

## BOARD MEETING UPDATE

APRIL 9, 2012

### APPROVED:

- March 12, 2012 Regular Meeting Minutes
- March 26, 2012 Special Meeting Minutes
- Bills/Claims
- Financial Reports
  - March Monthly Reports
  - Quarterly Financial Report
- Hires
  - Kaylie Jones, Dance Coach, Step 1 (Replaces Roxanne Dordano)
  - Melissa McCann, Nurse, BA, Step 5 (Replaces Cynthia Eby)
  - Jennifer Rebel, HS Guidance Counselor, MA+24, Step 11 (Replaces Kim Timmerman)
  - Eric Ridder, Asst. HS Football Coach, Step 4 (Replaces Brett Watson)
  - Hallie Satre, MS Science Teacher, MA, Step 2/Asst. HS Softball Coach, Step 1 (Replaces Kelly Rupke for Coaching)
  - Alyssa Stoulil, Family Consumer Science Teacher, BA, Step 2 (Replaces Karla Kearney)
- Resignations/Terminations
  - Mike Chapman, Transportation Director, effective 6/30/12
  - Diana Haynes, AE Administrative Assistant, effective 3/29/12
  - Julie Holland, route bus driver, effective 3/30/12
  - Ashley Meacham, Kdg Teacher, effective at year end
  - Brett Watson, Asst. HS Football Coach
  - Della Weems, Mock Trial Coach
- Resignations - Pending
  - Jacques Seidl, Marching Band Flag Line Coach
- Transfers for 2012-13
  - Sarah Knute to 6<sup>th</sup> Gr Writing from 5<sup>th</sup> Gr
  - Ashley Osterhaus to Kdg from 5<sup>th</sup> Gr
- Re-assignments for 2012-13
  - Cindy Carlson to Title I Reading/Reading Recovery from Kdg
  - Carrie Keitges to 1<sup>st</sup> Gr from 1<sup>st</sup> Gr/Title I Reading
  - Liz Schilling to Kdg from 2 Gr
  - Leanna Stine-Smith to 1<sup>st</sup> Gr from 1<sup>st</sup> Gr/Reading Recovery
- Second & Final Reading of New Policy 704.2R1 "Post Issuance Compliance Regulations for Tax Exempt Obligations
- Second & Final Reading of Policy 500 Series - Students
- Open Enrollment In for 2011-12
  - Parker Banks, 6<sup>th</sup> Grade from Waukee to ADM (good cause)
  - Justin Wong, 9th Grade from Waukee to ADM (continuation)
- Open Enrollment Out for 2011-12
  - Autum Nelson, 9<sup>th</sup> Grade from ADM to VM (continuation)

- Open Enrollment In for 2012-13
  - Brock Wine, K, from WCV to ADM (met timeline)
- Open Enrollment Out for 2012-13
  - Kaitlyn Redman, 8<sup>th</sup> Grade from ADM to Waukee (good cause)
- 2012-13 Before & After School Child Care Program Handbook
- Secondary Dean of Students Job Description
- ISU cooperative Agreement for Student Teachers
- Budget for 2012-13
  - Hearing – No Comments
  - Approved at 18.41603 Tax Levy Rate (As Published)
- 2012-13 High School Course Catalog
- \$8,450,000 GO School Refunding Bonds, Series 2012A (Refinancing)
  - Bid Awarded to UMB Bank NA, Kansas City, MO
    - 1.688898% True Interest Rate
- \$470,000 GO Capital Loan Notes, Series 2012B (Technology-VPPEL)
  - Bid Awarded to UMB Bank, NA, Kansas City, MO
    - .956914% True Interest Rate
- Set Hearing for 2012 Amendment to Current Budget for May 14, 2012
  - Amendment in Instruction Area for Technology Purchases
  - Amendment in Other Area for Technology Infrastructure, Classroom Renovations & Lights
- Additional First Grade Teacher Position
- Agreement with ICN for Ethernet Services
  - Monthly Charges of \$663.84
- Mowing Proposal – Jay Farrow \$24,000
- Aeration & Fertilization of Athletic Fields – Lawn Service by Rick Borst \$7,050
- General Fire & Safety Equipment – Annual Fire Services - \$3,243
- Application for Partnership in Comprehensive Literacy (PCI) - UNI
- Piper Jaffray Financial Services Dissemination Agent Agreement - \$1,000/year

#### REPORTS/DISCUSSION

Classroom Renovation & Lighting Project Update – Superintendent Dufoe  
 Curriculum & Professional Development Update – Superintendent Dufoe/Carole Erickson  
 Draft Professional Development Calendar for 2012-13 – Superintendent Dufoe  
 Legislative Updates – Education Reform – Superintendent Dufoe

#### Important Dates

April 18	Dismiss 1:00 – PD
May 9	Dismiss 1:00 – PD
May 13	Commencement – 2:30 PM



*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 April 2012, for its regular meeting in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA  
DISTRICT BOARD ROOM

April 9, 2012  
6:00 P.M.

**OPENING:**

- |           |  |
|-----------|--|
| 6:00 P.M. | Call to order<br>Roll call<br>Emergency additions and adoption of agenda<br>Honoring Excellence  |
| 6:15      | Consent agenda<br>Approval of minutes<br>Approval of bills/claims and transfers<br>Secretary/Treasurer financial reports<br>Personnel contracts<br>Second and final reading Board policy 704.2R1 "Post-Issuance Compliance Regulation For Tax-Exempt Obligations"<br>Second and final reading of Series 500 Board policies<br>2012-13 Before-and-After School Child Care Program Parent handbook<br>Secondary Dean of Students job description<br>Iowa State Cooperative Agreement for pre-service clinical placement<br>Open enrollment<br>Welcome of visitors and open forum |

**ACTION ITEMS:**

- 2012-13 Budget Hearing
- 2012-13 Budget Determination
- High School Course Catalog 2012-13
- Approximately \$8,470,000 General Obligation School Refunding Bonds, Series 2012A -
  - Consideration of sealed bids opened and reviewed by the Superintendent of Schools, Secretary of the Board, and the Financial Advisor
  - Resolution Directing the Sale
- Approximately \$470,000 General Obligation School Capital Loan Notes, Series 2012B -
  - Consideration of sealed bids opened and reviewed by the Superintendent of Schools, Secretary of the Board, and the Financial Advisor
  - Resolution Directing the Sale
- Set Public Hearing on 2011-12 Budget Amendment – May 14, 2012, 6:00 p.m.
- New 1<sup>st</sup> grade Teaching Position 2012-13
- Ethernet Contract
- Mowing Contract
- Fertilizing/Aeration – Athletic Fields contract
- Fire Equipment Inspection contract
- Application for Partnership in Comprehensive Literacy program
- Dissemination Agent Agreement with Piper Jaffray

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ADMINISTRATIVE REPORTS/DISCUSSION ITEMS:

Classroom renovation and football/soccer/track lighting project updates  
Curriculum and Professional Development updates  
Draft Professional Development Calendar 2012-13  
Legislative updates – Education Reform  
Adjournment

**Exempt Session for Negotiations**



Adel Desoto Minburn Board of Education  
Regular Meeting – Monday, April 9, 2012  
6:00 p.m. @ ADM MS/Board Room

**Attendance:**

Present:

Absent:

Tim Canney

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, Rod Collins and Bart Banwart.

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

**Honoring Excellence:** Middle School Guidance Counselor and Coach Aaron Mager and High School Business Teacher and Driver's Education Instructor Dan Severidt were the recipients for this month's Honoring Excellence. Principal Carole Schlapkohl, Activity Director Doug Gee, Administrative Assistant Kathleen Hein, and student, Austin Hudson spoke about Aaron Mager's dedication and excellence in his profession. Scott Schroeder spoke about Dan Severidt's dedication and excellence in his profession. Both honoring excellence recipients accepted a paperweight with the inscription "ADM Honoring Excellence" noting their honor and spoke a few words.

**Consent Agenda:** It was moved by Roby, seconded by Banwart, to approve the items under the consent agenda as presented. Motion carried unanimously. Minutes, bills and claims, and financial reports were reviewed and accepted.

Resignations/terminations were accepted from Mike Chapman, transportation director, effective June 30, 2012, Diana Haynes, administrative assistant, effective March 29, 2012, Julie Holland, driver, effective March 30, 2012, Ashley Meacham, kindergarten teacher, effective at the end of 2011-12 school year, Bret Watson, assistant high school football coach, and Della Weems, mock trial coach, effective at the end of 2011-12 school year. Jacques Seidl's resignation is still pending as the marching band flag line coach. Pending successful background checks, new contracts were offered to Kaylie Jones, dance coach, Jennifer Rebel, high school guidance counselor for the 2012-13 school year, Eric Ridder, assistant high school football coach, Hallie Satre, middle school science teacher for 2012-13 school year and assistant high school softball coach



effective summer 2012, Alyssa Stouili, family and consumer science teacher for 2012-13, and Melissa McCann, school nurse for 2012-13. The following transfers were announced: Sarah Knute to 6<sup>th</sup> grade writing from 5<sup>th</sup> grade, Ashley Osterhaus to kindergarten from 5<sup>th</sup> grade. The following re-assignments for the 2012-13 school year were announced: Cindy Carlson to Title I Reading/Reading Recovery from kindergarten, Carrie Keitges to 1<sup>st</sup> grade from 1<sup>st</sup> grade/Title I Reading, Liz Schilling, to kindergarten from 2<sup>nd</sup> grade, and Leanna Stine-Smith to 1<sup>st</sup> grade from 1<sup>st</sup> grade/Reading Recovery.

The Board had the second and final reading of Policy 704.2R1, "Post-Issuance Compliance Regulation for Tax-Exempt Obligations". The Board had the second and final reading of Series 500 Board policies on students. The 2012-13 Before-and-After School Child Care Program handbook was approved. The job description for the secondary dean of students was approved. The cooperative agreement for pre-service clinical placement with Iowa State was approved. The following open enrollment was approved for 2011-12: Parker Banks, from Waukee to ADM, Justin Wong, from Waukee to ADM, and Autum Nelson from ADM to Van Meter. The following open enrollment was approved for 2012-13: Brock Wine, from West Central Valley to ADM, and Kaitlyn Redman from ADM to Waukee.

**Welcome of Visitors/Open Forum:** President Canney welcomed visitors and invited public comments during Open Forum. No one spoke.

**2012-13 Budget Hearing:** President Canney declared the hearing open for the 2012-13 budget. Being there were no written or spoken comments received, he closed the budget hearing at 6:40.

**2012-13 Budget Determination:** Business Manager Nancy Gee recommended approval of the 2012-13 budget as published. It was moved by Book, seconded by Roby to approve the budget as published. The overall tax levy rate is 18.41603, which is a reduction from the current year levy. Motion carried unanimously.

**2012-13 High School Course Catalog:** Principal Lee Griebel reviewed the changes in the 2012-13 high school course catalog offerings including those related to curriculum revisions in math and science. It was moved by Banwart, seconded by Book to approve the 2012-13 high school course catalog. Motion carried unanimously.

**Approximately \$8,470,000 General Obligation School Refunding Bonds, Series 2012A – Consideration of Sealed Bids Opened and Reviewed by the Superintendent of Schools, Secretary of the Board, and the Financial Advisor & Resolution Directing the Sale:** Bids were previously received and opened by the Superintendent of Schools, Secretary of the Board, and the Financial Advisor at a meeting at 1:00 on this date: Director Roby introduced the following Resolution and moved its adoption. Director Banwart seconded the motion to adopt. The roll was called and the vote was Roby, aye, Book, aye, Canney, aye, Collins, aye, and Banwart, aye. President Canney declared the Resolution adopted as follows:



*RESOLUTION DIRECTING THE SALE OF \$8,450,000 GENERAL OBLIGATION SCHOOL REFUNDING BONDS, SERIES 2012A.* The bid for the Bonds determined to be the best and most favorable was awarded to UMB Bank NA, Kansas City, Missouri, at a purchase price of \$8,395,920.00, a net interest cost of \$1,020,912.50, and a true interest cost of 1.688898%.

**Approximately \$470,000 General Obligation School Capital Loan Notes, Series 2012B – Consideration of Sealed Bids Opened and Reviewed by the Superintendent of Schools, Secretary of the Board, and the Financial Advisor & Resolution Directing the Sale:** Bids were previously received and opened by the Superintendent of Schools, Secretary of the Board, and the Financial Advisor at a meeting at 1:30 on this date: Director Banwart introduced the following Resolution and moved its adoption. Director Collins seconded the motion to adopt. The roll was called and the vote was Collins, aye, Banwart, aye, Roby, aye, Book, aye, and Canney, aye. President Canney declared the Resolution adopted as follows:

*RESOLUTION DIRECTING THE SALE OF \$470,000 GENERAL OBLIGATION SCHOOL CAPITAL LOAN NOTES, SERIES 2012B.* The bid for the Bonds determined to be the best and most favorable was awarded to UMB Bank NA, Kansas City, Missouri, at a purchase price of \$467,603.00, a net interest cost of \$14,032.00, and a true interest cost of .956914%.

**Set Public Hearing on FY 12 Amendment to Budget:** Business Manager Gee presented the proposed 2011-12 budget amendment. The current budget needs to be amended in the instruction area due to the anticipated purchases of technology equipment with loan proceeds. The budget also needs an amendment in the other category due to the start of technology infrastructure needs, classroom remodeling, and the lights project. The infrastructure will be paid with loan proceeds and the remodeling of classrooms and the light project will be paid with existing SILO funds. The budget amendment has no impact on taxes or fees; it authorizes expenditures for existing revenue. Business Manager Gee recommended approval of the publication of the Amendment to the Budget for 2012 and setting the public hearing for May 14, 2012, 6 p.m., in the Board Room. It was moved by Book, seconded by Roby, to publish the FY12 Amendment to Budget as presented and set a public hearing for May 14, 2012 at 6:00 p.m. in the Board Room for the public to comment. Motion carried unanimously.

**2012-13 First Grade Teacher Position:** Superintendent recommended the addition of a first grade teacher position to keep class sizes down. It was moved by Banwart, seconded by Roby, to approve the new first grade teacher position for 2012-13. Motion carried unanimously.

**Ethernet Contract:** It was moved by Roby, seconded by Banwart to approve the contract with Iowa Communications Network (ICN) for Ethernet services. The contract calls for a monthly charge of \$663.84. Motion carried unanimously.



**Mowing Contract:** It was moved by Collins, seconded by Book to approve the bid for the mowing contract with Jay Farrow for \$24,000. Motion carried unanimously.

**Fertilizing/Aeration – Athletic Fields Contract:** It was moved by Banwart, seconded by Roby to approve the bid from Lawn Service by Rick Borst (\$7,050) for fertilizing and aeration on the athletic fields. Motion carried unanimously.

**Fire Equipment Inspection Contract:** It was moved by Collins, seconded by Book to approve the quote from General Fire for \$3,243 for fire inspection services. Motion carried unanimously.

**Application for Partnership in Comprehensive Literacy Program:** It was moved by Roby, seconded by Banwart to approve the application for the Partnership in Comprehensive Literacy Program through UNI. Motion carried unanimously.

**Dissemination Agent Agreement with Piper Jaffray:** It was moved by Book, seconded by Roby to approve the dissemination agent agreement with Piper Jaffray to continue providing disclosure information to the market. Piper has been providing this service for both our general obligation bonds and sales tax bonds. Motion carried unanimously.

#### **Administrative Reports:**

Classroom Renovation and Football/Soccer/Track Lighting Project Updates: Superintendent Dufoe shared information regarding the progress of the GTT classroom renovation and the lighting project.

Curriculum and Professional Development Updates: Superintendent Dufoe gave an update on curriculum and professional development. Principal Carole Erickson shared some sample writing unit plans developed by teachers at various levels.

Draft Professional Development Calendar for 2012-13: Superintendent Dufoe shared the draft professional development calendar for 2012-13. The professional development is focused on technology to support our new equipment funded through PPEL. There is also much time devoted to professional learning community work as new curriculum gets implemented.

Legislative Update: Superintendent Dufoe updated the Board on various legislative issues.

#### **Adjournment:**

It was moved by Roby, seconded by Book, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 7:34 p.m.

\_\_\_\_\_  
Minutes approved as

\_\_\_\_\_  
Tim Canney, President

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Nancy Gee, Secretary





Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

TO: Board of Directors  
FROM: Greg Dufoe, Superintendent  
SUBJECT: Memorandum for April 9, 2012

**Honoring Excellence:**

We have two honorees for Honoring Excellence this month. Aaron Mager, MS Guidance Counselor, will be our first honoree followed by Dan Severidt, HS Business Teacher. Carole Schlapkohl will introduce Aaron and Scott Schroeder will introduce Dan.

**Personnel contracts:**

I recommend the following resignations/terminations:

Mike Chapman, Transportation Director, effective 6/30/12

Diana Haynes, AE principal's administrative assistant, effective 3/29/12

Julie Holland, route bus driver, effective 3/30/12

Ashley Meacham, Kindergarten teacher, effective at the end of the 2011-12 school year

Brett Watson, Ass't. HS Football Coach

Della Weems, Mock Trial coach, effective at the end of the 2011-12 school year

I recommend the following new contracts effective for the 2012-13 school year unless otherwise noted:

Kaylie Jones, Dance Coach, step 1

Jennifer Rebel, HS Guidance Counselor, MA+24, step 11

Eric Ridder, Ass't. HS Football Coach, step 4

Hallie Satre, MS Science Teacher, MA, step 2, and Ass't. HS Softball Coach, step 1, effective summer 2012

Alyssa Stoullil, Family and Consumer Science Teacher, BA, step 2

I announce the following transfers for the 2012-13 school year unless otherwise noted:

Sarah Knute to 6<sup>th</sup> grade Writing from 5<sup>th</sup> grade

Ashley Osterhaus to Kindergarten from 5<sup>th</sup> grade

I announce the following re-assignments for the 2012-13 school year unless otherwise noted:

Cindy Carlson, to Title I Reading/Reading Recovery from Kindergarten

Carrie Keitges, to 1<sup>st</sup> grade from 1<sup>st</sup> grade/Title I Reading

Liz Schilling, to Kindergarten from 2<sup>nd</sup> grade

Leanna Stine-Smith, to 1<sup>st</sup> grade from 1<sup>st</sup> grade/Reading Recovery

Pending resignation:

Jacque Seidl, Marching Band Flag Line Coach

**Second and final reading Board policy 704.2R1 "Post-Issuance Compliance Regulation for Tax-Exempt Obligations: (Exhibit 1)**

The IRS guidance on tax exempt obligations state that issuers should adopt written procedures, applicable to all bond issues, which go beyond reliance on tax certificates included in bond documents provided at closing. The IRS has stepped up its inquiries into whether such procedures have been adopted. Beth Grob, our bond counsel from Ahlers Law Firm recommends we get this in place before we receive the proceeds from the PPEL loan.

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**Second and final reading of Series 500 Board policies:**

As part of our on-going Board policy updates, we are reviewing Series 500 – Students. An attorney at Ahlers and Cooney, due to the importance of having correct student Board policies, reviewed this series. I will highlight the pertinent changes during the consent agenda discussion.

**2012-13 Before-and-After School Child Care Program Parent handbook (Exhibit 2):**

I recommend approval of the Before-and-After School Care Program Parent handbook. Changes in the handbook are noted on the cover page.

**Secondary Dean of Students job description (Exhibit 3):**

I recommend approval of the secondary dean of students' job description. Jim DePue is currently a middle school dean. This change moves this position to cover 6-12. With Kim Timmerman moving back to a middle school principal position, there will not be dean duties assigned to the new counselor hired to take Kim's spot. Jim will offer support to both the middle school and high school administration and counselor teams.

**Iowa State Cooperative Agreement for pre-service clinical placement (Exhibit 4):**

I recommend approval of the agreement for pre-service placements (student teachers) with ISU.

**Open enrollment in for 2011-12**

Parker Banks, 6<sup>th</sup> grade, from Waukee to ADM (good cause)

**Open enrollment out for 2011-12**

Autum Nelson, 9<sup>th</sup> grade, from ADM to VM (continuation)

**Open enrollment in for 2012-13**

Brock Wine, K, from WCV to ADM (met timeline)

**Open enrollment out for 2012-13**

Kaitlyn Redman, 8<sup>th</sup> grade, from ADM to Waukee (good cause)

**2012-13 BUDGET HEARING (Exhibit 5)**

The budget hearing is a time for the public to speak for or against the proposed budget as published last month. So far we have received no calls or written comments regarding our proposed budget.

**2012-13 BUDGET DETERMINATION**

We are recommending the budget as published. The overall tax levy rate published was 18.41603. This is a reduction from last year's levy rate.

**HIGH SCHOOL COURSE CATALOG 2012-13 (Exhibit 6)**

Lee will be on hand to detail the 2012-13 High School course catalog. Lee will describe the changes in course offerings including those related to our curriculum revision in math and science.

**APPROXIMATELY \$8,470,000 GENERAL OBLIGATION SCHOOL REFUNDING BONDS, SERIES 2012A –  
CONSIDERATION OF SEALED BIDS OPENED AND REVIEWED BY THE SUPERINTENDENT OF  
SCHOOLS, SECRETARY OF THE BOARD, AND THE FINANCIAL ADVISOR  
RESOLUTION DIRECTING THE SALE**

Following receipt of the bids at 1:00 pm on Monday, Travis Squires will be on hand at our board meeting to discuss the bids reviewed. I recommend the award of the sale of bonds to the bidder presenting the lowest interest rate as outlined on the Report of Sale presented by Piper Jaffray.



**APPROXIMATELY \$470,000 GENERAL OBLIGATION SCHOOL CAPITAL LOAN NOTES, SERIES 2012B –  
CONSIDERATION OF SEALED BIDS OPENED AND REVIEWED BY THE SUPERINTENDENT OF  
SCHOOLS, SECRETARY OF THE BOARD, AND THE FINANCIAL ADVISOR  
RESOLUTION DIRECTING THE SALE**

Following receipt of the bids at 1:30 pm on Monday, Travis Squires will be on hand at our board meeting to discuss the bids reviewed. I recommend the award of the sale of notes to the bidder presenting the lowest interest rate as outlined on the Report of Sale presented by Piper Jaffray.

**SET PUBLIC HEARING ON 2011-12 BUDGET AMENDMENT – MAY 14, 2012, 6:00 P.M. (Exhibit 7)**

I recommend approving the proposed FY12 amendment to the budget for publication and setting the public hearing on the FY12 amendment to the budget for May 14, 2012, at 6:00 pm. This hearing provides patrons an opportunity to speak to the Board regarding the proposed budget amendment.

**NEW 1<sup>ST</sup> GRADE TEACHING POSITION 2012-13**

I recommend approval of an additional section of first grade for 2012-13. This additional section allows us to accommodate the current kindergarten class that has 7 sections. With the seventh section, anticipated 1<sup>st</sup> grade class sizes will be 18. Without this section, class sizes would reach 21 and above. Carole has developed a building plan to allow for this additional section. Our two pre-kindergarten sections will now be located in the same room – there will be 26 students with 2 teachers in the large space that was our before/after school day care space.

**ETHERNET CONTRACT (Exhibit 8)**

I recommend approval of the contract with the Iowa Communications Network (ICN) for Ethernet services. This contract provides premium internet services and is an upgrade to 40 MB. The contract calls for a monthly charge of \$663.84.

**MOWING CONTRACT (Exhibit 9a)**

I recommend approval of a mowing contract with Jay Farrow for \$24,000. Jay has done our mowing for years and we are excited to continue our relationship with Jay. Doug solicited bids for this work and got five other bids ranging from \$24,400 all the way to \$57,460. I appreciate Doug's efforts to put this out for bid in an attempt to control costs in this area.

**FERTILIZING/AERATION – ATHLETIC FIELDS CONTRACT (Exhibit 9b)**

I recommend approval of a fertilizing/aeration contract for the year with Lawn Service by Rick Borst. Rick's proposal was for \$7,050.00. Doug received five additional proposals for this work. There was one lower proposal from Short's Lawn Care in Redfield at \$5,894.00. Short's has limited experience with work on athletic fields (was doing WCV's, but is no longer). The other bids are higher than Borst's, ranging from \$8,580 to over \$10,000. Our fields are in very good shape at the current time and Rick does provide great service and attention to our fields; therefore, I recommend continuing with him, especially with our early growing season.

**FIRE EQUIPMENT INSPECTION CONTRACT (Exhibit 10)**

We have solicited quotes for fire inspection equipment this year and I recommend the contract with General Fire for \$3,243. We have had a less than rigorous approach to our fire safety equipment inspection and this would bring us fully in line with requirements. Our other proposal was from SimplexGrinnell and was substantially higher than General Fire at \$5,956.



**APPLICATION FOR PARTNERSHIP IN COMPREHENSIVE LITERACY PROGRAM (Exhibit 11)**

I recommend approval of the application for the PCL program through Northern Iowa. Carole has completed this application and I recommend moving forward with submitting this to UNI. As previously noted, this program is the next logical step in the progression of our reading program.

**DISSEMINATION AGENT AGREEMENT WITH PIPER JAFFRAY (Exhibit 12)**

I recommend approval of a dissemination agreement with Piper Jaffray to continue providing disclosure information to the market. Piper has been providing this service for both our general obligation bonds and sales tax bonds. This agreement will continue that service at the same rate of \$1,000 per group annually.

**Administrative Reports/Discussion items:**

**Classroom renovation and football/soccer/track lighting project updates (Exhibit 13):**

Jim and I visited Pella Middle School to look at a GTT classroom. Jim Huse from DLR met us there and we refined our design for the classroom renovation. Included in your materials is the latest design idea. I will update you on the planning that has taken place so far.

The lighting project work continues. The surveys are under way and we expect to stay on schedule.

**Curriculum and Professional Development updates:**

I will provide a curriculum update and Carole Erickson will provide the Board with some sample unit plans that have been developed by our writing teachers at the various levels.

**Draft Professional Development Calendar 2012-13 (Exhibit 14):**

I am including our initial draft of our professional development plan for 2012-13. You can see that our allotted PD time in pre-service, early outs, and full days are really focused on technology to support our new equipment funding through PPEL. Additionally, there is much time devoted to professional learning community (PLC) work. With our new curriculum in math, science, and written language, teacher teams will need much time to reflect and plan implementation.

**Legislative updates – Education Reform (Exhibit 15):**

Also included in your packet is a document from IASB that outlines the positions of the Governor, House, Senate, and IASB. There is a lot of ground to cover before any legislation is approved, but this does give us insights into the various positions and reform efforts.

**Important dates:**

April 9	No School K-12 Professional Development meetings
April 18	Dismiss 1:00 p.m.; Professional Development meetings
May 9	Dismiss 1:00 p.m.; Professional Development meetings
May 13	Commencement 2:30 p.m.

**Exempt Session for Negotiations:**

Following the regular board meeting, we will go into exempt session to discuss settlements with both classified and administrative personnel. Nancy will have several documents to review that should help guide the process.





Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

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**SUMMARY OF APRIL 9, 2012, BOARD OF DIRECTORS SPECIAL MEETING**

**PERSONNEL CONTRACTS**

I recommend the following resignations/terminations:

Mike Chapman, Transportation Director, effective 6/30/12

Diana Haynes, AE principal's administrative assistant, effective 3/29/12

Julie Holland, route bus driver, effective 3/30/12

Ashley Meacham, Kindergarten teacher, effective at the end of the 2011-12 school year

Brett Watson, Ass't. HS Football Coach

Della Weems, Mock Trial coach, effective at the end of the 2011-12 school year

I recommend the following new contracts effective for the 2012-13 school year unless otherwise noted:

Kaylie Jones, Dance Coach, step 1

**\*Melissa McCann, Registered Nurse, BA, step 5**

Jennifer Rebel, HS Guidance Counselor, MA+24, step 11

Eric Ridder, Ass't. HS Football Coach, step 4

Hallie Satre, MS Science Teacher, MA, step 2, and Ass't. HS Softball Coach, step 1, effective summer 2012

Alyssa Stoullil, Family and Consumer Science Teacher, BA, step 2

I announce the following transfers for the 2012-13 school year unless otherwise noted:

Sarah Knute to 6<sup>th</sup> grade Writing from 5<sup>th</sup> grade

Ashley Osterhaus to Kindergarten from 5<sup>th</sup> grade

I announce the following re-assignments for the 2012-13 school year unless otherwise noted:

Cindy Carlson, to Title I Reading/Reading Recovery from Kindergarten

Carrie Keitges, to 1<sup>st</sup> grade from 1<sup>st</sup> grade/Title I Reading

Liz Schilling, to Kindergarten from 2<sup>nd</sup> grade

Leanna Stine-Smith, to 1<sup>st</sup> grade from 1<sup>st</sup> grade/Reading Recovery

Pending resignation:

Jacque Seidl, Marching Band Flag Line Coach

**Open enrollment in for 2011-12**

Parker Banks, 6<sup>th</sup> grade, from Waukee to ADM (good cause)

**\*Justin Wong, 9<sup>th</sup> grade, from Waukee to ADM (continuation)**

**Open enrollment out for 2011-12**

Autum Nelson, 9<sup>th</sup> grade, from ADM to VM (continuation)

**Open enrollment in for 2012-13**

Brock Wine, K, from WCV to ADM (met timeline)

**Open enrollment out for 2012-13**

Kaitlyn Redman, 8<sup>th</sup> grade, from ADM to Waukee (good cause)

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## POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

### 1. Role of Compliance Coordinator/Board Treasurer

The board treasurer shall:

- a) Be responsible for monitoring post-issuance compliance;
- b) Maintain a copy of the transcript of proceedings or minutes in connection with the issuance of any tax-exempt obligations and obtain records that are necessary to meet the requirements of this regulation;
- c) Consult with bond counsel, a rebate consultant, financial advisor, IRS publications and such other resources as are necessary to understand and meet the requirements of this regulation;
- d) Seek out training and education to be implemented upon the occurrence of new developments in the area and upon the hiring of new personnel to implement this regulation.

### 2. Financing Transcripts' Filing and Retention

The board treasurer shall confirm the proper filing of an IRS 8038 Series return and maintain a transcript of proceedings and minutes for all tax-exempt obligations issued by the school district including, but not limited to, all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained until 11 years after the tax-exempt obligation documents have been retired. The transcript shall include, at a minimum:

- a) Form 8038;
- b) Minutes, resolutions and certificates;
- c) Certifications of issue price from the underwriter;
- d) Formal elections required by the IRS;
- e) Trustee statements;
- f) Records of refunded bonds, if applicable;
- g) Correspondence relating to bond financings; and
- h) Reports of any IRS examinations for bond financings.

### 3. Proper Use of Proceeds

The board treasurer shall review the resolution authorizing issuance for each tax-exempt obligation issued by the school district and the school district shall:

- a) Obtain a computation of the yield on such issue from the school district's financial advisor;
- b) Create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;
- c) Review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;



POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

- d) Determine whether payment from the Project Fund is appropriate and, if so, make payment from the Project Fund (and appropriate sub-fund, if applicable);
- e) Maintain records of the payment requests and corresponding records showing payment;
- f) Maintain records showing the earnings on, and investment of, the Project Fund;
- g) Ensure that all investments acquired with proceeds are purchased at fair market value;
- h) Identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments do not exceed the yield to which such investments are restricted;
- i) Maintain records related to any investment contracts, credit enhancement transactions and the bidding of financial products related to the proceeds.

4. Timely Expenditure and Arbitrage/Rebate Compliance

The board treasurer shall review the Tax-Exemption Certificate (or equivalent) for each tax-exempt obligation issued by the school district and the expenditure records provided in Section 2 of this regulation, above and shall:

- a) Monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
- b) Monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate if the school district does not meet the "small issuer" exception for said obligation;
- c) Not less than 60 days prior to a required expenditure date, confer with bond counsel and a rebate consultant, if the school district will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate. In the event the school district fails to meet a temporary period or rebate exception:
  - 1. Procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
  - 2. Arrange for timely computation and payment of yield reduction payments (as such term is defined in the Code and Treasury Regulations), if applicable.

5. Proper Use of Bond Financed Assets

The board treasurer shall:

- 6. Maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
- b) Monitor and confer with bond counsel with respect to all proposed bond financed assets;
  - 1. management contracts;
  - 2. service agreements;

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

3. research contracts;
  4. naming rights contracts;
  5. leases or sub-leases;
  6. joint venture, limited liability or partnership arrangements;
  7. sale of property; or
  8. any other change in use of such asset.
- c) Maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets; and
  - d) Contact bond counsel and ensure timely remedial action under IRS Regulation Sections 1.141-12 in the event the school district takes an action with respect to a bond financed asset, which causes the private business tests or private loan financing test to be met.
6. General Project Records

For each project financed with tax-exempt obligations, the board treasurer shall maintain, until three years after retirement of the tax-exempt obligations or obligations issued to refund those obligations, the following:

- a) Appraisals, demand surveys or feasibility studies;
- b) Applications, approvals and other documentation of grants;
- c) Depreciation schedules;
- d) Contracts respecting the project.

7. Advance Refundings

The board treasurer shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds. The board treasurer shall:

- a) Identify and select bonds to be advance refunded with advice from internal financial personnel and a financial advisor;
- b) Identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- c) Review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure;
  - (1) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue;
  - (2) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds;
  - (3) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become "arbitrage bonds"; and

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## POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

- (4) that the proposed issuance will not result in the issuer's exploitation of the difference between tax exempt and taxable interest rates to obtain an financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes;
- d) Collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the board treasurer shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied;
- e) Whenever possible, purchase State and Local Government Series (SLGS) to size each advance refunding escrow. The financial advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Board treasurer shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations;
- f) Ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations to the extent as issuer elects to the purchase of a guaranteed investment contract;
- g) In determining the issue price for any advance refunding issuance, obtain and retain issue price certification by the purchasing underwriter at closing;
- h) After the issuance of an advance refunding issue, ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

## 8. Continuing Disclosure

The board treasurer shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The board treasurer will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than 10 business days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

- a) Principal and interest payment delinquencies;
- b) Non-payment related defaults, if material;
- c) Unscheduled draws on debt service reserves reflecting financial difficulties;
- d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
- e) Substitution of credit or liquidity providers, or their failure to perform;
- f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices, or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
- g) Modifications to rights of Holders of the Bonds, if material;

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POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

- h) Bond calls (excluding sinking fund mandatory redemptions), if material and tender offers;
- i) Defeasances of the bonds;
- j) Release, substitution, or sale of property securing repayment of the bonds, if material;
- k) Rating changes on the bonds;
- l) Bankruptcy, insolvency, receivership or similar event of the Issuer;
- m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- n) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

Approved 4/9/12

Reviewed 4/9/12

Revised 4/9/12





Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

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Changes made to the 2012-2013 Daycare Parent Handbook:

On Page 2: Under Section Fees and Payment Policy, in the last paragraph on the page, we changed the sentence, "If you must withdraw your child for a certain period of time, you need to notify the child care associate immediately..... Sentence now reads "If you must withdraw your child for a certain period of time, you need to notify the child care associate, **in writing**, immediately.....

On Page 4: Under School delayed due to weather: We added the sentence "As an example, if school is delayed 2 hours, childcare will open at 8:30 am not 6:30 am."

In the PROCEDURES FOR PREREGISTRATION, on the Registration Agreement, statement #2: Changed the sentence "I will give a two week notice of withdrawal from the program". Sentence now reads "I will give a two week **written** notice of withdrawal from the program".



**BEFORE-AND-AFTER-SCHOOL CHILD CARE PROGRAM**

**ADEL DESOTO MINBURN CSD  
1608 GROVE STREET  
ADEL, IOWA 50003  
515-993-4285 (School hours)  
515-993-4286 (After 4:30pm)**

**PARENT HANDBOOK**

**IMPORTANT! PLEASE READ CAREFULLY**  
**2012-13**



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# **BEFORE-AND-AFTER-SCHOOL CHILD CARE**

## **HANDBOOK OF POLICIES AND PROCEDURES**

### **INTRODUCTION**

Welcome to Before-and-After-School Child Care. The Adel DeSoto Minburn Community School District Child Care Program provides quality child care services to children, the family, and the community in an environment that is safe, challenging, and nurturing.

The Child Care Program is located at the elementary school, 1608 Grove Street, Adel.

The Before-and-After-School Child Care Program is available for elementary school age children (Grades PK-5) at the Adel Elementary School for students who currently reside within the school boundaries and/or who are currently enrolled as students in the school.

### **GOALS**

To provide a quality, affordable program that parents can rely upon throughout the school year within the Adel DeSoto Minburn Community School District Elementary Schools.

To provide a warm and caring environment for children with a variety of activities, which includes recreation and games, arts and crafts, reading, music, time to finish school assignments, and just "free time" for the children to pursue their favorite interests.

**Enrollment in Before-and-After-School Child Care constitutes an understanding that you will abide by the policies listed below.**

### **PARENTS' RIGHTS**

Parents have the right:

1. To know their child is in a safe environment.
2. To share concerns with the staff at any time about anything they do not feel is in the best interest of their child.
3. To know if their child is misbehaving and to spend time talking with the staff concerning a solution.
4. To know if their child does not report to the program as intended.

### **PARENTS' RESPONSIBILITIES**

Parents' responsibilities are:

1. To notify the Child Care Program if their child will not attend.
2. To notify the Child Care Program in writing when another authorized person is picking up their child.
3. To inform the staff if their child has been exposed to a contagious disease.
4. To pay fees on time.
5. To keep their child's record up to date with changes in phone numbers, addresses, and emergency information.



6. To pick up their child on time.
7. To sign their children in and out of Child Care with the child care associate.

### **CHILDREN'S RIGHTS**

Children have the right:

1. To have a safe environment.
2. To use all the equipment and space on an equal basis.
3. To have their ideas and feelings respected.
4. To have discipline that is fair, equal, and respectful of them.
5. To have staff members who care about them, enjoy being with them, and help them grow.

### **CHILDREN'S RESPONSIBILITIES**

Children need to be responsible:

1. For learning to take the consequences for their own actions.
2. For respecting the rules that guide them during the school day, for controlling their feelings so that their actions do not harm anyone in the program.
3. For remaining with the group and supervisor at all times.
4. For returning materials and equipment to the place they found them for other children to find and use before taking out a new activity.
5. For reporting immediately to Child Care in the morning upon arrival and immediately after being dismissed from school.

### **FEES AND PAYMENT POLICY**

**FEES** \$20.00 non-refundable registration fee

\$65.00 per week for Before-and-After-School Child Care.

\$25.00 per week for Before-School Child Care.

\$50.00 per week for After-School Child Care.

1. The preregistration fee of \$20 is a nonrefundable fee.
2. Payment is due each Monday or the first school day for the current week.
  - a. Payment in advance is required and failure to make payments by a designated date may result in withdrawal of the services.
  - b. Advanced payments may be made on a monthly basis or other specified periods of time.
  - c. Termination of Child Care services will result if fees are not paid in a reasonable and timely manner. Any account that is one week behind in payment will result in an immediate suspension of Child Care services until the fees are paid in full.

Before-and-After-School Child Care was not designed to be a drop-in child care service. We understand that hospitalization, layoffs, and other emergency situations do occur. If you must withdraw your child for a certain period of time, you need to notify the child care associate, in writing, immediately or your billing fees will continue and you will be expected to pay them. Children dropped from Child Care Programs are re-enrolled on a space available, first-come-first-served basis.



### **NON-SUFFICIENT FUNDS POLICY**

Non-sufficient funds checks are sent to the Before-and-After-School Child Care office and held there until a cash or money order payment is received to cover the amount of the check(s). A charge of \$10.00 will be made for each returned check. If payment is not made promptly, Child Care services will be discontinued.

### **IRS STATEMENTS**

The Before-and-After-School Child Care Program does not provide an itemized statement for tax purposes. We suggest that you retain your weekly receipts that the child care associate writes out for you or your canceled checks as an accurate account of your Child Care expenses.

### **ENROLLMENT INFORMATION**

During April of each year, those who wish to re-enroll in Child Care may do so. In May, the enrollment will be opened to the general population of the school. Children entering kindergarten in the fall will receive information at Kindergarten Roundup.

### **ENROLLMENT FORMS**

It is important that you fill out the enrollment forms completely. We use this information to contact you or your physician in case of an illness or accident.

We need this information to remain current. Any change in address, phone numbers, etc. must be given to the child care associate immediately.

You may also want to add additional information to the form, such as the names, addresses, and phone numbers of two or three other individuals that are authorized to pick up your child. If there is someone you definitely do not want to pick up your child, we need to know about that and have that information in writing for our file.

### **DISCONTINUATION OF THE SERVICE**

Parents wishing to discontinue this service must provide a statement in writing at least two weeks prior to the discontinuation of this service.

**HOURS OF OPERATION** - 6:30-8:00 A.M. and 3:30-6:00 P.M.

### **FULL DAY CHILD CARE SERVICES**

No full day Child Care services are provided for Thanksgiving break, winter break, spring break, summer vacation, all day professional development days or any day the school is closed due to weather.

### **CLOSING TIME**

Center closes at 6:00 P.M. and parents pay fees for Child Care services until that time. Parents whose children remain past 6:00 P.M. must pay an overtime fee as follows:

5-15 minutes overtime - \$5.00 per child

Each additional 5 minutes - \$5.00 per child

Late fees are paid directly to the child care associate who must stay late.



It would be wise to have a back-up person who could pick up your child by 6:00 P.M. if you will be late. Child Care services may be withdrawn if three overtime charges occur.

### **ABSENCES**

It is important to notify the Child Care Program of any absence.

1. All parents are responsible for paying for time **RESERVED**, not time used. Fees are not prorated for absences. Refunds will not be made for absences or vacation.
2. In the event of illness, vacation, or other absences such as Scouts, music lessons, school enrichment classes, and other out-of-school activities on a regularly scheduled attendance day, the school and Child Care must be notified.

A parent is to notify school by 7:15 A.M. if your child will not attend the morning session or by 3:00 P.M. if your child will not attend the afternoon session.

### **RELEASE OF CHILDREN**

Children will be allowed to leave only with the person(s) designated in writing by the parent. Children will be released as parents have directed on the enrollment form. Changes must be made in advance in writing.

### **SCHEDULED AND UNSCHEDULED DISMISSAL POLICIES**

1. **Early dismissal days (scheduled)** - Child Care Services are provided for scheduled early dismissal days.
2. **Early dismissal (unscheduled) due to weather** - Child Care services are provided when school is dismissed early due to snow or ice until parents can arrive, but please pick up your child as soon as possible to allow staff to depart as soon as possible.

### **SCHOOL DELAYS AND CLOSINGS**

The Child Care Before-and-After-School Program is available for students in grades PK-5 at the Adel Elementary School at the regular times.

Weather conditions can make it difficult for the Child Care employees and custodians to get to school on schedule. For your child's safety, please be sure the school doors are unlocked and the child care associate is on duty. **You must sign your child in with the child care associate; do not drop your child off at the door because you are in a hurry.**

1. **School delayed due to weather** - Child Care services are delayed by the same number of hours school is delayed. As an example, if school is delayed 2 hours, childcare will open at 8:30 am not 6:30 am. (**Always** see that your child is safely inside the school building.)
2. **School closed due to weather** - If school is closed because of severe weather, major radio and t.v. stations will carry the announcement by 6:00 A.M. No Child Care services will be available.



## **DISTRIBUTION OF MEDICATIONS**

Medicine **CAN NOT** be dispensed during Child Care. Any medication must be given through the nurse's office. Parents must turn in a written permission slip along with the medicine bottle that states the doctor's order concerning dosages and times.

## **EMERGENCY PROCEDURES**

Each pupil enrolled in Child Care must provide emergency information. Child care associates will keep complete emergency information files at all times.

In the event of an emergency or accident, the parent will be notified as soon as possible. It is the parents' responsibility to keep all emergency information current.

## **INSURANCE**

Most families are covered by the parents' policy at work and/or their own private policies. Applications for the Hawk-I (Healthy and Well Kids in Iowa) insurance, free or low-cost health care coverage for kids, are available at the Central Office and the nurse's office in each building.

## **SNACKS**

1. A.M. - We do not serve an A.M. snack. A breakfast program is available at the school. Breakfast is served beginning at 8:00 A.M.
2. P.M. - Nutritious snacks from Food Service will be provided after school at no additional charge.

## **DISCIPLINE AND TERMINATION OF CHILD CARE SERVICES**

Children are entitled to a pleasant and harmonious atmosphere. Unacceptable behavior will be cause for dismissal from the service. Refunds will not be made.

1. Chronically disruptive behavior is defined as uncontrolled verbal or physical harassment of one or more children involved in Child Care. It also includes being disrespectful to the child care associates by ignoring or disobeying the rules of the Child Care Program.
2. If a child is chronically disruptive to the functioning of the program, the child's enrollment may be terminated. Reasonable efforts to integrate the child into the program will be made. However, upon the recommendation of the staff, consultation with the principal, parent(s), and Child Care program director, services will be terminated. The following procedures will be the guidelines for terminating a child from the Before-and-After-School Child Care Program:
  - a. The child will be given a five (5) minute time out period to determine what the child did wrong and to think about what actions or behavior need to be changed.
  - b. If a second time out of ten (10) minutes is necessary in a single day, a behavior report will be written by the child care associate. This report is to be given to the parent or guardian to read and sign. The report is to remain with the child care associate.
  - c. If a child receives three (3) written behavioral reports in a month's time, the child will be suspended from the Child Care Program for one week. During this time the parents, child care associate, and child care program



director will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow reentrance into the program. Fees will still be paid for this week to retain the child's space in Child Care.

- d. If the child does continue in the program and does receive a fourth behavioral report, termination will become effective immediately.
- e. When the severity of a problem is great enough that it could endanger the safety or your child's welfare, or the other children in the program, termination will become effective immediately after consulting with the child care program director, who will notify the parents.

A child's participation may be terminated if a child is regularly picked up after the 6:00 P.M. closing of the program. (See Closing Time, page 4.)

### **PARENT INVOLVEMENT**

A Community Advisory Committee may be established with parent representatives. This committee could assist in reviewing guidelines and assist in the assessment of the outcomes. If you are interested in serving on this committee, please let your child care associate know of your interest.

Please feel free to send in comments and/or suggestions to our office. We encourage your participation in periodic evaluations.

### **COMMUNICATION**

It is important to establish a line of communication with the child care associates.

Conference times can always be arranged for you. The child care program director is willing to be there if either party requests it.

**WE LOOK FORWARD TO A GREAT YEAR!**



ADEL DESOTO MINBURN CSD  
BEFORE-AND-AFTER-SCHOOL CHILD CARE PROGRAM  
1608 GROVE STREET  
ADEL, IOWA 50003  
515-993-4285 (School hours)  
515-993-4286 (After 4:30 pm)

PROCEDURES FOR PREREGISTRATION

Spaces will be strictly limited and we recommend early preregistration. Our receipt of the preregistration forms does not guarantee placement in the Child Care Before-and-After-School Program.

- A. Complete the enrollment form, emergency form and registration agreement.
- B. Make checks or money orders for the \$20.00 Registration Fee (per child) payable to Adel DeSoto Minburn Community School District. The Registration Fee is nonrefundable. Write your child's name and school on the bottom of your check. Payment must be included with the application.
- C. Mail or bring forms to the Adel DeSoto Minburn Community School District, 801 Nile Kinnick Dr. South, Adel, IA 50003. Applications will also be accepted at the elementary school office, 1608 Grove St., Adel. Enrollment is on a first-come-first-served basis.



ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

REGISTRATION AGREEMENT  
CHILD CARE BEFORE-AND-AFTER-SCHOOL PROGRAM

1. I understand that I am enrolling my child for a total of 36 weeks.
2. I understand that I am responsible for weekly payments of contracted fees, paid in advance: \$25.00 for before-school, \$50.00 for after-school, and \$65.00 for both before-and-after. I will give a two week written notice of withdrawal from the program.
3. If my child is having problems adjusting to the program, a conference will be arranged between me and the staff.
4. In the event of illness, vacation or other absences such as Scouts, music lessons and other out-of-school activities, the Child Care Program staff will be notified, in writing, and I am responsible for my child and fee payment.
5. If a medical emergency arises, the Child Care staff will first attempt to contact me. If I cannot be reached, the Child Care staff will contact the child's doctor. If emergency medical care is deemed necessary and I cannot be contacted, I authorize the Child Care staff to act on my behalf in granting permission for my child to receive emergency treatment.

\_\_\_\_\_

I agree to adhere to the Before-and-After-School Program registration policies, and I give my child permission to participate fully in this program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

-----

PICTURE RELEASE

I give my consent to let my child be photographed for use by the Adel DeSoto Minburn Community School District in newspapers or other media.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

- 
1. Signed Registration Agreement
  2. Enrollment Form
  3. Emergency Form
  4. \$20.00 Registration Fee (per child) - Non-refundable

Before-and-After-School Child Care Program  
Adel DeSoto Minburn Community School District  
801 Nile Kinnick Dr. South  
Adel, IA 50003



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BEFORE-AND-AFTER-SCHOOL CHILD CARE PROGRAM  
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EMERGENCY INFORMATION

Please complete the following (to be filed with the child care associate) for emergency information purposes:

CHILD(REN'S) NAME

DATE OF BIRTH

GRADE/TEACHER

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Father's Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address & zip code \_\_\_\_\_  
Place of employment \_\_\_\_\_ Work Phone \_\_\_\_\_  
Address & zip code \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address & zip code \_\_\_\_\_  
Place of employment \_\_\_\_\_ Work Phone \_\_\_\_\_  
Address & zip code \_\_\_\_\_

The following person is to be contacted if father or mother cannot be contacted: List name, address, home & work phone numbers.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

Family physician \_\_\_\_\_ Phone \_\_\_\_\_  
Address & zip code \_\_\_\_\_  
Hospital to be used in case of emergency \_\_\_\_\_  
Does your child have any chronic illness or allergy? no \_\_\_\_ yes \_\_\_\_ If yes, please explain. \_\_\_\_\_

Does your child regularly take any medication that would usually be administered during Child Care Program hours? no \_\_\_\_ yes \_\_\_\_ If yes, please list:  
Medication \_\_\_\_\_ time given \_\_\_\_\_ dosage \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



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ENROLLMENT APPLICATION

Please enroll the children listed below in the Before-and-After-School Child Care Program:

<u>Name</u>	<u>Grade</u>	<u>Start Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

WHAT TIME DOES YOUR CHILD(REN) NEED SUPERVISION? (Check one or both.)

\_\_\_\_\_ Morning    What time will child(ren) arrive? (Not before 6:30 a.m.) \_\_\_\_\_

\_\_\_\_\_ Afternoon    What time will child(ren) be picked up or allowed to leave? \_\_\_\_\_  
(Not later than 6:00 p.m.)

**If later than 6:00 p.m., additional charges noted in the handbook are due the child care associate.**  
**Abuses of closing time will result in termination of services.**

HOW WILL YOUR CHILD(REN) GET TO AND FROM SCHOOL?

\_\_\_\_\_ Walk    \_\_\_\_\_ Car    \_\_\_\_\_ Bicycle

Please list anyone authorized to pick up your child(ren) other than a parent/guardian.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If someone other than those listed is to provide transportation, please send a note to the care giver.)

Please indicate if your child(ren) will regularly not attend or have a different departure time on certain days due to special activities different from that indicated before:



ACTIVITIES

DEPARTURE TIME

Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_  
Friday \_\_\_\_\_

If there are changes in the information listed for my child(ren), I will notify the child care associate in writing immediately.

\_\_\_\_\_  
I have read the Before-and-After-School Child Care Parent Handbook. I understand and agree to adhere to the Child Care Program guidelines and give my child(ren) permission to participate fully in this program.

Signature of Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_



# ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE Secondary Dean of Students

### QUALIFICATIONS

1. Certified in educational administration and/or counseling with evaluator approval
2. Such alternatives to be above qualifications as the Board may find appropriate and acceptable

REPORTS TO Building Principal and Superintendent

JOB GOAL To help students overcome problems that impede learning and to assist in vesting a safe, orderly school environment that promotes learning

### PERFORMANCE RESPONSIBILITIES

1. Assists with student discipline issues at middle and high schools, including bus discipline.
2. Works collaboratively with building principals and counselors on the master schedule and other student information system work.
3. Works with the school staff to ensure the safety of all students and conducts building safety survey.
4. Designs and implements programs at the middle school that reflect the changing needs of the student population (Homecoming TEAM game day, Read Across America, Veteran's Day Activities, Character Counts! Week).
5. Serves on committees as assigned by the building principals and superintendent.
6. Serves on the district administrative team.
7. Serves on district technology committee.
8. Supports building administrative assistant with grade reporting, attendance, and other record keeping functions related to the student information system.
9. Assists the 6-8 building principal and activities director in the supervision of students at selected co-curricular athletic and music functions at the middle school.
10. Coordinates 6-8 BAT meetings with building principal.
11. Assists superintendent and building administrators in coordinating ITBS and ITED testing and data analysis throughout the district.
12. Attends 6-12 IEP meetings as requested by building administrator.
13. Is a member of building/district ILT.
14. Assists building principals with 504 meetings and the development of written 504 plans.
15. Coordinates and supervises the 6-8 Middle School Student Council Program.



16. Evaluates certified and classified staff as assigned by building principals.
17. Assists Central Office staff with certified enrollment, BEDS, Project Easier, and other required data submissions.
18. Assists superintendent with special education audit and Department of Education site visit.
19. Coordinates district mentoring program.
20. Facilitates and/or serve on curriculum revision committees as assigned.
21. Serves as Advanced Placement coordinator.
22. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
23. Performs such other tasks as may be assigned by the board.

#### TERMS OF EMPLOYMENT

Salary and work year to be established by the board.

#### EVALUATION

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

Approved by Board of Directors on May 10, 2010.

Revised April 9, 2012



**Iowa State University  
COOPERATIVE AGREEMENT**

by and between

**IOWA STATE UNIVERSITY AND ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT**

This agreement is made and entered into this \_\_\_\_\_ Day of \_\_\_\_\_, 2012 ("Effective Date") by and between IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY on behalf of its University Teacher Education Program (UTEP) ("University") and the ADEL-DESOTO-MINBURN COMMUNITY School District (hereinafter referred to as the "Clinical Placement Site").

WHEREAS, University seeks to provide students of the Iowa State University ("Students") with experience in a setting in which the Students, while under appropriate supervision, learn to apply the methods, skills and standards of licensed professionals.

WHEREAS, Clinical Placement Site seeks to obtain the assistance of Students and also to establish relationships with and contribute to the education of future licensed professionals.

WHEREAS, University and Clinical Placement Site intend to offer clinical experiences to Students to support the Students' development of applicable knowledge, dispositions, and performances in a variety of settings.

WHEREAS, the purpose of this Agreement is to set forth the terms and conditions of engaging in a cooperative program through which the students of the Iowa State University may obtain appropriate clinical experience.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises set forth herein, the University and Clinical Placement Site agree as follows:

**1.0 Rights and Responsibilities of University.**

1.1 The University's program coordinators shall determine eligibility of Students to participate in the clinical experience.

1.2 The placement of Students shall be accomplished on a cooperative basis involving both the University and the Clinical Placement Site including jointly defined qualifications for Students entering the clinical experience. The University will provide advance information to the Clinical Placement Site concerning the names of Students and dates for the clinical experiences to allow the Clinical Placement Site time and opportunity to reasonably accommodate the Students.

1.3 The University reserves the right to decline the services of any Clinical Placement Site's cooperating staff member, if any, subject to the non-discrimination provisions in Section 6.

1.4 The University's program coordinators, at any time and immediately in the case of an emergency, may terminate or change the assignment of any Student. Prior to doing so, the University's program coordinators shall make reasonable efforts to consult with all parties concerned regarding reasons for termination or changes in assignment. University will provide the Clinical Placement Site written notification of such termination or change.

1.5 The University will explain to the Students that, during the clinical experience at the Clinical Placement Site, they will be subject to the rules and regulations of the Clinical Placement Site, the University and the code(s) of ethics of the profession.

1.6 The University, after consultation with appropriate representatives of the Clinical Placement Site, will plan and conduct the educational program for the Students' experiences. The University will provide the Clinical Placement Site with discipline-specific goals and objectives, including prescribed minimum expectations and responsibilities for the Students, cooperating staff members, the Clinical Placement Site, and individuals supervising the Students.



3.2 University agrees to be responsible for any and all claims and liability for injury to persons or property arising out of or caused by the negligence of its agents, employees, or officers in the performance of the duties and obligations contemplated in the Agreement to the extent permitted by the Iowa Tort Claims Act, Chapter 669 of the Code of Iowa. Non-public schools are not covered under the Iowa Tort Claims Act, Chapter 669 of the Code of Iowa.

3.3. Student Liability

3.3.1. Clinical Placement Sites within Iowa agree to indemnify and hold Students participating in a clinical experience harmless from any and all tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their activities under this Agreement to the same extent the Clinical Placement Site shall do so for its officers and employees, as provided under the Code of Iowa, Sections 272.27 and 670.8 (Tort Liability of Governmental Subdivisions Act).

3.3.2. Professional liability insurance will be encouraged for all Students participating in in-state clinical experiences. Students, other than for those Students subject to the protections provided under Section 3.3.1 above, shall be required by University to obtain professional liability insurance while participating in an in-state clinical experience. Students participating in clinical experiences out of Iowa will be required to obtain professional liability insurance.

4.0 **Compensation.**

4.1 Compensation for Cooperating Teachers Supervising Clinical Experiences- Student Teaching.

4.1.1 The University agrees to compensate a cooperating teacher who satisfactorily serves as a cooperating teacher for a Student teacher for the full duration of a student teacher clinical experience.

4.1.2 If a cooperating teacher serves as a cooperating teacher for less than the full duration of a Student's student teaching clinical experience for any reason, his/her compensation will be prorated.

4.1.3 Upon completion of the student teaching assignments, University will make payment for a cooperating teacher's/staff member's services within a reasonable time after receipt of written evidence from the Clinical Placement Site that a cooperating teacher/staff member has satisfactorily served as a cooperating teacher/staff member for a Student.

4.2 Compensation for Cooperating Staff Supervising Clinical Experiences -Non-Student Teaching

4.2.1 University agrees to compensate a cooperating teacher in accordance with the Clinical Placement Site's policies and procedures for non-student teaching supervision. The Clinical Placement Site shall direct the cooperating teacher/staff members assigned to serve as a cooperating teacher/staff member for a Student to provide University appropriate documentation, when direct payment is made to cooperating teacher/staff member for a Student.

4.2.2 If a cooperating staff member serves as a cooperating staff member for less than the full duration of a Student's Clinical experience in school psychology or school counseling for any reason, his/her compensation will be prorated accordingly in University's sole discretion.

4.2.3 No compensation will be provided to the Clinical Placement Site or any cooperating staff member for any clinical experience other than those specifically provided for herein.



IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement.

**CLINICAL PLACEMENT SITE**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

David Whaley, Ph.D.

Its: Associate Dean for Teacher Education,  
College of Human Sciences

Date: \_\_\_\_\_



NOTICE OF PUBLIC HEARING  
PROPOSED ADEL-DESOTO-MINBURN SCHOOL BUDGET SUMMARY  
FISCAL YEAR 2012-2013

Department of Management - Form S-PB-8

		Budget 2013	Re-est. 2012	Actual 2011	Avg % 11-13
Taxes Levied on Property	1	6,418,244	6,087,952	5,800,257	5.2%
Utility Replacement Excise Tax	2	273,161	281,422	262,266	2.1%
Income Surtaxes	3	0	0	0	
Tuition/Transportation Received	4	1,350,000	1,175,705	1,018,724	
Earnings on Investments	5	19,600	14,562	16,640	
Nutrition Program Sales	6	525,000	500,000	499,595	
Student Activities and Sales	7	235,000	207,000	276,925	
Other Revenues from Local Sources	8	1,563,000	1,524,000	1,598,817	
Revenue from Intermediary Sources	9	0	0	0	
State Foundation Aid	10	7,844,135	7,559,109	7,028,866	
Instructional Support State Aid	11	0	0	26,464	
Other State Sources	12	77,000	75,479	95,312	
ARRA Fiscal Stabilization (in formula)	13	0	0	136,510	
Title I Grants	14	80,000	79,709	82,756	
IDEA and Other Federal Sources	15	520,000	456,000	882,253	
Total Revenues	16	18,905,140	17,960,938	17,725,385	
General Long-Term Debt Proceeds	17	0	470,000	0	
Transfers In	18	709,150	810,610	810,902	
Proceeds of Fixed Asset Dispositions	19	0	0	2,375	
Total Revenues & Other Sources	20	19,614,290	19,241,548	18,538,662	
Beginning Fund Balance	21	5,797,856	4,879,513	3,237,981	
<b>Total Resources</b>	<b>22</b>	<b>25,412,146</b>	<b>24,121,061</b>	<b>21,776,643</b>	
<b>*Instruction</b>	<b>23</b>	<b>10,505,000</b>	<b>9,610,261</b>	<b>8,915,215</b>	<b>8.6%</b>
Student Support Services	24	495,000	450,850	411,462	
Instructional Staff Support Services	25	552,000	511,500	485,563	
General Administration	26	434,500	392,000	390,345	
School/Building Administration	27	830,000	675,895	660,355	
Business & Central Administration	28	501,850	452,867	416,789	
Plant Operation and Maintenance	29	1,748,500	1,330,000	1,237,226	
Student Transportation	30	762,000	770,000	521,914	
This row is intentionally left blank	31	0	0	0	
<b>*Total Support Services (lines 24-31)</b>	<b>31A</b>	<b>5,323,850</b>	<b>4,583,112</b>	<b>4,123,654</b>	<b>13.6%</b>
<b>*Noninstructional Programs</b>	<b>32</b>	<b>782,000</b>	<b>688,885</b>	<b>660,057</b>	<b>8.9%</b>
Facilities Acquisition and Construction	33	800,000	660,000	299,087	
Debt Service	34	1,547,074	1,470,485	1,475,885	
AEA Support - Direct to AEA	35	549,308	499,852	542,779	
<b>*Total Other Expenditures (lines 33-35)</b>	<b>35A</b>	<b>2,896,382</b>	<b>2,630,337</b>	<b>2,317,751</b>	<b>11.8%</b>
Total Expenditures	36	19,507,232	17,512,595	16,016,677	
Transfers Out	37	709,150	810,610	880,453	
Total Expenditures & Other Uses	38	20,216,382	18,323,205	16,897,130	
Ending Fund Balance	39	5,195,764	5,797,856	4,879,513	
<b>Total Requirements</b>	<b>40</b>	<b>25,412,146</b>	<b>24,121,061</b>	<b>21,776,643</b>	

Proposed Tax Rate (per \$1,000 taxable valuation)

18.41603

Location of Public Hearing:

Date of Hearing:

Time of Hearing:

el DeSoto Minburn Middle School, Board Ro

04/09/12

6:00 PM

xx/xx/xx

The Board of Directors will conduct a public hearing on the proposed 2012/13 school budget at the above-noted location and time. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the district secretary. A copy of the details will be furnished upon request.



FY 2013 BUDGET YEAR WORKSHEET - Page 1

Dist Number:

0027

		Special Revenue							
Resources:		General (10)	Activity (21)	Management (22)	PERL (24)	Equal(25) / Lib(29) / Spec Rev(27)	Eng Levy (26) / Disaster R (28)	This Column is Blank	
Taxes Levied on Property	1	4,455,599		555,948	0	0	0		1
Utility Replacement Excise Tax	2	192,773		24,052	0	0	0		2
Income Surtaxes	3								3
Tuition/Transportation Received	4	1,350,000							4
Earnings on Investments	5	15,000	500	2,500					5
Nutrition Program Sales	6								6
Student Activities and Sales	7	15,000	220,000						7
Other Revenues from Local Sources	8	200,000	176,000						8
Revenue from Intermediary Sources	9								9
State Foundation Aid	10	7,844,135							10
Instructional Support State Aid	11	0							11
Other State Sources	12	70,000							12
ARRA Fiscal Stabilization (in formula)	13								13
Title I Grants	14	80,000							14
IDEA and Other Federal Sources	15	275,000							15
Total Revenues	16	14,497,507	396,500	582,500	0	0	0		16
General Long-Term Debt Proceeds	17								17
Transfers In/Special Items/Upward Adj	18	25,000							18
Proceeds of Fixed Asset Dispositions	19								19
Total Revenues & Other Sources	20	14,522,507	396,500	582,500	0	0	0		20
Beginning Fund Balance	21	3,372,871	209,249	1,027,785	0	0	0		21
Total Resources	22	17,895,378	605,749	1,610,285	0	0	0		22
Requirements:									
Instruction	23	9,525,000	370,000	285,000					23
Student Support Services	24	480,000		15,000					24
Instructional Staff Support Services	25	550,000	2,000						25
General Administration	26	420,000		14,500					26
School/Building Administration	27	720,000		85,000					27
Business & Central Administration	28	480,000	350						28
Plant Operation and Maintenance	29	1,290,000	25,000	230,000					29
Student Transportation	30	650,000		12,000					30
This row is intentionally left blank	31								31
Noninstructional Programs	32			15,000					32
Facilities Acquisition and Construction	33								33
Debt Service (Principal, interest, fiscal charges)	34								34
AEA Support - Direct to AEA	35	549,308							35
Total Expenditures	36	14,664,308	397,350	656,500	0	0	0		36
Transfers Out/Special Items/Down Adj	37		100,000						37
Total Expenditures & Other Uses	38	14,664,308	497,350	656,500	0	0	0		38
Ending Fund Balance	39	3,231,070	108,399	953,785	0	0	0		39
Total Requirements	40	17,895,378	605,749	1,610,285	0	0	0		40



## ADEL-DESOTO-MINBURN

		Capital Projects (30-39)			Debt Service (40)	Proprietary		Re-estimated FY12	Actual FY11	
		Sales Tax (33)	PPEL (36)	Other Cap Proj		Nutrition (61)	Oth Entp (62-69)			
Taxes Levied on Property	1		492,607		914,090			6,087,952	5,800,257	1
Utility Replacement Excise Tax	2		19,728		36,608			281,422	262,266	2
Income Surtaxes	3							0	0	3
Tuition/Transportation Received	4							1,175,705	1,018,724	4
Earnings on Investments	5	1,200	250			100	50	14,562	16,640	5
Nutrition Program Sales	6					525,000		500,000	499,595	6
Student Activities and Sales	7							207,000	276,925	7
Other Revenues from Local Sources	8	1,100,000				22,000	65,000	1,524,000	1,598,817	8
Revenue from Intermediary Sources	9							0	0	9
State Foundation Aid	10							7,559,109	7,028,866	10
Instructional Support State Aid	11							0	26,464	11
Other State Sources	12					7,000		75,479	95,312	12
ARRA Fiscal Stabilization (in formula)	13							0	136,510	13
Title I Grants	14							79,709	82,756	14
IDEA and Other Federal Sources	15					245,000		456,000	882,253	15
Total Revenues	16	1,101,200	512,585	0	950,698	799,100	65,050	17,960,938	17,725,385	16
General Long-Term Debt Proceeds	17							470,000	0	17
Transfers In/Special Items/Upward Adj	18	100,000			584,150			810,610	810,902	18
Proceeds of Fixed Asset Dispositions	19							0	2,375	19
Total Revenues & Other Sources	20	1,201,200	512,585	0	1,534,848	799,100	65,050	19,241,548	18,538,662	20
Beginning Fund Balance	21	549,043	73,817	0	274,281	246,416	44,394	4,879,513	3,237,981	21
Total Resources	22	1,750,243	586,402	0	1,809,129	1,045,516	109,444	24,121,061	21,776,643	22
<b>Requirements:</b>										
Instruction	23		325,000					9,610,261	8,915,215	23
Student Support Services	24							450,850	411,462	24
Instructional Staff Support Services	25							511,500	485,563	25
General Administration	26							392,000	390,345	26
School/Building Administration	27		25,000					675,895	660,355	27
Business & Central Administration	28					20,000	1,500	452,867	416,789	28
Plant Operation and Maintenance	29	150,000	10,000			42,000	1,500	1,330,000	1,237,226	29
Student Transportation	30		100,000					770,000	521,914	30
This row is intentionally left blank	31							0	0	31
Noninstructional Programs	32					730,000	37,000	688,885	660,057	32
Facilities Acquisition and Construction	33	800,000						660,000	299,087	33
Debt Service (Principal, interest, fiscal charges)	34				1,547,074			1,470,485	1,475,885	34
AEA Support - Direct to AEA	35							499,852	542,779	35
Total Expenditures	36	950,000	460,000	0	1,547,074	792,000	40,000	17,512,595	16,016,677	36
Transfers Out/Special Items/Down Adj	37	510,400	73,750				25,000	810,610	880,453	37
Total Expenditures & Other Uses	38	1,460,400	533,750	0	1,547,074	792,000	65,000	18,323,205	16,897,130	38
Ending Fund Balance	39	289,843	52,652	0	262,055	253,516	44,444	5,797,856	4,879,513	39
Total Requirements	40	1,750,243	586,402	0	1,809,129	1,045,516	109,444	24,121,061	21,776,643	40



**ADOPTION OF BUDGET AND TAXES**  
**JULY 1, 2012-JUNE 30, 2013**

Department of Management - Form S-TX

**ADEL-DESOTO-MINBURN**

District Number 0027

**Total Special Program Funding**

Instructional Support (A&L line 10.5)	097	864,134
Educational Improvement (A&L line 11.3)	099	0
Voted Physical Plant & Equipment (A&L line 19.3)	105	385,214

**Special Program Income Surtax Rates**

Instructional Support (A&L line 10.15)	096	0
Educational Improvement (A&L line 11.4)	098	0
Voted Physical Plant & Equipment (A&L line 19.4)	104	0

**Utility Replacement and Property Taxes Adopted**

		Utility Replacement AND Property Tax Dollars	Levy Rate	Property Taxes Levied	Estimated Utility Replacement Dollars
Levy to Fund Combined District Cost (A&L line 15.3)	1	3,758,528			
+Instructional Support Levy (A&L line 15.4)	2	615,782			
+Educational Improvement Levy (A&L line 15.5)	3	0			
	4				
	5				
+Cash Reserve Levy - SBRC (A&L line 15.9)	6	274,062			
+Cash Reserve Levy - Other (A&L line 15.10)	7	0			
-Use of Fund Balance to Reduce Levy (A&L line 15.11)	8	0			
=Subtotal General Fund Levy (A&L line 15.12)	9	4,648,372	12.99643	4,455,599	192,773
+Management	10	580,000	1.62163	555,948	24,052
+Amana Library	11	0	.00000	0	0
Voted Physical Plant & Equipment (Loan Agreement)	12	73,750			
+Voted Physical Plant & Equipment (Capital Project)	13	311,464			
=Subtotal Voted Physical Plant & Equipment	14	385,214	1.00000	370,381	14,833
+Regular Physical Plant & Equipment	15	127,121	.33000	122,226	4,895
=Total Physical Plant & Equipment	16	512,335			
	17				
Reorganization Equalization Levy	18	0	.00000	0	0
Emergency Levy (for Disaster Recovery)	19	0	.00000	0	0
Public Education/Recreation (Playground)	20	0	.00000	0	0
Debt Service	21	950,698	2.46797	914,090	36,608
<b>GRAND TOTAL</b>	<b>22</b>	<b>6,691,405</b>	<b>18.41603</b>	<b>6,418,244</b>	<b>273,161</b>

1-1-11 Taxable Valuation	WITH Gas & Electric Utilities	357,665,356	WITHOUT Gas&Elec	342,832,521
1-1-11 Tax Increment Valuation	WITH Gas & Electric Utilities	27,548,922	WITHOUT Gas&Elec	27,548,922
1-1-11 Debt Service & PPEL Valuation	WITH Gas & Electric Utilities	385,214,278	WITHOUT Gas&Elec	370,381,443

I certify this budget is in compliance with the following statements:

- ☐ The prescribed Notice of Public Hearing and Proposed Budget Summary (Form S-PB) was lawfully published, with said publication being evidenced by verified and filed proof of publication.
- ☐ The budget hearing notice was published not less than 10 days, nor more than 20 days, prior to the budget hearing.
- ☐ Adopted property taxes do not exceed published amounts.
- ☐ Adopted expenditures do not exceed published amounts for any of the four individual expenditure categories, or in total.
- ☐ Adopted property taxes meet the debt service and loan agreement needs identified on Form 703. Debt service levy for GO bond payments only.
- ☐ This budget was certified on or before April 16, 2012.

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
County Auditor



## Unspent Authorized Budget Worksheet

(Line 32 = Legal Limit on General Fund Spending)

Authority	Data Source		Actual FY09	Actual FY10	Estimated FY11	Estimated FY12	Estimated FY13
1 Formula	AidLevy 4.3/5.1	Regular Program District Cost	7,926,541	8,078,890	8,316,737	8,313,785	8,641,339
2 Formula	AidLevy 4.16/5.2	Regular Program Budget Adjustment	0	0	0	86,119	0
3 Formula	AidLevy 4.19/5.3	Supplementary Weighting District Cost	30,813	40,603	42,968	46,888	71,186
4 Formula	AidLevy 4.22/5.4	Special Ed District Cost	906,646	849,678	892,179	1,035,740	1,037,479
5 Formula	AidLevy 4.30/5.5	Teacher Salary Supplement District Cost	0	709,583	730,247	730,247	758,431
6 Formula	AidLevy 4.38/5.6	Professional Development Suppl District Cost	0	76,183	78,490	78,490	81,605
7 Formula	AidLevy 4.46/5.7	Early Intervention Supplement District Cost	0	78,584	81,054	81,054	84,361
8 Formula	AidLevy 4.49/5.8	AEA Special Ed Support	374,244	378,801	390,993	396,963	411,201
9 Formula	AidLevy 4.54/5.9	AEA Special Ed Support Adjustment	0	0	0	0	0
10 Formula	AidLevy 4.60/5.10	AEA Media Services	65,763	67,136	68,765	68,621	71,315
11 Formula	AidLevy 4.63/5.11	AEA Educational Services	72,127	73,639	75,438	75,280	78,245
12 Formula	AidLevy 4.66/5.12	AEA Sharing District Cost	0	0	0	0	0
13 Formula	AidLevy 4.74/5.13	AEA Teacher Salary Suppl District Cost	0	30,096	31,248	31,725	33,050
14 Formula	AidLevy 4.82/5.14	AEA Professional Dev Suppl District Cost	0	3,887	4,025	4,086	4,244
15 Board/SBRC	AidLevy 5.16	Dropout Prevention Allowable Growth	396,327	403,944	415,837	415,689	370,129
16 Board/SBRC	SBRC	SBRC Allowable Growth Other #1	0	0	0	0	0
17 Board/SBRC	SBRC	SBRC Allowable Growth Other #2	101,327	105,840	94,018	158,200	0
18 SBRC	SBRC/DE	Special Ed Deficit Allowable Growth	155,787	238,525	63,326	0	0
19 SBRC	SBRC/DE	Special Ed Positive Balance Reduction	0	0	0	0	0
20 Board/SBRC	SBRC/DE	AEA Special Ed Positive Balance	0	0	0	0	0
21 Board/SBRC	SBRC	Allowance for Construction Projects	0	0	0	0	0
22 SBRC	SBRC	Unspent Allowance for Construction	0	0	0	0	0
23 Auditor	AidLevy 5.17	Enrollment Audit Adjustment	0	0	0	0	6,729
24 Calculated	AidLevy 5.15	AEA Prorata Reduction	27,690	31,539	27,690	76,823	48,747
25 Calculated	Calculated	Maximum District Cost	10,001,885	11,103,850	11,257,635	11,446,064	11,600,567
26 Board/Vote	AidLevy 7.34	Total Preschool Foundation Aid	0	0	0	26,474	0
27 Board/Vote	AidLevy 10.27	Instructional Support Authority	614,928	620,459	621,194	598,829	615,782
28 Board	AidLevy 11.3	Ed Improvement Authority	0	0	0	0	0
29 Board	See Note 1	Other Miscellaneous Income	2,709,387	1,848,011	2,061,516	1,771,393	2,030,000
30 Calculated	Calculated	Unspent Auth Budget - Previous Year	1,984,196	2,696,206	3,947,122	5,092,794	5,427,554
31 SBRC	SBRC	GAAP Conversion Hold Harmless	0	0	0	0	0
32 Calculated	Calculated	Maximum Authorized Budget	15,310,396	16,268,526	17,887,467	18,935,554	19,673,903
33 Board	See Note 2	Expenditures	12,614,190	12,321,404	12,794,673	13,508,000	14,664,308
34 Calculated	Calculated	Unspent Authorized Budget (UAB)	2,696,206	3,947,122	5,092,794	5,427,554	5,009,595

Maximum spending without a decline in Unspent Authorized Budget

13,326,200

13,572,320

13,940,345

13,842,760

14,246,349

Estimated  
expenditure level  
does not reduce  
Unspent  
Authorized  
Budget

CAUTION:  
Estimated  
expenditure level  
reduces Unspent  
Authorized  
Budget



Table of contents will be inserted when approved. Taking the deleted items out will shift the items up.

**Colors:**

Purple- deleted from the handbook.

Blue- changed or added from the previous year.