrators. The term "administrators" shall include professional licensed employees employed under contracts issued pursuant to Iowa Code Section 279.23 and shall include the superintendent of schools, principals, associate principals, the director of school improvement, the director of special education, and the activity director.

Licensed Employees. The term "licensed employees" shall include all professional employees who hold certificates, licenses or statements of professional recognition from the Iowa Department of Education and the Iowa Board of Educational Examiners or a license from the Board of Nursing, whether full-time or part-time, when such certificates, licenses or statements are required for the position the employee is holding, including administrators, teachers, nurses, counselors, librarians, and coaches.

Full-time Employees. The term "full-time employees" shall include all employees who are contracted to work a minimum of forty (40) hours per week.

Classified Employees. The term "classified employees" shall include the following employees, whether full-time or part-time:

- ~~a. business manager~~
- b. transportation employees
- c. clerical employees
- d. custodial and maintenance employees
- e. educational associates
- f. food service employees
- g. child care employees
- h. technology employees

Part-time Employees. The term "part-time employees" shall include all employees who are contracted to work fewer than forty (40) hours per week.

Supervisors. The term "supervisors" shall include classified supervisory employees, including the business manager, the director of technology, the director of food services, the director of transportation, and the director of maintenance.

Temporary Employees. The term "temporary employees" shall include all employees who have been employed for a period of time of four consecutive months or less. In addition, all substitute teachers, counselors, librarians, and nurses not on continuing contracts shall be deemed temporary employees.

Miriam Van Heukelen 11/9/11 3:39 PM

Comment [1]: How many hours per week are your teachers actually contracted to work?

Approved 7/1/93

Reviewed 12/12/11

Revised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Selection for Employment and Assignments. The Adel DeSoto Minburn Community School District will select for employment-qualified applicants for each position without regard to race, color, creed, gender (including pregnancy), religion, sexual orientation, gender identity, national origin, ethnic background, age, genetic information, or physical or mental disability. Adherence to bona fide occupational/educational qualifications will not be interpreted as discriminatory. Persons with disabilities who can perform the essential functions of an assignment with or without reasonable accommodations shall be considered qualified applicants. The District shall take affirmative action in the recruitment, appointment, assignment and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the District shall consider the veteran status of applicants.

Employment Conditions. The Adel DeSoto Minburn Community School District will not discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, creed, gender, religion, sexual orientation, gender identity, national origin, ethnic background, age, genetic information, or physical or mental disability.

Complaints of Discrimination. Any applicant or employee alleging discrimination on the basis of race, color, creed, gender, religion, sexual orientation, gender identity, national origin, ethnic background, age, genetic information, or physical or mental disability may follow the complaint procedures set forth in Policy 402.19. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a complaint form and to turn over copies of evidence of discrimination including, but not limited to, tapes, memoranda, letters and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

Compliance Officer. The business manager shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the business manager is the alleged perpetrator, the superintendent shall be the alternate compliance officer. The compliance officer shall also be responsible for coordinating the preparation, implementation, evaluation, and updating of written equal employment opportunity and affirmative action plans, with systematic input from diverse racial/ethnic groups, women, men and persons with disabilities.

Confidentiality. The District will limit disclosure of information gathered in the course of receiving, investigating, and responding to a complaint filed under this policy, but cannot guarantee confidentiality to any party. Sensitive information will be handled in a manner consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. Complaints of harassment shall not be filed in the complainant's personnel file.

No Retaliation. No person shall retaliate against another person because the person has filed a discrimination complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Any person found to

Miriam Van Heukelem 11/9/11 10:48 AM

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Miriam Van Heukelem 11/9/11 3:39 PM

Comment [2]: You do not want to promise confidentiality to any complainant or witness, because it is not always possible to do so. I'

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

DISCRIMINATION/HARASSMENT COMPLAINT FORM

have engaged in retaliation in violation of this policy, state, or federal law shall be subject to discipline, up to and including discharge.

Corrective Action. The District will take action to halt any improper discrimination and will take other appropriate corrective actions, including disciplinary measures, which may include discharge of a perpetrator, to remedy all violations of this policy.

Notice. In order to effectively communicate and interpret the District's policy to all levels of the administration and to all other employees, applicants, educational agencies and to the public, a statement of the District's policy shall be distributed to all applicants for employment and shall be disseminated annually to employees, students, parents and recruitment sources. District employees involved in the hiring or supervision of personnel shall be trained on proper equal employment opportunity procedures.

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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DISCRIMINATION/HARASSMENT COMPLAINT FORM

Please complete the following as fully as possible. If you need assistance, contact the compliance officer.

Date of Complaint: _____

Name of Complainant: _____

Position and Building of Complainant: _____

Home Address: _____

Home Telephone: () Email: _____

Name and Position of Alleged Perpetrator: _____

Discrimination Alleged:

_____ Race, Color

_____ Gender Identity

_____ Gender

_____ Sexual Orientation

_____ Religion, Creed

_____ Age

_____ National Origin, Ethnic Background

_____ Disability

_____ Other (please specify: _____)

Statement of Discrimination/Harassment: (Include dates, places and persons involved in incidents, if known. List any witnesses, their position and addresses and telephone numbers. Attach any pertinent written documents. Describe any actions you took in response to the incidents.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: _____

Name Printed: _____

Date: _____

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

WITNESS STATEMENT

Date of Interview: _____

Interviewer: _____

Name of Person Giving Statement: _____

Position and Building of Witness: _____

Home Address: _____

Home Telephone: () Email: _____

Statement: (Include dates, places and persons involved if known.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: _____

Name Printed: _____

Date: _____

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SUMMARY OF DISPOSITION OF DISCRIMINATION/HARASSMENT COMPLAINT

Name of Complainant: _____

Position and Building of Complainant: _____

Name and Position of Alleged Perpetrator/Respondent: _____

Date of Initial Complaint _____

Nature of Harassment Alleged:

_____ Race, Color _____ Gender

_____ Sexual Orientation _____ Gender Identity

_____ Religion, Creed _____ Age

_____ National Origin, Ethnic Background _____ Disability

| _____ Other (please specify: _____)

Summary of Investigation:

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SUMMARY OF DISPOSITION OF DISCRIMINATION/HARASSMENT COMPLAINT

Conclusion: _____ Founded (The totality of the evidence reasonably demonstrates the actions occurred and constituted improper discrimination or harassment.)

_____ Unfounded (It is reasonable to believe that the actions complained of did not occur, or were not so serious or pervasive as to constitute improper discrimination or harassment.)

_____ Inconclusive

Signature

Typed or Printed Name

Position

Address

Date

Copies to:

Complainant

Respondent

Superintendent

Miriam Van Heukelem 11/9/11 1:53 PM
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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

HARASSMENT

Purpose. The District is committed to promoting positive intercultural, intergroup relationships. The District, therefore, prohibits acts of intolerance or harassment toward others because of race, color, gender (including pregnancy), religion, creed, ethnic background, national origin, age, genetic information, physical or mental disability, sexual orientation, gender identity or other factors that are likewise not rationally related to the individual's employment. Such acts may be treated as just cause for purposes of discipline, including discharge.

Sexual Harassment.

General. It is the policy of the Adel-DeSoto-Minburn Community School District to maintain a learning and working environment that is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees, officials and visitors must avoid any action or conduct, which could be perceived as sexual harassment. It shall be a violation of this policy for any employee, official or visitor of the District to harass others through conduct or communications of a sexual nature as defined below.

Definition. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a harassing nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to or about a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job;
- the telling of offensive jokes and stories;
- display of sexually graphic pictures; or
- conduct of the nature described above using any electronic means of communication.

Procedures. Any employee who alleges improper harassment by any person in the District may follow the complaint procedures set forth in Policy 402.19. The complainant may bypass any step of the complaint procedure where the person to whom the

complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer.

The complainant may be required to complete a harassment complaint form and to turn over copies of evidence of harassment, including, but not limited to, letters, tapes, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

HARASSMENT

Compliance Officer. The business manager shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the business manager is the alleged perpetrator, the superintendent shall be the alternate compliance officer.

Confidentiality. The District will limit disclosure of information gathered in the course of receiving, investigating, and responding to a complaint filed under this policy, but cannot guarantee confidentiality to any party. Sensitive information will be handled in a manner consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. Complaints of harassment shall not be filed in the complainant's personnel file.

Minam Van Heukelem 11/9/11 10:55 AM

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No Retaliation. No person shall retaliate against any person because the person has filed a harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Any person found to have engaged in retaliation in violation of this policy, state, or federal law shall be subject to discipline, up to and including discharge.

Corrective Actions. The District will take action to halt any improper harassment and will take other appropriate corrective actions, including disciplinary measures, which may include discharge of a perpetrator, to remedy all violations of this policy.

Notification. Notice of this policy will be circulated to all school buildings on an annual basis and incorporated into staff handbooks.

Staff Development. Periodic training shall be provided to all staff regarding the nature and prohibition of sexual harassment.

Minam Van Heukelem 11/9/11 3:39 PM

Comment [3]: You may want to consider separate supervisor training for anyone who may receive a potential complaint of harassment, and state in your policy that you will do this. However, if you put it in your policy, it is important that this training actually occur.

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Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Please complete the following as fully as possible. If you need assistance, contact the compliance officer.

Date of Complaint: _____

Name of Complainant: _____

Position and Building of Complainant: _____

Home Address: _____

Home Telephone: () _____ Email: _____

Name and Position of Alleged Perpetrator: _____

Discrimination Alleged:

_____ Race, Color

_____ Gender Identity

_____ Gender

_____ Sexual Orientation

_____ Religion, Creed

_____ Age

_____ National Origin, Ethnic Background

_____ Disability

| _____ Other (please specify: _____)

Statement of Discrimination/Harassment: (Include dates, places and persons involved in incidents, if known. List any witnesses, their position and addresses and telephone numbers. Attach any pertinent written documents. Describe any actions you took in response to the incidents.)

| I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: _____

Name Printed: _____

Date: _____

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

WITNESS STATEMENT

Date of Interview: _____

Interviewer: _____

Name of Person Giving Statement: _____

Position and Building of Witness: _____

Home Address: _____

Home Telephone: (_____) _____ Email: _____

Statement: (Include dates, places and persons involved if known.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: _____

Name Printed: _____

Date: _____

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SUMMARY OF DISPOSITION OF DISCRIMINATION/HARASSMENT COMPLAINT

Name of Complainant: _____

Position and Building of Complainant: _____

Name and Position of Alleged Perpetrator/Respondent: _____

Date of Initial Complaint _____

Nature of Harassment Alleged:

_____ Race, Color _____ Gender

_____ Sexual Orientation _____ Gender Identity

_____ Religion, Creed _____ Age

_____ National Origin, Ethnic Background _____ Disability

| _____ Other (please specify: _____)

Summary of Investigation:

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SUMMARY OF DISPOSITION OF DISCRIMINATION/HARASSMENT COMPLAINT

Conclusion: _____ Founded (The totality of the evidence reasonably demonstrates the actions occurred and constituted improper discrimination or harassment.)

_____ Unfounded (It is reasonable to believe that the actions complained of did not occur, or were not so serious or pervasive as to constitute improper discrimination or harassment.)

_____ Inconclusive

Signature_____
Typed or Printed Name_____
Position_____
Address_____
Date

Copies to:

Complainant

Respondent

Superintendent

Minam Van Heukelem 11/9/11 3:36 PM
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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

RECRUITMENT OF PERSONNEL

The superintendent shall be responsible for recruiting personnel for the various positions within the District, with the assistance of other employees as the superintendent may so determine. The superintendent shall take affirmative action to encourage persons to apply in accordance with the District's affirmative action plan.

The superintendent shall use such methods, advertising media or other sources as may be appropriate to recruit personnel. Vacant positions requiring licensed employees shall generally be advertised in at least one publication having state-wide circulation, except in cases of emergencies or to fill temporary positions or when the District is entering into a sharing arrangement and such arrangement calls for another District to recruit the staff member. This shall not prevent the transfer or hiring of licensed employees without advertising when required by a collective bargaining agreement or by law. All applicants shall be required to complete a written application form.

Administrators are expected to take aggressive action to discover and recruit quality applicants. Consideration shall not be given to any trait or characteristic prohibited by District Policy No. 401.2, state, or federal law.

Approved 7/1/93Reviewed 12/12/11Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

QUALIFICATIONS

Selection of staff personnel shall be based upon the following qualifications:

- a. All professional employees shall be properly certificated, authorized or licensed as required by statute, the Iowa Department of Education and the Iowa Board of Educational Examiners, and the District's job descriptions.
- b. All classified employees shall be properly licensed by the State if a license is required by law or by the District's job description.
- c. Educational and other training where such training is necessary or appropriate for the position.
- d. Needs of the District.
- e. Demonstrated ability to fulfill all aspects and essential duties of the position.
- f. Demonstrated rapport with children, fellow workers, and others.
- g. Ability to exercise discretion and good judgment.
- h. Diligence and dependability.
- i. Ability to follow instructions and suggestions of supervisors.
- j. Degree of being well informed on all essentials relating to the position.
- k. Compatibility with the District's philosophy and programs.
- l. Adherence to professional ethics.
- m. Personal qualities advantageous to the position.
- n. History of past successful job experiences.
- o. Other qualities as may be determined from time to time by the administrative staff.

Consideration shall not be given to any trait or characteristic prohibited by District Policy No. 401.2, state, or federal law. The District shall carefully consider the facts relating to any applicant who has a known history of conviction or other judicial or administrative finding of child, dependent adult, or sexual abuse. Any individual who has been convicted of a sex offense against a minor shall not be eligible for employment with the District under any circumstances.

Miriam Van Heukelem 11/9/11 10:58 AM
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Miriam Van Heukelem 11/9/11 3:39 PM
Comment [4]: Any individual who has been convicted of a sex offense against a minor is prohibited under Iowa Code § 692A.113 from being employed by, or acting as a volunteer or a contractor at any public elementary or secondary school.

Approved 7/1/93

Reviewed, 12/12/11

Revised, 12/12/11

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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Licensure and Transcripts

Code No. 401.X 6

~~INDIVIDUAL CONTRACTS~~

All employees, including temporary employees, required to hold a certificate, license, statement of professional recognition, or authorization from the State of Iowa, the Iowa Board of Educational Examiners or the Iowa Board of Nursing are required to have a certificate, license or statement valid for the position for which they have been employed on file in the business office prior to commencing duties. It shall be the sole responsibility, including the financial responsibility, of each employee to maintain current licensure or certification.

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All licensed employees, including temporary employees, are required to have an official copy of their college transcripts on file in the business office prior to commencing duties. Employees earning additional credits shall file an official copy of their college transcripts in the business office.

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

INDIVIDUAL CONTRACTS

Contracts with Administrators

Contracts with administrators in the District shall be in writing and shall state the term of employment, the length of time during the year services are to be performed, the annual compensation to be paid, and such other matters as may be agreed upon. There shall be a statement that the contract is invalid if the administrator is under contract with another board of directors in Iowa covering the same period of time until such contract shall have been released or terminated.

Contracts of administrators shall automatically continue for one additional year beyond the end of their terms unless mutually modified or unless terminated.

A contract shall not be tendered to a continuing administrator prior to March 15th. The administrator shall sign and return the contract to the Board by the date specified by the Board, which shall be at least twenty-one days after it is tendered.

The contract shall be signed by the president of the Board and by the administrator and shall be filed with the board secretary before the administrator enters upon performance of the contract.

Contracts With Licensed Employees Other Than Administrators

Contracts with licensed employees in the District, other than with administrators or with temporary employees, shall be in writing and shall state, at a minimum, the number of contract days, the annual compensation to be paid, the term of the contract, and any other matters mutually agreed upon. The contract is invalid if the employee is under a contract with another board of directors during the same time period until a release is obtained, unless pursuant to a sharing arrangement.

Contracts for extra-curricular duties, except contracts for coaching interscholastic athletic activities, shall be deemed to be a single contract with the teaching contract regardless of whether the duties appear on the same contract with the teaching duties or on separate documents. Resignation or termination from such a single contract shall be deemed a resignation or termination from the entire contract. The Board of Directors may waive this requirement.

Contracts for coaching interscholastic athletic activities shall be issued separately from teaching contracts. A resignation or termination from a coaching contract shall not affect the teaching contract. However, a resignation or termination from a teaching contract shall automatically be a resignation or termination from all coaching contracts held by the employee.

Contracts with continuing licensed employees for teaching or for coaching interscholastic athletics shall be the same as for the preceding contract term except as mutually modified or unless terminated. However, contracts for coaching interscholastic athletics with individuals who hold an authorization only or who do not also have a teaching contract with the Adel DeSoto Minburn District shall not be continuing contracts and such individuals serve at the pleasure of the District and such contracts may be terminated at any time by the Board for any reason.

A contract shall not be tendered to a continuing licensed employee prior to March 15th. The licensed employee shall sign and return the contract to the Board by the date specified by the Board, which shall be at least twenty-one days after it is tendered.

The contract shall be signed by the president of the Board when tendered, and after the licensed employee signs it, the contract shall be filed with the board secretary before the employee enters into performance under the contract.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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INDIVIDUAL CONTRACTS

Contracts With Classified Employees

Contracts with classified employees shall be in writing and shall state the salary or hourly wage rate and shall provide that the contract may be terminated upon fourteen (14) calendar days' notice for any reason or immediately for cause. The superintendent has the authority to hire classified employees other than supervisors without advance Board approval. The superintendent also has authority to discipline and discharge classified employees without advance Board approval, subject to the right of the employee to appeal such decision to the Board under the complaint procedure. Classified employees are not automatically re-employed.

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Approved 7/1/93Reviewed 12/12/11Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

PROBATIONARY STATUS

The first three consecutive years of employment of a licensed employee (other than of an administrator) in the Adel DeSoto Minburn Community School District shall be a probationary period, unless the employee has already successfully completed the probationary period as a licensed employee in another Iowa school district. Non-administrative licensed employees who have previously successfully completed a probationary period in another Iowa school district will serve a one year probationary period in the Adel DeSoto Minburn Community School District.

For purposes of this policy, a licensed employee shall be deemed to have met the requirements for successfully completing a probationary period in another Iowa school district if the licensed employee was employed in the prior district for the requisite number of years, received a satisfactory or better evaluation for the most recent formal evaluation, and has not engaged in conduct which would disqualify the licensed employee from receiving a continuing contract from the prior district.

The first two years of employment of an administrator in the Adel DeSoto Minburn Community School District shall be a probationary period.

Only the Board, in its discretion, may waive the probationary period for any licensed employee. The Board may extend the probationary period for one additional year with the consent of the licensed employee. The Board will make the decision to extend or waive a licensed employee's probationary status based upon the superintendent's recommendation.

Employees may also be placed on probation based upon their performance. Such probation shall be determined on a case-by-case basis in light of the circumstances surrounding the employee's performance as documented.

Miriam Van Heukelem 11/9/11 11:08 AM

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Miriam Van Heukelem 11/9/11 3:39 PM

Comment [5]: Because this term is used in the statute, you may want to use different language. Also, make sure that this doesn't conflict with any language in your collective bargaining agreement

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

RESIGNATIONS

Form. Resignations shall be submitted in writing, signed and dated by the resigning party and delivered to the secretary of the Board of Directors.

Regular Time for Submitting Resignations.

Administrators. Administrators shall submit their written resignations in the last year of the term of their employment on or before May 1, or on or before the date specified by the Board for return of the contract, whichever date occurs first.

Licensed Employees Other Than Administrators. Licensed employees, other than administrators, shall submit their written resignations on or before the last day of the school year or on or before the date specified by the Board for return of the contract, whichever date occurs first. The Board may require a continuing employee who has resigned from an interscholastic coaching contract to accept the contract for one additional year if a good faith effort to find a suitable replacement has been made but the position is not filled by June 1.

Classified Employees. Classified employees shall submit their written resignations at least fourteen (14) calendar days prior to their departure dates.

Early Release Requests by Licensed Employees.

The Board recognizes that there are some circumstances that force an employee to request a release from a contract before the expiration date of the contract. The Board also recognizes that the District suffers difficulties and expenses in finding a suitable replacement, fewer applicants may be available during a contract term, and that a late resignation causes disruption to the District's programs. The Board believes that any employee who signs a contract should fulfill the contract to the best of the employee's ability.

A licensed employee who wishes to resign a contract before the expiration date of the contract shall submit a signed written request setting out the reasons for the requested release and the date of the requested release. The licensed employee shall be released from the contract only if the Board, in its sole discretion, determines that an unusual and extreme circumstance exists for an early release from the contract and a suitable replacement is found.

Licensed employees requesting a release from a contract after it has been signed will be required to reimburse the District the actual expenses of finding a replacement, not to exceed One Thousand Dollars (\$1,000). Payment of these costs shall be a condition for release from the contract.

The licensed employee shall be expected to continue performing services under the contract until a suitable replacement can be secured and a written release is obtained from the Board.

A licensed employee may seek a waiver from the Board of any of the conditions set forth for requesting a release prior to the expiration date of the contract. The Board, on its own or following a request, may, in its discretion, waive any of the conditions.

In the event a licensed employee terminates employment without proper release, the superintendent is directed to file a complaint with the Iowa Board of Educational Examiners, and the superintendent may pursue any other remedies under the law.

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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DISCIPLINE AND DISCHARGE

Expected Behavior. All employees shall perform their assigned duties cooperatively and competently and in accordance with District policies, rules, regulations and directives. All employees are also expected to obey the laws, to adhere to professional ethics, and to abstain from behavior that adversely affects their job performance.

Sanctions. The superintendent may impose the following disciplinary sanctions for breach of expected behavior: verbal or written warnings or reprimands, disciplinary probation, and disciplinary suspensions not to exceed ten (10) workdays (with or without pay). The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances, and the employee's prior work record. The sanctions listed in this policy are not intended to provide a rank ordering of sanctions, and probation or suspension may be imposed without first imposing a warning, or an employee may be discharged without first applying any of these sanctions.

Procedures. Prior to imposing a disciplinary sanction, the employee shall be orally told of the charges and given a summary of the evidence supporting the charges. The employee shall be given an opportunity to respond to the charges. No delay need be given between notice of the charges and the chance to respond. Written notice of the terms of the disciplinary action shall be given to the employee other than for oral warnings or reprimands. If the employee believes that the disciplinary sanction is unwarranted, the employee may file a complaint utilizing the procedures of policy 402.19. At any step of the complaint procedure, the person hearing the complaint may impose a less severe or more severe disciplinary sanction.

Suspensions Pending Action. An employee may be suspended by the superintendent with or without pay pending an investigation into charges against an employee or pending the commencement of discharge proceedings. This shall not be deemed a disciplinary suspension and shall not be covered by the procedures set forth in the prior paragraph. If an employee who is placed on paid leave is subsequently convicted of a Class "D" felony or greater, that employee shall repay the District all wages paid while the employee was on paid leave, as well as any termination payments made pursuant to the employee's contract or collective bargaining agreement with the District, if any.

Discharge. The Board of Directors may terminate the contract of a licensed employee in accordance with applicable provisions of Chapter 279 of the *Code of Iowa*. Sanctions specified in this policy need not be first utilized. The Board of Directors may terminate the employment of an individual who holds a coaching contract but not a teaching contract with the District or who is authorized but not licensed to coach at any time or in accordance with the terms of the contract.

The superintendent may terminate the employment of a classified employee immediately for cause or upon fourteen (14) calendar days' notice for any reason. The classified employee may appeal the action utilizing the procedures of policy 402.19.

Miriam Van Heukelem 11/9/11 3:39 PM

Comment [6]: Make sure none of this language conflicts with your current collective bargaining agreement(s)

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Miriam Van Heukelem 11/9/11 3:28 PM

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Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ORIENTATION

Employees must be made aware of their job duties and expectations of the District. The immediate supervisor shall review with new employees their job descriptions and duties and District procedures. Mentors may be assigned to assist with the orientation process.

Payroll procedures and benefits shall be explained to the new employees by the business office. The employees shall be responsible for completing necessary enrollment and authorization forms.

It shall be the employee's responsibility to review all District policies and procedures periodically.

Miriam Van Heukelem 11/9/11 3:39 PM

Comment [7]: You may want to consider including mandatory discrimination and harassment training for all new employees, as this is an important element of defending the District against a complaint.

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ASSIGNMENTS AND TRANSFERS

Employees Other Than Administrators and Supervisors. Employees shall be assigned to positions and work assignments based upon the qualifications of the employee and the needs of the District as determined by the Board of Directors and/or by the administrative staff. Changes in assignment may be made at the initiative of the superintendent, other administrators or supervisory employees, or at the request of the employee. Changes in assignment shall be made known to the employee as soon as reasonably practicable.

Administrators and Supervisors. Administrators and supervisors shall be assigned to positions and work assignments based upon the qualifications of the administrators and supervisors and the needs of the District as determined by the Board of Directors and/or by the superintendent. Changes in assignment may be made at the initiative of the Board of Directors, the superintendent, or at the request of the administrator or supervisor and shall be approved by the Board of Directors. An administrator or supervisor being involuntarily transferred shall have a right to a conference with the superintendent.

| Approved 7/1/93Reviewed 12/12/11Reviewed 3/10/08

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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FORMAL EVALUATIONS

Evaluation of Superintendent.

The primary purposes of formal evaluation of the superintendent are to improve and enhance the performance of the superintendent, to communicate to the superintendent the Board's perception of his/her performance, and to provide written documentation of the superintendent's level of performance to provide a basis for contract decisions.

The Board of Directors shall be responsible for the formal evaluation of the superintendent. The Board may utilize relevant information from other persons, as it so desires. Each Board member shall have an opportunity to complete a written evaluation of the superintendent on a form adopted by the Board. The form shall provide evaluation on how well the superintendent performs the duties of the superintendent's job description and how well the superintendent has met goals established for the superintendent. The Board president or designee shall then prepare a written composite evaluation. The superintendent shall be given a copy of the composite evaluation and shall have the opportunity to discuss the evaluation with the Board. The superintendent may respond in writing to the evaluation. The written composite evaluation and any response shall be filed in the superintendent's confidential personnel file.

The Board will formally evaluate the superintendent at least one time each contract year during the first two years of employment as superintendent of the District. Thereafter, the Board will formally evaluate the superintendent at least once tri-annually. A conference to review progress towards meeting professional goals shall be held annually.

Evaluation of Other Administrators and of Supervisors.

The primary purposes of formal evaluation of the administrators and supervisors are to improve and enhance the performance of each administrator and supervisor and to provide written documentation of the individual's level of performance to provide a basis for contract decisions.

The superintendent shall be responsible for evaluating the performance of all other administrators and of supervisors in the District. The superintendent may delegate this authority and duty to other persons to evaluate the performance of individuals. The evaluator may utilize other individuals to assist in the formal evaluation process and may utilize relevant information from other individuals, including from Board members.

Each administrator and supervisor shall be formally evaluated at least one time each contract year during the first two years of employment and at least once tri-annually thereafter. A conference to review progress towards meeting professional goals shall be held annually.

The superintendent shall be responsible for recommending to the Board of Directors an evaluation instrument or instruments for the formal evaluation of other administrators and supervisors. The form shall provide evaluation on how well the administrator or supervisor performs the duties of his/her job description and how well the administrator or supervisor has met established goals. A copy of the completed formal evaluation will be given to the evaluated administrator or supervisor and a conference shall be held. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response shall be filed in the individual's confidential personnel file.

Evaluation of Licensed Employees Other Than Administrators.

The primary purposes of formal evaluation of licensed employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions.

Miriam Van Heukelem 11/9/11 3:39 PM

Comment [8]: Does the Board approve the evaluation criteria or instruments? If so, that should be included in the policy.

Miriam Van Heukelem 11/9/11 3:39 PM

Comment [9]: Make sure nothing in this policy conflicts with your current collective bargaining agreement(s).

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

FORMAL EVALUATIONS

The administrative staff of the District shall formally evaluate licensed employees of the District. The administrative staff may utilize relevant information from other individuals in the performance of this duty.

Licensed employees shall be evaluated in accordance with the procedures set forth in the negotiated agreement with their bargaining representative. Licensed employees in the District shall be formally evaluated using the criteria specified on the evaluation form(s) as approved by the Board of Directors and/or as required by the State of Iowa.

Evaluation of Classified Employees (Other Than Supervisors).

The primary purposes of formal evaluations of classified employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions.

The superintendent shall be responsible for the evaluation of classified employees of the District. The superintendent may delegate this authority and duty to other administrators or supervisors of the District. The evaluator may utilize relevant information from other individuals in the performance of this duty.

The superintendent shall recommend to the Board evaluation forms for evaluation of classified employees. Classified employees, except temporary employees, shall be formally evaluated at least once during their first year of employment and at least once tri-annually thereafter. A copy of the completed formal evaluation will be given to the evaluated employee and a conference shall be held. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response shall be filed in the individual's confidential personnel file.

Miriam Van Heukelem 11/9/11 3:39 PM
Comment [10]: Does the Board approve the evaluation criteria or instruments? If so, that should be included in the policy

Classified employees of the District shall be formally evaluated using the criteria specified in the evaluation form as approved by the Board of Directors.

Other.

Nothing in this policy shall preclude other methods of evaluation in addition to those prescribed herein, which may include self-evaluation, peer-evaluation, or student evaluation and the use of verified comments from individuals from outside the District, including comments from parents and students, as long as such additional sources of evaluation are related to the employee's performance as an employee of the District.

Any person formally evaluating the performance of licensed employees (except Board members when evaluating the superintendent) shall obtain and maintain an evaluator's license from the Board of Educational Examiners.

Approved 7/1/93

Revised Reviewed 12/12/11

Reviewed Revised 12/12/11

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