

Student Activities Handbook

Table of Contents

Introduction, Eligibility Requirements, Personal Conduct, School Attendance Requirements, Locker Room and Care of Equipment	2
Transportation Regulations, Attendance for Activities	3
Training Rules, Insurance, Unauthorized Possession of School-Owned Equipment, Letter Awards.....	4
Parent-Coach Communication Guidelines	4-5
Activities Eligibility	6-7
ADM Activity Code, Scope of Code, Violations of Activity Code.....	7-8
Penalties for Violations of ADM Activity Code	8-9
Violation Enforcement, ADM Good Conduct Committee	9-10
Mere Presence Rule, Appeal Process	10-11
Acknowledgement Form	12

* only change is Added #2 under B
on page 6

ADM Community School District Student Activities Handbook

1. Introduction

This handbook has been prepared for the benefit of the student, parents, and the coaches or directors in an effort to make interscholastic activities a contributing and worthwhile part of our total school program. We believe that our activities program is an integral part of our total school program and that participation is a **PRIVILEGE**. As such, it provides certain opportunities and emphasizes definite goals, which are difficult to duplicate or achieve in other middle school/high school activities or in later life. It is our desire that activities be an enriching and healthful experience in which physical, mental, and social growth can be stimulated through interscholastic competition. A genuine understanding of the activities requirements, realized through a student-parent conference in which the rules of this handbook are read and discussed, will help to bring about a greater understanding of the aims and objectives of the school activities program. Students must be willing to accept training rules, regulations, and responsibilities, which are unique to our activities program. In accordance with ADM MS/High School and state associations, enforcement of this handbook is the responsibility of the school, parents, and participants.

2. Eligibility Requirements

To be eligible to represent ADM MS/High School in any interscholastic activity, the student must:

- A. be considered by the Administration, a representative of ADM's standards of conduct and sportsmanship.
- B. maintain academic eligibility. (This policy is described later.)
- C. be under the age of twenty (20).
- D. maintain amateur status.
- E. have a physical examination yearly as confirmed on the physical examination form prior to participation.
- F. complete an acknowledgment of risk form prior to participation.
- G. have signed a handbook acknowledgment form prior to participation.
- H. Iowa athletes are allowed eight (8) consecutive semesters of participation.
- I. State concussion Form signed by the athlete and parent every year.

3. Personal Conduct

All participants shall conduct themselves in such a way as to reflect positively on themselves, their family, and school while representing ADM on and off the field, abiding by the ADM Activity Code.

4. School Attendance Requirements

A participant is expected to maintain regular school attendance as a prerequisite to participation in activities.

The following policy must be adhered to relating to school attendance:

- A. A student must be present for the **entire school day** to participate in activities (plays, musicals, speech, athletics, cheerleading, tryouts, pom poms, etc.)
- B. Students will not be allowed to compete in a contest/activity, if on the day of the event, they have been:
 1. ill
 2. suspended from school
 3. have an UNEXCUSED absence from school
- C. The student must be in school for all afternoon classes (periods 5-8) to practice an activity after school on that day.
- D. **Exceptions:** funerals, scheduled appointments and any family emergency (reason will be required) at the discretion of the AD/Principal. **Doctor's note is required prior to returning to school and participation for illness in activity. These are to be cleared by the building principal or the Activities Director.**
- E. **Each Student will be give one 15 minute exception per semester for participation in an event.**
- F. It will be the responsibility of the student to inform the coach, director or sponsor of the absence and subsequent inability to participate in practice, competition or public performance if the absence from class was without proper approval given by the activities director or designee.

5. Locker Rooms and Care of Equipment

- A. The locker rooms are for players and coaches only.
- B. There shall be no horseplay in the locker rooms at any time.
- C. Locker rooms are to be kept clean.
- D. Each student is responsible for the proper care and safekeeping of the equipment issued. Lockers must be secured before and after practices and/or competition.
- E. Lost or stolen items must be paid for through the AD's office or to the coach in charge.
- F. No participant will be allowed to practice with another sport until all equipment and/or uniform obligations are cleared up with his/her previous coach.
- G. School-owned equipment is to be worn only at scheduled practice and competition unless specifically cleared by the coach.

6. Transportation Regulations

Participants must travel to and from away contests in transportation provided by the ADM School District. The only exceptions are:

- A. Injury to a participant, which would require alternate transportation.
- B. Parents make prior arrangements with the coach in advance of the trip by having the approved travel release on file with the coach on the day of the trip.
- C. The participant will be released to the parent(s) (designated adult) by the coach upon presentation of the approved travel release at the contest.
- D. Should a parent approach a coach at an away contest and request their son/daughter ride home with them, it is up to the coach's discretion to release the participant to them.
- E. In no cases will a participant be allowed to ride home with another student.
- F. Students are considered "good will" ambassadors for ADM both on and off the playing field.
- G. Students who miss the bus to an activity will not be permitted to dress or participate in that activity unless excused due to a situation beyond the control of the student in the nature of an emergency as determined by the coach in his/her sole discretion.
- H. Any damage to buses, caused by students will be paid for by said students. They may also be dismissed from the group they are representing.

7. Attendance for Activities

- A. Students are required to attend all practices and games or activities in the sport or activity in which they are a part, unless specifically excused by the coach of that activity.
- B. The validity of the excuse shall be determined by the instructor in charge of the activity in a fair and uniform manner.
- C. Students shall inform the coach or director, in advance, the reason for his/her need to be absent as a condition of being excused. Prior notice would not be required in case of sudden illness or emergency, but an attempt to notify the coach would be highly appreciated.
- D. Attendance of assigned members at games or performances is compulsory, except for sickness or emergency. **Missing an activity for other reasons will result in the student being declared ineligible for all extracurricular activities and practices until a period of detention time is made up. The period of detention time will be determined by the coach/director and Activities Director.**
- E. In case of conflict between two activities the AD will determine which activity takes precedence by using the following set of criteria:
 - 1. State events including sectional, district, regional, or sub-state shall have top priority.
 - 2. If a conflict exists because of postponement, the rescheduled event shall have the lowest priority unless it is a state event.
 - 3. A scheduled event shall have priority over a practice session.
 - 4. In the case of athletic practice conflicts, a sport in season will have priority over a sport not yet in playing season.
 - 5. If local events (those not assigned by the state) are scheduled on the same date, the coach and/or sponsor of the activities will communicate well in advance to resolve the conflict for the student. In no case shall a student ever be placed in a position of conflict by the coach and/or sponsor.
 - 6. Coaches and sponsors shall have the right to mutually resolve any student conflict between themselves in spite of the above guidelines.
 - 7. In cases where conflict cannot be resolved, the Activities Director, after consulting with the coach and/or sponsor, will resolve the conflict.
- F. A student must finish the season in a sport or activity to earn a letter award.
- G. A student may participate in only one sport per season unless he/she has written permission from his/her parents, the Activities Director and both coaches involved in the activities.
- H. Once a student goes out for a sport, he/she cannot drop that sport to participate in another sport during the same season or any over-lapping season. For example, he/she cannot start track and later drop out of track and start baseball/softball/soccer until the track season has been completed. Students will have the first two weeks of the season to make up their minds. They may drop one sport and go out for another within that two-week period with no penalty. After the first two weeks of any season they will not be allowed to drop one sport and participate in another sport during that season.

8. Training Rules

- A. Coaches and directors may establish and enforce reasonable rules for the participants in the activity they coach/direct. Such rules must be written, discussed, and given to each participant. These rules will also be discussed and given to the AD to determine reasonableness and fairness.
- B. All participants in activities are to adhere to the rules prescribed by the coach. Deviation from these rules may be cause for dismissal from the activity.

9. Insurance

All participants are highly encouraged to secure insurance at the participant's own expense. A group insurance plan is available through the school for those students and parents that may be interested. The

school insurance must be purchased during the first three weeks of school. It is not available beyond that date.

10. **Unauthorized Possession of School-Owned Equipment**

No ADM student shall have in his/her possession any school-owned equipment, from this school or any other school. At no time is school equipment to be worn in public, except for practice and games/meets/performance. Students may be suspended from school until the equipment is returned in satisfactory condition or if returned in unsatisfactory condition, it shall be paid for. The school may also prosecute students with stolen equipment.

Penalty: Students will be suspended until items are returned in reasonable condition or replaced. The student may be made ineligible for unauthorized possession of school-owned property.

11. **Letter Awards**

Varsity letters are awarded to deserving students in activities. Each participant who letters in a particular activity will be given one award pin for that activity and a bar signifying the number of times that the participant letters in that activity.

12. **Parent/Coach Communications**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in the ADM Activities program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication You Should Expect From Your Child's Coach:

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements, i.e., fees, special equipment, off-season conditioning, etc.
5. Procedure should your child be injured during participation.
6. Discipline that results in the denial of your child's participation.

Communication Coaches Expect From Parents:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in the programs at ADM High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss With Coaches:

1. The treatment of your child - mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for ALL students. As you have seen from the list above, certain things can be and should be discussed with your child's coach. **Other things, such as the following items, must be left to the discretion of the coach.**

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other students.

These are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If the Parent Has a Concern With a Coach, the Following Procedure Should Be Followed:

1. Call to set up an appointment with the coach.
2. The ADM High School phone number is 993-4584. If the coach is not a teacher in the high school building, you will be given a phone number where the coach may be reached.
3. If the coach cannot be reached, call the Activities Director, Doug Gee at 993-4819. He will set up a meeting for you.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What a Parent Can Do If the Meeting With the Coach Did Not Provide a Satisfactory Resolution:

1. Call and set up an appointment with the Activities Director, Doug Gee at 993-4819, to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided in the above steps make both your child's and your experience with the ADM High School Activities program less stressful and more enjoyable.

Activities Eligibility

1. Eligibility

A. Requirements

Because a successful season can be ruined by an ineligible student participating, the director must closely monitor the eligibility of team members. Eligibility requirements originate from three sources.

1. IHSAA/IGHSAU/IHSSA requirements
2. ADM High School Activity Code
3. The head coach/director of each activity.

Directors must be familiar with the ADM Activity Handbook and the sports guides and rulebooks provided by the respective associations.

B. General Terms of Eligibility

1. Academic Eligibility Requirements for Athletics: To participate in co-curricular athletic activities a student must pass all classes at the end of the semester. If a student does not pass all classes, he/she is ineligible for the next 30 consecutive calendar days and inclusive weekends during which he/she is a participant in any activity if they are already in the middle of the season. The first day of ineligibility shall be the first business day after report cards are available. If an athlete fails a class and he/she is not currently in a sport they will be ineligible for the first 30 consecutive days after the first playing date of their sport. This rule only affects high school students (9-12). A student participating in a summer sport (baseball or softball) will have the same penalty as all other students. The first day of ineligibility shall be the first business day after report cards are available. For more information or guidance on the scholarship rule you may go to the IAHSAA website which is www.iahsaa.org then click on school resource center, then eligibility information and then Guidance on Scholarship rule 36 and there are several pages of information. Additionally, whenever a student's name (grade 9-12) appears on the failing/incomplete list, he/she will be considered ineligible on Tuesday through Monday of that week. Failing/Incomplete lists will be generated on Mondays, with ineligibility starting on Tuesday. Students can gain eligibility back by completing their work and turning it in or pulling their grade up to passing. As soon as the office is notified by the teacher that the student is complete or passing, the student regains eligibility. ADM will maintain compliance with all state laws governing student eligibility.

2. **Incomplete semester grades will be treated like an F. Once the student brings the grade to a passing grade they will be eligible**

3. 7th & 8th grade students, who have not completed all their work or have not done satisfactory work in a course, will be placed on the Incomplete/Failing list. Students are not incomplete if they have been ill or absent with good reason until they have had the allowed time to make up the work - one day for each day absent. As soon as the work is completed satisfactorily, the incomplete will be removed. **A supervised after school study hall room is available from 3:35 to 4:30 pm. on Monday, Tuesday, Wednesday, and Thursday. Students may use this room to complete incomplete work, make-up work, and study for upcoming quizzes and tests.**

1. The Incomplete/Failing List is based on the standards that each individual teacher has structured for his/her class. 7th and 8th grade students who are incomplete are not eligible to participate in athletic contests but may practice at the discretion of the coach. 7th and 8th grade students who are failing must go to the supervised after school study room from 3:35 to 4:30 p.m. and then may go to practice. 7th and 8th grade students who are failing are ineligible for athletic contests until the failing grade is brought up to a minimum grade of 70%. When 7th and 8th grade students turn in incomplete work and/or raise their failing grade to a minimum of 70%, they will regain their eligibility for athletic contests.

4. Academic Eligibility Requirements for Music, Speech and Drama: To participate in co-curricular music, speech and drama activities a student must pass all classes at the end of the semester. If a student does not pass all classes, he/she is ineligible for 30 consecutive school days and inclusive weekends. The first day of ineligibility shall be the first school day following the day grades are issued by the district. Ineligibility for students who fail a second semester course will carry over to the first semester of the next school year and begin the first day. Additionally, whenever a student's name appears on the failing/incomplete list in two of the same subject areas two weeks in a row, he/she will be considered ineligible on Tuesday through Monday of the following week. Assessed performances are not to be included. A student with a disability who has an IEP shall not be denied on the basis of "no pass, no play," if the student is making adequate progress, to be determined by school officials. ADM will maintain compliance with all state laws governing student eligibility.

5. Students in athletics, music, speech, or drama activities:

- 5a. must be under 20 years of age,
- 5b. are eligible for a maximum of eight semesters or less,
- 5c. special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's IEP team, towards the goals and objectives on the student's IEP or 504 plan,
- 5d. must conform to the guidelines of the ADM Student Activity Code,
- 5e. must abide by any additional regulations that are made in writing and passed out by the head coach/director previous to the beginning of the activity season. These rules should be submitted to the

- AD prior to the season for advance approval. Following approval they will be kept on file by the high school AD,
- 3f. must be present for the **ENTIRE SCHOOL DAY** to participate in an activity (plays, musicals, sport activities, cheerleading, dance, clubs, organizations, etc.) that night. He/she must be in school for periods 5,6,7,8 to practice an activity that day after school. Exceptions: funerals, scheduled appointments, and any family emergency at the discretion of the AD/Principal. Doctor's note is required prior to participation of activity. These are to be cleared by the building principal or the activities director,
 - 3g. will be the responsibility of the student to inform the coach, director or sponsor of the absence and subsequent inability to participate in practice, competition or public performance if the absence from class was without proper approval given by the activities director or designee, and
 - 3h. each faculty member in charge of activities will be responsible for notifying students of the status of their eligibility. It is the responsibility of the coach or director to notify students of their ineligibility to participate in an activity.
3. Students in athletics:
- 4a. must have not been a member of a college squad nor trained with a college, nor participated in a college contest nor engaged in that sport professionally,
 - 4b. must have on file: a physical exam and a parent/student release form. The student must be enrolled or dual-enrolled in the ADM Community School District,
 - 4c. if the student is a transfer student, he/she must meet all transfer requirements; if the student is an open enrollment student, he/she must be eligible under state law regulations.

ADM Community School District Activity Code

The Board of Directors of the ADM Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The Activities Director shall keep records of violations of the ADM Activity Code.

Scope of Code

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, debate contests, National Honor Society, all co-curricular clubs (e.g., Art Club, TSA, etc.), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative, etc.), state contests and performances for cheerleading, dance team, or color guard, mock trial, academic decathlon, or any other activity where the student represents the school outside the classroom.

**** These rules are in force twelve (12) months of the year
on or off of school property. ****

PLEASE READ THE FOLLOWING VERY CAREFULLY

If you feel you are willing to meet the demands of the extracurricular activity, and you feel you can conform to the rules and regulations of the extracurricular activity, then we want you to participate in these programs. Remember that in order to reach your potential, it will require time, effort, and self-sacrifice on your part.

ADM Schools does not wish to make "robots" out of individuals. It does not want an individual to suffer human indignities. It does not want you to lose personal identity. It is not interested in having students become so involved in extracurricular activities that these activities must come first above all other things.

ADM Schools is interested in young men and women being given the opportunity to select activities to which they can dedicate themselves, a "cause", along with participating in other phases of a well-balanced life style.

To retain eligibility for participation in ADM High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Violation of the Activity Code

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the ADM Activity Code will be deemed ineligible for a period of time, as described below. This includes any and all activities during the ineligible time period. A student may lose eligibility under the ADM Activity Code for any of the following behaviors:

1. Possession, use, or purchase of tobacco products, regardless of the student's age.

2. Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]).
3. Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
4. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), **regardless** of whether the student was cited, arrested, convicted, or adjudicated for the act(s). If formal charges are dropped, or if the student is found not guilty in court, the school may still, after a hearing, decide that the student violated the ADM Activity Code by a preponderance of the evidence.
5. Exceedingly inappropriate or offensive conduct such as assault, battery, serious hazing, harassment, or gross insubordination (talking back or refusing to cooperate with authorities). NOTE: this could include group conduct!

If a student transfers in from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of an Activity Code Rule in the previous school, the student shall be ineligible if the administration has knowledge of the student's misconduct or violation in the previous district.

Along with the denial of participation in all activities, these actions may also result in a range of school punishments from detentions to referral to the Board of Education with recommendation for expulsion.

Penalties for Violation of the ADM Activity Code-Activity Code will be served separately from the academic eligibility requirements.

Any student who, after a hearing before the administration, is found to have violated the ADM Activity Code, during the school year, or summer, is subject to a loss of eligibility as follows:

EACH OFFENSE WITHIN THE STUDENT'S MIDDLE SCHOOL CAREER (grades 7-8 through the summer following eighth grade):

ATHLETIC ACTIVITY PENALTY:

1. The student will be ineligible for 1/4 (25%) of the total scheduled inter-scholastic dates in which the student would normally participate. This includes all post-season tournament play. Each day of a regular season tournament count as one date of suspension, regardless of how many games played.
2. The student, parent, and administrator will discuss the violation.

NON-ATHLETIC ACTIVITY PENALTY:

1. A number of public performances will be determined according to the activity and length of season.
2. The student, parent, and administrator will discuss the violation.

FIRST OFFENSE WITHIN THE STUDENT'S HIGH SCHOOL CAREER (grades 9-12):

ATHLETIC ACTIVITY PENALTY:

1. The student will be ineligible for 1/4 (25%) of the total scheduled inter-scholastic dates in which the student would normally participate. This includes all post-season tournament play. Each day of a regular season tournament count as one date of suspension, regardless of how many games played.
2. The student must perform 10 hours of community service.
3. The student, parent, and administrator will discuss the violation.

NON-ATHLETIC ACTIVITY PENALTY:

1. A number of public performances will be determined according to the activity and length of season.
2. The student must perform 10 hours of community service.
3. The student, parent, and administrator will discuss the violation.
4. If a student violates the ADM Activity Code they will be ineligible for Homecoming & Prom King/Queen for the current school year.

SECOND OFFENSE WITHIN THE STUDENT'S HIGH SCHOOL CAREER (grades 9-12):

ATHLETIC ACTIVITY PENALTY:

1. The student will be ineligible for all (100%) of the total scheduled inter-scholastic dates in which the student would normally participate. This includes all post-season tournament play. Each day of a regular season tournament count as one date of suspension, regardless of how many games played.
2. The student must perform 20 hours of community service.
3. The student, parent, and administrator will discuss the violation.

NON-ATHLETIC ACTIVITY PENALTY:

1. A number of public performances will be determined according to the activity and length of season.
2. The student must perform 20 hours of community service.
3. The student, parent, and administrator will discuss the violation.

THIRD OR SUBSEQUENT OFFENSE WITHIN THE STUDENT'S HIGH SCHOOL CAREER:**ATHLETIC and NON-ATHLETIC ACTIVITY PENALTY:**

1. The student will be ineligible for 1 (one) calendar year.
2. The student must perform 30 hours of community service.
3. The student, parent, and administrator will discuss the violation.

Violation Enforcement

1. The period of ineligibility begins immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and extends thru tournament play, until suspension is completed. An ineligible student will attend all practices or rehearsals, but may neither "suit up" nor perform/participate. The student will not wear any team or school attire during the contests for which they are ineligible. If eligibility is not completed, it will be carried over to the time the student participates in the next activity.
2. The football soap scrimmage is a unique activity. The student shall not be allowed to participate, and it shall not count toward the ineligibility period.
3. If a student drops out of any activity prior to the completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity.
4. If a student violates the ADM Activity Code while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
5. If a student is ineligible at the time of a violation of the ADM Activity Code, the penalty for the violation will not begin until the student regains eligibility. (Example: a student academically ineligible for a week, a quarter, or a semester is found to have been in possession of tobacco, an Activities Code violation. When the student is again academically eligible, the penalty attaches. Example: a student violates the Activity Code and is ruled ineligible for 2 (two) games. While ineligible, the student again violates the Code. The second penalty attaches when the first penalty is completed.

ADM Good Conduct Committee

A student may appeal the administration's decision to the ADM Good Conduct Committee within three (3) days from the time of the penalty determined.

The committee will be made up of three non-season coaches, one fine arts teacher, and a designated layperson that will meet with the student to review the evidence to determine if it constitutes a violation of the ADM Activity Code. Parents of the accused student shall also be invited to attend.

The Activities Director and/or Principal will organize the committee for each hearing. The committee will be charged with the authority and responsibility of making a determination of guilt or innocence regarding violation(s) of the Activity Code in all cases.

At the Good Conduct Committee hearing, the Activities Director and/or Principal will inform the Committee of the level (1st, 2nd, 3rd, or additional violation), and what consequences are stipulated in the Code. The Activities Director and/or Principal will present the information regarding the incident according to the facts that have been uncovered by the administration. Following the presentation of facts by the Activities Director and/or Principal, the student will then be given an opportunity to present his/her side of the incident. The Good Conduct Committee will then weigh the evidence and will decide upon the guilt or innocence of the student. If the Good Conduct Committee reverses the decision of the Activities Director and/or Principal, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record. If the Committee finds the student guilty, the student will be ineligible for the amount of time stipulated for the corresponding offense.

The Good Conduct Committee hearing will be audiotaped so that a record of the proceeding can be reviewed on an appeal.

**During the establishment of the Good Conduct Committee,
the student will be INELIGIBLE until such time**

as the administration's decision has been overruled.

Mere Presence Rule

Students involved in activities who are in attendance at a function or party where the student knows or has reason to know that tobacco, alcohol or other drugs are being consumed illegally by minors and fails to leave despite having reasonable opportunity to do so, shall be in violation of the activity code and shall be suspended from the next public performance and competition for all activities the student is currently participating in. The mere presence rule will not affect membership in NHS or Student Council. This violation will not involve the student in the steps of the general Activities Code.

If the student can prove by a preponderance of the evidence that they made a legitimate effort (called parents, called authorities, left the scene, etc.) when contraband appeared, or they became aware of the presence of the contraband, or that they were not aware that the contraband was present, the student will not be ruled ineligible.

Students and parents must realize that if a student finds him- or she in a situation where tobacco, alcohol, or other drugs are being consumed illegally by minors, the student's options are:

1. Leave immediately. An *intention* to leave is not a defense. Nor is being the "designated driver."
2. Apply reverse peer pressure to convince the persons responsible for bringing the contraband substances to leave the party and take the contraband with them.
3. Otherwise get rid of the contraband. (Flush or pour, but do not consume.)
4. Stay and risk loss of eligibility for extracurricular activities.

This rule shall not include parties where the student's parents are in attendance, or anniversaries, graduations, and wedding receptions. *Drinking by students at such events is still prohibited and will be penalized according to Activity Code policies.*

Appeal Process

The student and/or the student's parents may appeal a decision in the following manner:

1. The student and his/her parents may appeal the Good Conduct Committee's decision to the Superintendent of Schools, in writing, within three (3) school days. The Superintendent shall render a decision on the appeal within three (3) school days.
2. Following a decision of the Superintendent, the student and/or the student's parents shall be given three (3) school days to appeal, in writing, to the ADM Board of Education. The appeal shall be heard by the Board at the earliest feasible opportunity, but no later than seven (7) school days following the submission of the appeal of the Superintendent's decision. The grounds for review by the school board are limited to the following: the student did not violate the ADM Activity Code; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the Superintendent, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

During the appeal process, the student will be INELIGIBLE until such time as the AD's or Good Conduct Committee's decision has been overruled.

ADM CSD ACKNOWLEDGEMENT FORM
Required all 7th thru 12th Grade Students

Student Name: _____

School Year: _____ Grade: _____

Parent Name _____

Phone # _____

.....

Insurance Information
(Check #1 or #2):

1. _____ We, the undersigned, feel we have adequate insurance protection for our son/daughter while practicing or participating in interscholastic sports, or other school-sponsored activities.
2. _____ We, the undersigned, will buy school insurance for the above-named student for the current season.

ADM Community School District Conduct Code:

Students in 7th thru 12th grade are prohibited from possessing, using, or selling: tobacco in any form, alcoholic beverages, or controlled substances. Violations of the Conduct Code within a student's school career may result in 1/4 (25%) of a season up to a lifetime suspension from activities.

"I have read and understand this and all information as stated in the ADM Student Activities Handbook."

Parents/Guardian Signature

Date

Student's Signature

Date

Adel-DeSoto-Minburn Community School District
Bid
2012/13 School Year

ITEM	June Pricing
1/2 pint cartons 1% white milk	0.1900
1/2 pint cartons white skim milk	0.1860
1/2 pint cartons chocolate skim milk	0.1980
1/2 pint cartons strawberry skim milk	0.1980
1/2 pint cartons 100% orange juice	0.2800
4 oz cartons 100% orange juice	0.1600
16 oz 100% orange juice in plastic bottles	0.6700
16 oz plain and flavored skim milk in plastic bottles	0.6700
6 oz yogurt	0.4600

usage
60%
12%

Recommendation to accept.

E. Sevens

6-7-12

Roberts Dairy
3905 SE Capitol Circle, Grimes, IA 50111-8731
phone 515-243-6211 fax 515-243-3941





RIDICULOUSLY HIGH STANDARDS.

June 1, 2012

Adel-Desoto-Minburn CSD
Food Services Director
801 Nile Kinnick Drive S.
Adel, IA. 50003

Dear Sir or Madam:

We wish to submit the following quotations on dairy products to be used by the Adel-Desoto-Minburn Community School District during the 2012-13 school year.

		usage	Plastic Bottles
Half pint 1% Milk	-	.1840	8% .2540
Half pint Skim Milk	-	.1780	19% .2480
Half pint Skim Chocolate Milk	-	.2010	.2710
Half pint Skim Strawberry Milk	-	.2010	
Half pint 100% Orange Juice	-	.2800	
4 oz. 100% Orange Juice	-	.1500	
12 oz. 100% Orange Juice	-	.7000	
12 oz. Skim Milk	-	.6500	
12 oz. Skim Chocolate Milk	-	.6500	
12 oz. Skim Strawberry Milk	-	.6500	
6 oz. Yogurt	-	.47	

Prices quoted are subject to the attached escalator clause.

We furnish and maintain all necessary milk coolers. Please note that when a school system owns their own coolers .0050/1/2 pint can be deducted.

Sincerely,

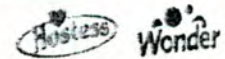
Bob Seidl

Bob Seidl

Accounting Manager

ANDERSON ERICKSON DAIRY

Hostess Brands



IBC SALES CORPORATION

P.O. Box 3989 / Davenport, IA 52808
1034 E. River Drive / Davenport, IA 52803
(563) 323-3647 x5946

June 1, 2012

Elizabeth Severidt, Food Service Director
Adel-Desoto-Minburn Community School District
801 Nile Kinnick Drive South
Adel, IA 50003

In reply to your request, we are pleased to quote the following prices on bakery products for your school district for the 2012-2013 school year:

2615	24 oz. 51% Whole Grain Sandwich Bread, 24 slices, 1 oz. Slice	(1.18)	.049 oz
5320	24 oz. White Texas Toast, 15 slices, 1.4 oz. slice	1.04	.069 slice
2605	51% Whole Grain Hamburger Buns, 12 ct. 1.8 oz. bun	(1.29)	.107 each
2610	51% Whole Grain Hot Dog Buns, 12 ct. 1.6 oz. bun	(1.08)	.090 each
3055	White Small Hamburger Buns, 12 ct. 1 oz. bun	(.68)	.056 each

Please send your response to P.O. Box 3989 Davenport, Iowa 52808, Attention:
Carolyn Barnes, Sales Coordinator.

Very Truly Yours,

IBC SALES CORPORATION
WONDER BREAD & HOSTESS CAKE

marshal tolly

Marshal Tolly
Market Unit Sales Manager

MT/cb

Recommendation to accept.

E. Severidt

6-7-12

Earthgrains Baking Companies, Inc.
d.b.a. Sara Lee Fresh
25 Main Street
Dubuque, IA 52001

T (563) 583-5791 x 230
F (563) 583-8823

June 5, 2012

Adel-Desoto-Minburn Community School District
Attn: Elizabeth Severidt
801 Nile Kinnick Drive South
Adel, IA 50003

Dear Elizabeth,

Earthgrains Baking Companies, Inc. (d.b.a. Sara Lee Fresh) would like to submit the following bid on bread products for your 2012-13 school year. We may need to delivery products the day before product is needed. All of our products have sufficient shelf life for advance delivery. This will ensure the product is available in case of accidents or breakdowns.

Line #	Product Description	Bid Price
5487	SL Whole Grain White Bread 20 oz.	\$ 1.08
53067	SL Classic 100% Whole Wheat 20 oz.	\$ 1.00
5518	SL S&S 100% Whole Wheat Bread 20 oz	\$ 1.05
188	OH Texas Toast 24 oz. 1" 15 slices	\$ 1.13
41066	53% WGW Hamburger Buns 12 ct.	\$ 1.35
41064	53% WGW Hamburger Buns 30 ct.	\$ 3.38
41099	53% WGW Coney Buns 16 ct.	\$ 1.80
41065	53% WGW Deli Buns 6 ct.	\$ 1.35
NEW	53% WGW 3 1/2" Hamburger Buns	\$ 1.50

.054 oz

.075 slice

.112 each

.112 each

*All other items not listed on bid will be at normal market price.

If you should have any billing or pricing issues, please contact Cathy Mohr 800-755-4622 x 230.
If you have any services issue or need to place an order, please contact your servicing depot in Ankeny 800-362-1638.
Thank you for considering Earthgrains for your bakery product needs.

Best Regards,

Melissa Foraker

Melissa Foraker
Director of Sales - Iowa

PAN-O-GOLD Baking Co.

5207 South East Rio Court
Ankeny, Iowa 50021

May 22, 2012

Adel-Desoto-Minburn Community School District
Food Services
801 Nile Kinnick Drive S.
Adel, Iowa 50003

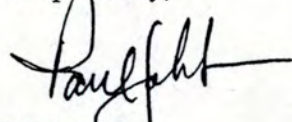
Attn: Elizabeth Severidt

Pan O Gold Baking Company would like to submit the following pricing for the 2012-13 year.

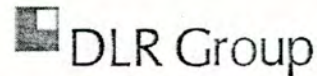
24 oz Whole Grain White Bread 25 slices	1.30 .054 oz
Small Hamburger Bun 12pk 1.5 oz	1.15 .095 each
Whole Grain Hamburger Bun 60 ct 57grams	6.60 .110 each
Whole Grain Hot Dog Bun 60 ct 41grams	6.60 .110 each
24 oz Texas Toast 18 slices	1.25 .069 slice

Thank you for your consideration.

Respectfully,



Paul Johnston
Vice President of Sales
515-229-5927
Email pjohnston@panogold.com



Architecture Engineering Planning Interiors

6200 Aurora Avenue
Suite 210W
Des Moines, IA 50322

o: 515/276-8097
f: 515/252-0514

June 7, 2012

Greg Dufoe
Adel Desoto Minburn Community School District
801 Nile Kinnick Dr. S
Adel, IA 50003
gdufoe@adel.k12.ia.us

Project Name: Stadium Lighting Replacement
DLR Group Project No.: 11-12112-00

Re: Bid Recommendation

Dear Greg:

Bids were received for the combined construction contract for the Stadium Lighting Replacement on June 5, 2012. Two contractors submitted bids for the project. Copies of the Bid Tabulation Summary are included with this correspondence for your review.

Our Firm recommends awarding the base construction contract to the lowest responsive bidder, Van Maanen Electric for \$245,000. An alternate to light the adjacent practice field was also provided for an additional cost of \$11,000.

Please feel free to contact our office should you need any additional information or have any questions regarding the construction award recommendation or need additional information.

Sincerely,

DLR Group, inc. (an Iowa corporation)

Vincent A. Ward, LEED AP BD+C
Principal

Encl: Bid Tabulation

Des Moines Chicago Colorado Springs Denver Honolulu Kansas City Las Vegas
Lincoln Los Angeles Minneapolis Omaha Orlando Palm Springs Pasadena
Phoenix Portland Riverside Sacramento Seattle Tucson Shanghai

dlrgroup.com
facebook.com/dlrgroup
twitter.com/dlrgroup

ADEL-DESOTO-MINBURN HIGH SCHOOL STADIUM LIGHTING REPLACEMENT ADEL, IOWA BID FORM	BID BOND	Addendum CC-1	LUMP SUM BASE BID A	LUMP SUM BASE BID B	LUMP SUM BASE BID C	LUMP SUM BASE BID D	LUMP SUM BASE BID E	ALTERNATE NO. CC-1
Baker Electric, Inc.	X	X	\$269,840.00					\$16,077.00
Van Maanen Electric, Inc.	X	X	\$245,000.00					\$11,000.00



Architecture Engineering Planning Interiors
 6200 Aurora Ave., Suite 210W
 Des Moines, IA 50322
 Phone: 515-276-8097

Recorded by: Vince Ward
 Date: Tuesday, June 5, 2012 at 2:00p.m.

Adel-Desoto-Minburn High School Stadium Lighting Replacement
 DLR Group Project No. 11-12112-00

SECTION 006100 - CONSTRUCTION AGREEMENT

THIS AGREEMENT, made and entered into this 11th day of June, 2012 by and between ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT (the "Owner"), and Turnkey Construction, Inc. (the "Contractor"), in connection with the Centennial Elementary School New Classroom Doors Project.

In consideration of the compensation to be paid to the Contractor and of the mutual agreements herein contained, the parties agree as follows:

CA - 1.00 SCOPE OF THE WORK

The Contractor will furnish all tools, equipment, components, machinery, supplies, superintendence, insurance, transportation and other construction accessories, services and facilities specified or required to be incorporated in and form a permanent part of the completed work. In addition, the Contractor shall provide and perform all necessary labor in a good, firm, substantial workmanlike manner and in accordance with the conditions and prices stated in the Quote Proposal and the requirements, stipulations, provisions and conditions of the Contract Documents as defined in the attached General and Special Conditions, said documents forming the contract and being as fully a part thereof as if repeated verbatim herein; perform, execute, construct and complete all things mentioned to be done by the Contractor and all work included in and covered by the Owner's official award of this contract to the Contractor, such award being based on the acceptance by the Owner of the Contractor's quote, or part thereof.

CA - 2.00 THE CONTRACT DOCUMENTS

The Contract Documents shall consist of this written Agreement, Request for Quotations, Instructions to Quoters, General Conditions, Competitive Quotation Form, Insurance Policies and Certificates, Performance Bond, Labor and Material Payment Bond, drawings and specifications, tests and engineering data, approved change orders, Contractor's Requests for Payment, and all addenda issued by the Owner prior to the awarding of the Contract (collectively, the "Contract Documents"). All of the Contract Documents listed in this CA-2.00 are hereby incorporated by this reference as fully as if they were set out in this Agreement in full, all of which documents and instruments are incorporated by the signature of the parties hereto.

CA - 3.00 TIME OF COMPLETION

The Contractor agrees to commence work under this Agreement ~~by no later than~~ as soon as possible and to ~~fully~~ substantially complete the work by no later than August 17, 2012. Specific phase work completion dates, if any, shall be in accordance with the timelines outlined in the General Conditions.

CA - 4.00 CONTRACT SUM

The Owner shall pay to the Contractor for performance of the work encompassed by this Agreement, and the Contractor will accept as full compensation therefor the lump sum of \$177,670.00, including Alternates No. 1A and 1B, subject to adjustment as provided by the Contract Documents, to be paid by progress payments in cash or its equivalent in the manner provided for in the Contract Documents, or as otherwise agreed between Owner and Contractor.

CA - 5.00 ACCEPTANCE AND FINAL PAYMENT

Upon receipt of written notice that the work is ready for final inspection and acceptance, the Contractor and Owner shall make such inspection, and when the work is found to be acceptable under the Agreement and the Agreement fully performed in accordance with the Contract Documents, including the satisfactory completion of all punch list items, then the balance found to be due the Contractor shall be paid. Before issuance of the Owner's Letter of Acceptance, the Contractor shall submit evidence satisfactory to the Owner that all payrolls, material bills, and other indebtedness connected with the work has been or will promptly be paid.

CA - 6.00 OWNER'S RIGHT TO DO WORK

If Contractor neglects to prosecute work properly or fails to perform any provision of this Contract, Owner, after three (3) days' written notice to Contractor, may, without prejudice to any other remedy he or she may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.

CA - 7.00 OWNER'S RIGHT TO TERMINATE CONTRACT

Owner may, without prejudice to any other right or remedy, and after giving Contractor seven (7) days' notice, terminate employment of Contractor for any of the following reasons:

- a. Contractor makes a general assignment for benefit of creditors, or is adjudged a bankrupt.
- b. Receiver is appointed on account of Contractor's insolvency.
- c. Contractor persistently or repeatedly fails or refuses, except when extension of time to complete is granted to provide enough skilled workers or proper materials.
- d. Contractor fails to make prompt payment to subcontractors for material or labor.
- e. Contractor persistently disregards laws and ordinances or instructions of Owner.
- f. Contractor violates a provision of Contract.

If Owner terminates employment of Contractor, Owner shall take possession of premises and all materials, tools and appliances thereon and shall finish work by whatever method deemed expedient. In such case Contractor shall not be entitled to receive any further payment until work is finished.

If unpaid balance of Contract price exceeds expense of finishing the work including compensation for additional managerial and administrative services, excess shall be paid to Contractor. If expense exceeds unpaid balance, Contractor shall pay difference to Owner.

CA - 8.00 CONTRACTOR'S RIGHT TO STOP WORK OR TERMINATE CONTRACT

If Owner fails to pay to Contractor within seven (7) days of its maturity and presentation, any sum certified by Owner, then Contractor may, upon seven (7) days simultaneous written notice to Owner, stop work or terminate this Contract. If Contractor elects to stop work by written notice, work shall be resumed promptly upon payment by Owner. If Contractor elects to terminate this Contract, by written notice, he or she shall recover from Owner payment for all work executed to date of notice and any loss sustained upon any plant or materials plus a reason-able profit.

CA - 9.00 REPRESENTATIONS

The Contractor shall not extend the credit or faith of the Owner to any other persons or organizations.

CA - 10.00 ASSIGNMENT

The Contractor shall not assign all of his rights or obligations under this Agreement without the express written consent of the Owner. Upon any assignment even though consented to by the Owner, the Contractor shall remain liable for the performance of the work under this Agreement.

CA - 11.00 PARTIAL INVALIDITY

If any provisions of this Agreement are in violation of any statute or rule of law of the State of Iowa, then such provisions shall be deemed null and void to the extent that they may be violative of law, but without invalidating the remaining provisions hereof.

CA - 12.00 WAIVER

No waiver of any breach of any one of the agreements, terms conditions or covenants of this Agreement by the Owner shall be deemed or imply or constitute a waiver of any other agreement, term, condition or covenant of this Agreement. The failure of the Owner to insist on strict performance of any agreement, term, condition or covenant, herein set forth, shall not constitute or be construed as a waiver of the Owner's rights thereafter to enforce any other default; neither shall such failure to insist upon strict performance be deemed sufficient grounds to enable the Contractor to forego or subvert or otherwise disregard any other agreement, term, condition or covenant of this Agreement.

CA - 13.00 ENTIRE AGREEMENT

The within Agreement, together with the Contract Documents, constitute the entire agreement of the parties hereto. No modification, change, or alteration of the within Agreement shall be of any legal force or effect unless in writing, signed by all the parties.

CA - 14.00 COUNTERPARTS

This Agreement may be executed in several counterparts and each such counterpart shall be deemed an original.

CA - 15.00 GOVERNING LAW

Venue for any and all legal actions regarding or arising out of the transaction covered herein shall be solely in the District Court in and for Polk County, State of Iowa or the United States District Court for the Southern District of Iowa. This transaction shall be governed by the laws of the state of Iowa.

CA - 16.00 NOTICES

All notices, requests, demands and other communications given or to be given under this Agreement shall be in writing and shall be deemed to have been duly given when served if served personally, or on the second day after mailing if mailed by first class mail, registered or certified, postage prepaid, and properly addressed to the party to whom notice is to be given as set forth below.

If to Owner: Superintendent, Southeast Polk Community School District, 8379 NE University Avenue, Pleasant Hill, Iowa 50327.

If to Contractor, then to the individual at the address set forth in the signature block below.

Either party may change its address for purposes of notice by giving written notice to the other party in accordance with this paragraph.

CA - 17.00 BONDS

The Contractor shall furnish both a performance bond and a payment bond in the full amount of the contract and shall pay the premium thereon. The performance bond shall guarantee the full performance of the contract.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written, and shall extend to and bind the parties, their successors, assigns and personal representatives.

ADEL-DESOTO-MINBURN COMMUNITY
SCHOOL DISTRICT

Contractor

By: _____
President, Board of Directors

ATTEST:

Secretary, Board of Directors

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

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

Aye: _____

Nay: _____

Whereupon the President declared said Resolution duly adopted as follows:

RESOLUTION

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the board:

The superintendent is hereby delegated to determine the specific areas of shortage and funds available for those positions for the fiscal year 2012-13.

Passed and approved _____
(date)

Board President

Attest:

**EPA Brownfields Grant
Environmental Site Assessment
Access Agreement**

THIS AGREEMENT, made and entered into by and between _____
_____ hereinafter referred to as the "GRANTOR" and the City of Adel, a
municipality with the legal address P.O. Box 248, 301 S. 10th Street, Adel Iowa, 50003,
hereinafter referred to as the "CITY".

FOR THE PARTIES' JOINT AND MUTUAL CONSIDERATION IT IS HEREBY AGREED AS
FOLLOWS:

1. That the undersigned Grantor states that GRANTOR is the lawful possessor of certain real estate generally located at _____, Adel, Iowa, hereinafter referred to as the "Property".
2. That the GRANTOR hereby grants and conveys to the CITY, its agents, employees temporary access to the real estate identified in section 1 of this Agreement to conduct EPA/Brownfields site assessment activities.
3. That the GRANTOR has a good and lawful right to grant access to the Property.
4. That the individual or individuals executing this Agreement on behalf of the GRANTOR has or have authority to grant the access rights conveyed to the CITY herein.
5. That the CITY shall indemnify and hold harmless the GRANTOR against any damage to the Property arising from the CITY's presence on the premises.
6. That the CITY shall access the Property during regular business hours, unless otherwise agreed to by the GRANTOR.
7. That the CITY shall use best efforts to avoid disrupting the GRANTOR's activities on the Property while the CITY conducts the aforementioned site assessments.
8. That the right of access granted and conveyed herein to the CITY shall automatically expire upon completion of the site assessment of the Property, and in no event later than October, 1, 2012.
9. ALL COSTS FOR COMPLETION OF THE PHASE I AND PHASE II SITE ASSESSMENTS SHALL BE THE SOLE RESPONSIBILITY OF THE CITY.

Dated this _____ day of _____, 2012.

GRANTOR

CITY OF Adel

An authorized Signatory

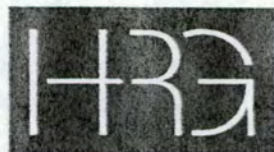
An authorized Signatory

Name (Printed)

Name (Printed)



A • D • E • L
I • O • W • A



HRGreen

Brownfield Redevelopment

Restoring Properties, Restoring Communities

What are brownfields?

Brownfields are "real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant." Brownfields can adversely impact human health, decrease the value of surrounding properties, deter potential investments, and represent a significant safety hazard to the community if left unaddressed.

Brownfield sites can include residential, commercial, or industrial parcels of land. Examples include properties with former uses such as:

- dry cleaners
- automotive repair shops
- service stations
- industrial manufacturers
- illegal dump sites
- railroad facilities
- warehouses
- landfills

EPA Brownfields Program

The Environmental Protection Agency (EPA) established the Brownfields Program to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. The EPA provides technical and financial assistance for brownfields activities through an approach based on four main goals: protecting human health and the environment, sustaining reuse, promoting partnerships, and strengthening the marketplace.

The EPA Brownfields Program provides direct funding to eligible recipients for brownfields assessment, cleanup, revolving loans, and environmental job training. The EPA awarded the City of Adel a \$200,000 Brownfields Hazardous Substances Assessment Grant in 2009. The funds allow the City to inventory, characterize, assess, and conduct cleanup planning on brownfield sites.

Abandoned industrial facilities often pose significant redevelopment challenges due to perceived contamination and liability concerns.



Environmental Site Assessments (ESA)

The Environmental Site Assessment (ESA) process allows individuals to satisfy due diligence requirements pursuant to obtaining innocent landowner, contiguous property owner, or prospective purchaser limitations under CERCLA liability guidelines. The referenced protections help minimize risk for current/potential land owners allowing for the redevelopment of brownfields properties.

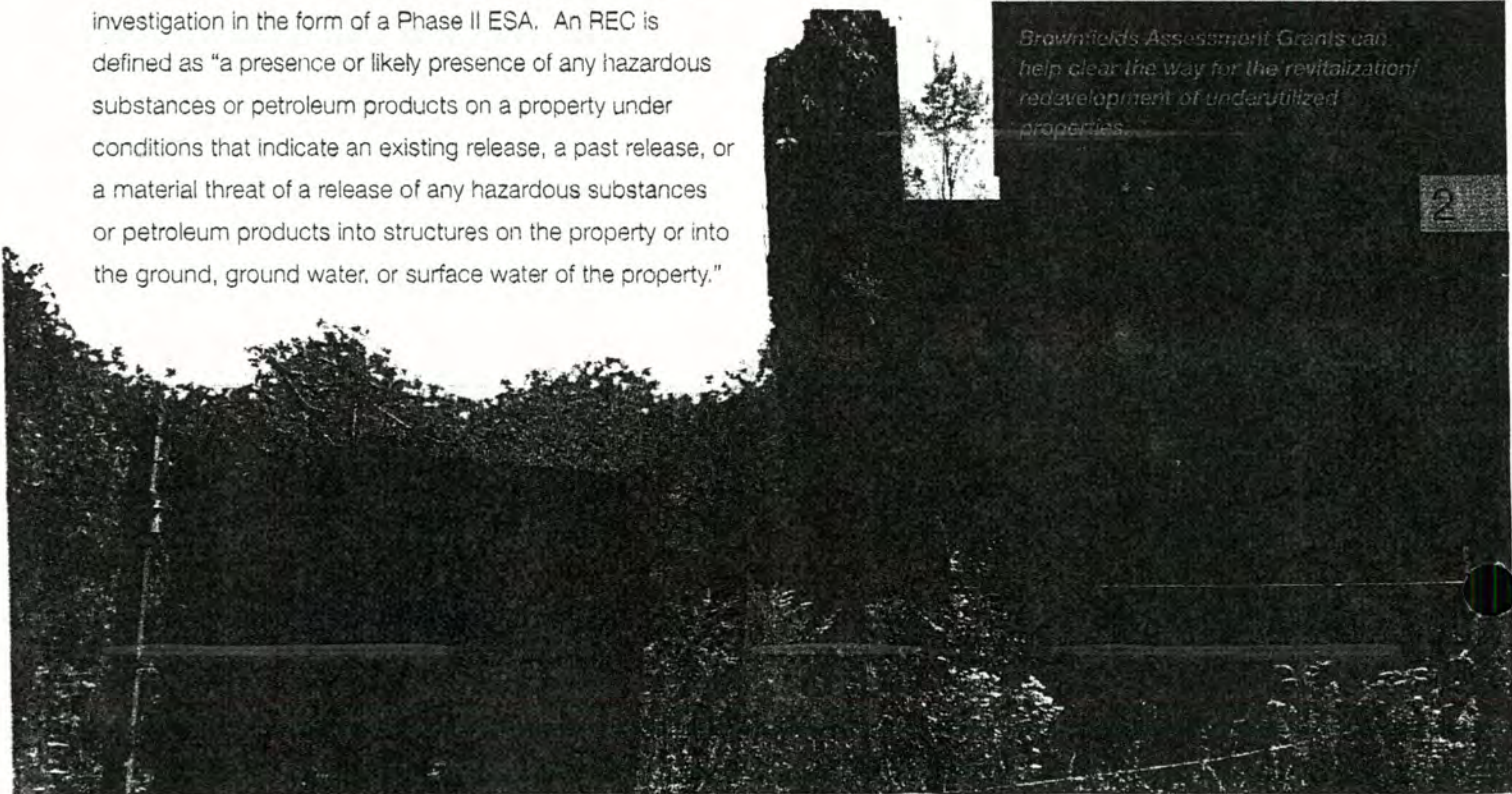
A Phase I ESA is a non-intrusive evaluation of environmental conditions at a site. Phase I ESAs accumulate data on the present conditions and historical uses of a subject site and nearby properties to assess the potential for adverse environmental impacts. This research includes visiting the subject site, interviewing individuals familiar with the site including current and past owners/operators and local officials, conducting an environmental records search for the site and surrounding vicinity, and reviewing historical documents related to the area such as fire insurance maps, topographical maps, aerial photographs, and city directories. An environmental professional then compiles the information into a report and concludes either 1) no environmental concerns identified or 2) the presence of a recognized environmental condition (REC) warrants further investigation in the form of a Phase II ESA. An REC is defined as "a presence or likely presence of any hazardous substances or petroleum products on a property under conditions that indicate an existing release, a past release, or a material threat of a release of any hazardous substances or petroleum products into structures on the property or into the ground, ground water, or surface water of the property."

A Phase II ESA involves collecting soil and groundwater samples to identify the types and concentrations of contaminants (if any) and the areas of contamination needing cleanup (if necessary). The resulting report compares contaminant levels to regulatory standards for evaluation of concerns for human health and the environment. A Phase II ESA can also include asbestos and lead-based paint surveys and hazardous materials inventories.

Benefits of Brownfields Redevelopment

Brownfields Assessment Grants help return properties exhibiting signs of potential contamination back to a productive reuse. This process helps achieve the following benefits:

- Facilitates job growth
- Stems urban sprawl by reducing development pressure from agricultural lands
- Avoids costly infrastructure extensions required to serve new greenfield development
- Protects human health and the environment
- Often spurs additional redevelopment activities
- Increases the local tax base
- Eliminates eyesores and safety hazards



Brownfields Assessment Grants can help clear the way for the revitalization/redevelopment of underutilized properties.

Frequently Asked Questions

Am I eligible to participate?

Sites are generally eligible if they are abandoned or underutilized and have **real or perceived environmental contamination issues**. The City of Adel will submit a site eligibility request form to the EPA to confirm the eligibility of a site prior to conducting any environmental site assessment activities.

Why should I participate?

The EPA Brownfields Assessment Grant provides property owners with a chance to **assess contamination concerns free of charge**. Phase I ESAs typically cost between \$2,000 and \$10,000 depending on the size of the property and the number and size of buildings on-site. Phase II ESAs can cost between \$10,000 and \$80,000 depending on property size and chemical testing.

Environmental Site Assessments provide property owners with a clear understanding of the environmental condition of their property. The reports help a property owner to identify what conditions may cause problems when trying to sell a property. More importantly, they will understand the necessary steps required to manage and clear the issues. This situation will ultimately increase the sell-ability and value of the property. Finally, most lending institutions will require a Phase I before lending any money for property acquisition or redevelopment.

How much will a Phase I and a Phase II ESA (if recommended) cost me as a property owner?

Nothing. The City's EPA Brownfields Assessment Grant covers all costs associated with conducting the Phase I and Phase II ESA activities. Further, money is available to conduct risk assessments, preparation for clean-ups, and redevelopment planning.

What if contamination is found?

Instances of **perceived contamination** occur much more frequently than instances of actual contamination being found. If elevated levels of contamination are found a copy of the report is sent to the Iowa Department of Natural Resources (IDNR) Brownfield group for opinion of hazardous conditions. Often, the IDNR is able to issue a letter stating conditions don't appear to present a hazard and no additional work is required.

If contamination levels are a potential hazard, the IDNR may require additional assessment. This assessment can be completed using grant funds. If additional assessment warrants cleanup, funding may be possible through DNR and EPA cleanup grants. Property owners may be responsible for the cleanup if their site activities lead to the contamination. With Brownfields sites, the contaminating activities are generally from the past property uses.

3

Contact Information

Please contact one of the following individuals for additional information on the Brownfields Program:

Brent Klein - City Administrator

301 S. 10th Street

PO Box 226

Adel, IA 50003

Phone: 515-380-4225

Fax: 515-380-4227

eklein@adelciwa.org

Michael Goalen - Project Manager - HR Green

2550 University Ave. W., Suite 400N

St. Paul, MN 55114

Phone: 1-800-428-7305

mgoalen@hrgreen.com



MRK042012

TimeClock Plus[®]
 by Data Management, Inc.
 3322 West Loop 306, San Angelo, TX 76904
 325 223-9500 800 749-8463
 sales@timeclockplus.com

Quote	Customer	Quote Date
271677	127936	06/01/2012

CUSTOMER
Adel-Desoto-Minburn Comm School District Tim Hoffman (515) 993-4283 801 Nile Kinnick Dr S Adel, IA 50003-2024

Rep	Entry	Method of Shipment	Method of Payment
HIRT	HIRT	UPS Ground	Purchase Order Net30

Stock No.	Ordered	Description	Unit Cost	Total
21-91	1	TimeClock Plus HYBRID Edition [®] 3.0	5,698.00	5,698.00
	1	- TimeClock Plus HYBRID Edition [®] 3.0 Discount	(530.00)	(530.00)
	100	- HYBRID Edition [®] 3.0 Employee Licenses		
	1	- Contracts First Hour Calculation Module		
	1	- Contract Hours Module		
		Includes 30-day Money Back Guarantee and 90 Days Free Technical Support Includes 2 Hours Virtual Implementation/Training Options: Annual Support Agreement \$990.78 School Accounting System Export \$550 Substitute Tracking \$595		
<p>Valid for 14 days. Expires 06/15/2012. DO NOT PAY. THIS IS NOT AN INVOICE.</p>				



Product Total:	5,698.00
Discount:	(530.00)
Subtotal:	5,168.00
S & H:	24.00
Total:	5,192.00



TimeClock Plus™ Hybrid System Requirements

Web Server and Database Server

- Windows XP Pro with SP 3
- Windows Vista Home Prem.
- Windows Vista Ultimate
- Windows 2003 Server
- Windows 2008 Server
- Windows 7
- MSDE/SQL Express 2005/2008
- SQL Server 2000/2005/2008
- 2 gigahertz (GHz) Dual Core Pentium processor or equivalent (4 GHz or higher total processing power recommended))
- 2 gigabytes (GB) of RAM (4 GB or higher recommended)
- 1 gigabyte (GB) of hard disk space OR if you plan to host your Web Server and Database Server separately then allow 200 megabytes (MB) of space on the Web Server and 800 MB on the Database Server (2 GB recommended)
- Broadband internet: 1.5 Mbps up (3.0 Mbps up or higher recommended)
- Internet Information Services (IIS) 5.1 or later

If your web server is running IIS 7 then you must enable the Windows feature: IIS Metabase and IIS 6 configuration compatibility.

Client-Server Client (6.0)

- 233 megahertz (MHz) processor (300 MHz recommended)
- 64 megabytes (MB) of RAM (128 MB recommended)
- 30 megabytes (MB) of hard disk space
- 800 x 600 high color resolution
- Microsoft .NET Framework 3.5 SP1

Web Client

- Windows XP with SP 3
- Windows Vista
- Windows Server 2003
- Windows Server 2008
- Windows 7
- Mac X OS
- 1 gigahertz (GHz) Dual Core Pentium processor or equivalent (2 GHz or higher recommended)
- 512 megabytes (MB) or more of RAM (1 GB or higher recommended)
- Broadband internet: 1.5 Mbps down (3.0 Mbps down/higher recommended)

For the best experience

- Internet Explorer 8
- Firefox 3.5 or higher in Windows or Mac
- Internet Explorer 7 (supported, but not recommended)
- Resolution of at least 1024 x 768





5/23/2012

Proposal Prepared for:

Adel Desoto Schools

SOFTWARE

Attendance Enterprise Software 2.1
150 Employees, 5 Users

Total

\$ 3,675.00

One-Way Interface to Software Unlimited Payroll

\$ 832.00

COLLECTION DEVICE OPTIONS

Employee Self Service & Leave Management
Enables employees to punch and request leave via PCs

\$ 1,140.00

TOTAL SOFTWARE INVESTMENT

\$ 5,647.00 *

PROGRAMMING & INSTALLATION

Estimated 4-6 Hours

\$ 150.00 per hour

YEARLY SYSTEM SOFTWARE MAINTENANCE

\$ 730.00

Maintenance and Warranty

All Hardware carries a 90-day warranty. Software configuration has a 30-day set up warranty.

System Implementation

Programming, installation and training of InfoTronics software and hardware is available at \$150 per hour. It will take approximately 4-6 hours for Installation, Programming & Training.

SERVER REQUIREMENTS:

MS SQL - Windows 2003 Server or Better

SQL Server - C2D 1.8 Ghz, 1 G RAM, 2G HD

IIS Server - C2D 1.8 Ghz, 1 G RAM, 2G HD, Remote Access Available

Client Requirements for Manager / Employee:

Browser enabled work stations with Internet Explorer 6.0 or higher,

Safari 5.0 or higher, Firefox 3.6 or higher, Chrome 7.0 or higher, Opera 10.63 or higher

System Purchase requires a signed PO.

System Implementation hours will be billed as incurred.

Above pricing does not include tax. Per Diem and Travel expenses billed at \$95 per hour.

Pricing void after 30 days.



5/30/2012

TMS Hosted Option Prepared for:

Adel Desoto Schools

SOFTWARE	<u>Initial 5 Years</u>	<u>End of 5 Years</u>
Up to 150 Employees TMS Attendance Enterprise Software Includes 5 Users	\$ 270.00	\$ 180.00
COLLECTION DEVICES		
Employee Self Service and Leave Management		
PC collection option for employees to request leave		
Total Monthly Investment	<u>\$ 270.00</u>	<u>\$ 180.00</u>

PROGRAMMING, INSTALLATION & TRAINING \$ 150.00 per hour
Estimated 4-6 Hours

YEARLY MAINTENANCE
Included in Hosted System Pricing

System Implementation

Programming, installation and training of TMS Attendance Enterprise software and hardware is available at \$150 per hour.

SYSTEM REQUIREMENTS:

Browser enabled work stations with Internet Explorer 6.0 or higher,
Safari 5.0 or higher, Firefox 3.6 or higher, Chrome 7.0 or higher, Opera 10.63 or higher

Hosted System requires a signed agreement upon order.

Above pricing does not include tax.

Pricing void after 30 days.

Payment is due within 30 days of sale. A 1.5% per month late payment fee will be assessed on any unpaid balance remaining after 30 days. Any payments returned for NSF (Insufficient Funds) will result in a NSF Charge of \$30.00 or actual charges incurred, whichever is greater.

Sioux City IA

800-282-8463 Ext 5201

Sioux Falls SD

Fax 712-271-8463

St. Petersburg FL

Dania Beach FL

mindyk@tmstime.com

Board Update

ADM Technology Department

Summer projects are well underway in the district, with several projects already having been completed.

- **Network Infrastructure Upgrade**
 - **Network Switch Replacement**
 - QCI installed all of our new network switches, and all traffic in the network core has been routed through the new switches. Traffic in edge closets (central office, HS south, DeSoto x 3, and Adel Elementary x 2) is being routed through the new switches as tech staff complete port assessments to determine which ports will remain active and which ones will not.
 - **Wireless Network Replacement**
 - The new wireless network controller is up and working, and Meru access points have been deployed (they receive configuration information from the controller automatically) in several locations around the district. The cabling contractor is working to install necessary cabling to new access point locations in each building, and after running cable will also mount the new access points.
 - **Building-to-Building Fiber Project**
 - Contractors have already installed most of the new fiber runs to each building, and termination of that fiber is scheduled to occur in mid to late June. Service is required to begin on July 1st, but will likely be turned on in June.
- **Server Upgrade**
 - The server upgrade project is complete. QCI installed the two servers, storage device, and associated hardware, and configured the connection to the storage device for optimal performance. Most of our services have already been installed and are in use, including our new active directory, print, file, web, RADIUS, Casper, and Moodle servers. A startup training for our new Casper Suite (Mac OS X and iOS management) server was completed on June 7-8.
- **Staff Training**
 - The PPEL Technology Cadre academy was held from June 4th to 6th. On June 4th, teachers – under the direction of AEA trainers – gained experience with iPad hardware and software, discussed integration of iPads in the classroom and the impacts vis-à-vis core curriculum requirements. June 5th was focused on Mimio products (interactive whiteboard and document camera), and teachers were able to gain firsthand experience. June 6th saw teachers focus on Moodle (an online learning system), Chromebooks, and sharing with colleagues through screencasting and online resources such as Moodle and Twitter.
- **Classroom Technology Project**
 - Installation of projectors and speakers began on June 1st, and is expected to be largely completed (save for rooms where the installers must wait for other projects to be completed) by mid-June. The district has received all of the new MimioTeach interactive whiteboard devices and MimioView document cameras, and tech staff are working to inventory and distribute those items.
- **New Computers**
 - We will not be able to take delivery of new computers until July 1st, due to PPEL funding restrictions, but have a plan to process staff laptops and replace student-use computers in early to mid July. Most student computers have already been removed and processed from all of the buildings, with the exception of computers that are in use during the summer.



Call for 2013 Legislative Action Priorities

What Your Board Needs to Do

Spend the May, June, or July (or first week of August) board meetings analyzing, discussing and voting on your top legislative priorities for next year. This should give all school boards at least two meetings to identify their priorities for the 2013 General Session by doing one or more of the following:

- Pick no more than five priorities or agree to move forward with the priorities from the 2012 platform, and/or;
- Suggest amendments to existing resolutions or recommend new resolutions;
- Identify resolutions that should be removed from the platform if they are no longer relevant or critical;
- Return up to five of your top legislative priorities or general approval to IASB by **August 10th** via the Internet at <http://www.ia-sb.org/iasbform.aspx?ekfrm=12982>, or fax the completed form back to Marte Brightman at (515) 247-7057.

The Resolutions and Priorities Process

- The IASB Legislative Resolutions Committee (LRC), at its August meeting, will review the submitted resolutions, prioritize them and make recommendations to the IASB Board of Directors.
- The IASB Board of Directors, at its September meeting, will vote to approve or modify the LRC recommendations and forward the report to the Delegate Assembly.
- The IASB Delegate Assembly will meet in Des Moines on November 14th. The Delegate Assembly is the official body that establishes the IASB Legislative Priorities, Resolutions and Beliefs.

What is the Legislative Resolutions Committee?

The building of, and the strength of, the IASB legislative platform is based on member input. The Legislative Resolutions Committee is a 19 member committee comprised of K-12 board members, an AEA representative and an Iowa Community College Board of Trustees member. The IASB President-elect presides over the LRC. Members of the IASB Board of Directors appoint an LRC committee member from their director district. The IASB president makes five at-large appointments. The AEAs and Iowa Association of Community College Trustees each appoint one member. The LRC is a cross-section of school boards from across Iowa, big and small, urban and rural.

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

Remember: IASB needs your top five resolutions by August 10th.

Return form sent to board secretaries is available on the IASB web site <http://www.ia-sb.org/LegislativeAdvocacy.aspx?id=7342>.



2012 IASB Legislative Action Priorities and Resolutions

STUDENT ACHIEVEMENT AND STUDENT EQUITY: The Iowa Association of School Boards:	Legislative Action 2012 Session:
1. Supports preserving the integrity of the statewide penny sales tax for school infrastructure, including the tax equity provisions of buying down the highest additional levy rates to the state average.	This section will be updated after the close of the 2012 legislative session. Please check our Web site at www.iasb.org for updates to this document.
2. Supports full state funding to implement the Iowa Professional Development Model.	
3. Supports continued progress in the development of rigorous content standards and benchmarks consistent with the Iowa Core focused on improving student achievement, including the following state actions: <ul style="list-style-type: none"> • Provide and fund technical assistance to help school districts fully implement the Iowa Core. • Develop or obtain high-quality summative and formative assessments, aligned to the skills students should know and be able to do to succeed in the 21st century • Include and fund all the components of successful standards systems: assessments aligned to high expectations, improved and aligned instruction and quality professional development. 2012 IASB Priority 	
4. Supports adequate and on-time funding for English-language learner (ELL) students until the students reach proficiency.	
5. Supports a funding mechanism for school districts' transportation costs that does not directly or indirectly impact funding for the educational program.	
6. Supports funding to ensure all 4 year-olds have access to a high quality public school preschool program and allow them to be included in the enrollment count if those programs can demonstrate meeting the collaboration and quality standards requirements of the statewide voluntary preschool program. 2012 IASB Priority	
7. Supports continuation of sufficient incentives and assistance to encourage sharing, reorganization or regional high schools to expand academic learning opportunities for students and to improve student achievement. IASB supports expansion of sharing incentives to include special education, curriculum and other critical administrative positions. The incentives must be available to school districts regardless of the location of the sharing partner(s).	
8. Supports legislation that increases the at-risk student weighting and includes drop-out prevention in the foundation formula.	
9. Supports revising the foundation formula to equalize per pupil funding regardless of the school district.	
10. IASB supports Iowa law giving local school boards authority to establish charter schools. Charter schools should not be established by any entity other than public school boards and, after approval of a charter school by a local school district, charter school plans and waivers must be approved by the State Board of Education and subject to all state accountability and reporting standards.	



2012 IASB Legislative Action Priorities and Resolutions

FINANCE: The Iowa Association of School Boards:	Legislative Action 2012 Session:
11. Supports setting allowable growth at a rate that encourages continuous school improvement and reflects actual cost increases experienced by school districts and AEAs. Our priority is to increase and maintain the state cost per pupil and the spending authority associated with it to build a strong base for future education resources with full state funding of the state's share of the cost per pupil. 2012 IASB Priority	
12. Supports a school foundation formula that adequately, and in a timely manner, funds changes in demographics, including declining and increasing enrollment challenges.	
13. Supports flexibility in the use of modified allowable growth for dropout prevention including the funding of administrative costs and employee costs for those who have the responsibility for serving at-risk students.	
14. Supports greater flexibility in the use of the management levy for those services required by law including inspections and publication costs and legal and auditing services, including internal auditing services and staff.	
15. Supports greater flexibility in allowing school districts to charge fees for non-curricular related costs.	

LOCAL CONTROL: The Iowa Association of School Boards:	Legislative Action 2012 Session:
16. Supports legislation that provides greater flexibility for school districts to meet changing needs, become more efficient, protect natural resources and save public funds. 2012 IASB Priority	
17. Supports incentives for school districts to offer extended days and/or innovative calendars. School districts receiving these incentives should evaluate such initiatives to determine the impact on student learning.	
18. Supports the repeal of the legislated school start date and restoration of local school district authority to determine when it is in the best interest of students to start school.	
19. Supports the use of physical plant and equipment levy (PPEL) funds for the maintenance and repair of equipment or infrastructure that can be purchased or financed with PPEL funds.	

Allowable
Growth
rate



2012 IASB Legislative Action Priorities and Resolutions

TAXES: The Iowa Association of School Boards:	Legislative Action 2012 Session:
20. Supports legislation allowing school bond issues to be passed by a simple majority vote and to permit the local school board to levy a combination of property taxes and income surtaxes to pay the indebtedness.	
21. Supports sufficient state revenues to adequately fund public education as Iowa's number one priority. IASB opposes erosion of the existing tax base. IASB supports a full accounting every two years by state government of the costs of all exemptions, credits or deductions for the income tax, sales tax or property tax.	
22. Supports tax increment financing (TIF) limitation, reform and regulation. Reforms should increase accountability and transparency for local government entities utilizing TIF. School districts should have the ability to implement TIF for certain types of facility expenditures and must be an equal partner with cities or counties when implementing new TIFs. In addition, we oppose residential TIFs unless the impacted school district(s) approve.	
23. Opposes a constitutional amendment or statewide voter referendum that would limit taxes, spending or local control impacting education.	
24. Supports efforts to minimize property tax disparities that occur between school districts because of the additional levy rate in the school foundation formula.	
25. Opposes property tax restructuring unless it holds school districts harmless.	

PERSONNEL: The Iowa Association of School Boards:	Legislative Action 2012 Session:
26. Supports giving school districts and AEAs the option to reduce staff to respond to reductions in funding or to comply with an arbitrator's award. School districts and AEAs should not be required to use the teacher contract termination procedures in Iowa Code section 279.13 for such staff reductions.	
27. Supports providing school districts with incentives and the flexibility to pay market competitive wages for shortage area positions, especially in the areas required to meet graduation and Iowa Core mandates.	
28. Opposes changes to labor and employment laws unless they: <ul style="list-style-type: none"> ▪ Include adequate resources provided by the state without a shift from other education resources or significant burden on property taxpayers. ▪ Balance the rights of the employees with the rights of management with scales tipped in favor of student achievement and student safety. 	
29. Support a requirement that arbitrators first consider local conditions and ability to pay. After the arbitrator determines the school district or AEA has the ability to pay, the arbitrator should then consider comparability.	
30. Supports a change in state law that allows school districts to enroll their employees in the state's health, dental and life/long-term disability insurance pools. 2012 IASB Priority	



2012 IASB Legislative Action Priorities and Resolutions

UNFUNDED MANDATES: The Iowa Association of School Boards:	Legislative Action 2012 Session:
31. Supports predictable and timely state funding to serve students receiving special education services at a level that reflects the actual cost, including educational programming and health care costs.	
32. Supports the federal commitment to fund 40 percent of the cost of educating students receiving special education services, and requests that the federal government fulfill that commitment by increasing funding a minimum of 8 percent per year until the 40 percent figure is achieved.	
33. Opposes and seeks to repeal unfunded mandates	

PROPOSED 2013 IASB LEGISLATIVE ACTION PRIORITIES

Please use this form to list your board's **Top Five Legislative Priorities in Rank Order**. Although there are a total of 33 resolutions, please select **only up to 5** resolutions that are most important to your district. If your legislative priorities are identical to the 2012 resolutions, please indicate the 2012 resolution number. Resolution numbers can be found in the 2012 IASB Legislative Resolutions pages included with this mailing or by visiting our website at <http://www.ia-sb.org/Publications.aspx?id=5008>. Indicate "new" if it's a new resolution. Also, please let us know if there are resolutions that should be removed from the platform. Use additional sheets as necessary. Please register your response via this link <http://www.ia-sb.org/iasbform.aspx?ekfrm=12982>, on the IASB website or *return this form by fax or mail to IASB by August 10 2012*. Fax to Marte Brightman (515) 247-7057 or mail 6000 Grand Ave., Des Moines, IA 50312.

The Board of Directors of _____ School District on _____, 2012, adopted the following Legislative Action Priorities and Resolutions on a vote of _____ to _____.
Submitted by: Name _____ Title _____

Continue Priorities from the 2012 Platform: _____
(2012 resolutions #'s 3, 6, 11, 16, & 30)

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

New Resolutions or amendments to existing:

Resolutions that should be removed: _____
(use 2012 resolution number)

Dallas County Multi-Jurisdictional Hazard Mitigation Plan

The federal government requires all states and local governments to have hazard mitigation plans approved by FEMA that are consistent with the Disaster Mitigation Act of 2000 (DMA 2000). This is required to maintain eligibility for certain types of federal disaster assistance, such as pre-disaster and post-disaster mitigation funding.

Dallas County is developing a comprehensive Multi-Jurisdictional Hazard Mitigation Plan to better address potential natural hazards **before they occur** and now seeks public comment. This plan is intended to identify feasible strategies to reduce the potential loss of life, human suffering, and loss of property from natural disasters, such as floods, severe winter storms, tornados, and windstorms.

Please take a minute to review the material below and complete the very short questionnaire on the back.

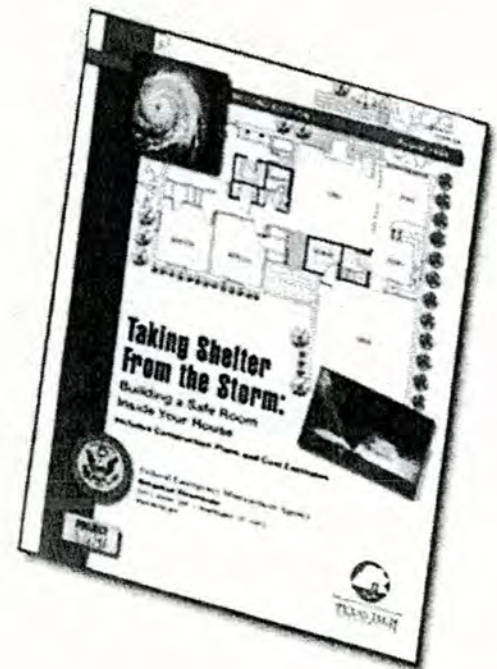


City of Perry - Pattee Park Tree Damage - Dawson Storm

This is a **multi-jurisdictional planning process** and is a cooperative effort between Dallas County, the incorporated cities, and the school districts.

Planning Committee's Ranking of Hazards Likely to Affect Dallas County

Hazard Type	Planning Significance
Tornado	High
River Flooding	High
Severe Winter Storm	High
Flash Flood	Moderate
Windstorm	Moderate
Grass or Wildland Fire	Moderate
Hailstorm	Moderate
Thunderstorms and Lightning	Moderate
Animal/Crop/Plant Disease	Moderate
Dam Failure	Moderate
Drought	Moderate
Levee Failure	Moderate
Expansive Soils	Low
Landslide	Low
Extreme Heat	Low
Earthquake	Low
Sinkholes	Low



1. The hazards addressed in the Multi-Jurisdictional Hazard Mitigation Plan are listed below. Please indicate the level of risk, or extent of potential impacts, in Dallas County that you perceive for each hazard. **Please rate EACH hazard 1 through 5 as follows:**

1=negligible, 2=limited, 3=moderate, 4=critical, or 5=catastrophic.

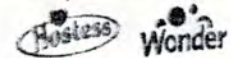
- | | |
|--|--|
| <input type="checkbox"/> Animal/Crop/Plant Disease | <input type="checkbox"/> Landslide |
| <input type="checkbox"/> Dam Failure | <input type="checkbox"/> Levee Failure |
| <input type="checkbox"/> Drought | <input type="checkbox"/> River Flooding |
| <input type="checkbox"/> Earthquake | <input type="checkbox"/> Severe Winter Storm |
| <input type="checkbox"/> Expansive Soils | <input type="checkbox"/> Sinkholes |
| <input type="checkbox"/> Extreme Heat | <input type="checkbox"/> Thunderstorms and Lightning |
| <input type="checkbox"/> Flash Flood | <input type="checkbox"/> Tornado |
| <input type="checkbox"/> Grass or Wildland Fire | <input type="checkbox"/> Windstorm |
| <input type="checkbox"/> Hailstorm | |

2. Requests for FEMA Hazard Mitigation Grant Program funds are currently reviewed initially by the Iowa Homeland Security & Emergency Management Agency. Listed below are their eligible project types. **Please check those that could benefit your community in your opinion:**

- | | |
|--|---|
| <input type="checkbox"/> Flood-prone Property Acquisition & Structure Demolition /Relocation | <input type="checkbox"/> New Tornado Safe Room Construction |
| <input type="checkbox"/> Flood-Prone Structure Elevation | <input type="checkbox"/> Electrical Utilities Infrastructure Retrofit |
| <input type="checkbox"/> Dry Floodproofing of Historical Residential Structures | <input type="checkbox"/> Soil Erosion Stabilization |
| <input type="checkbox"/> Dry Floodproofing of Non-residential Structures | <input type="checkbox"/> Wildfire Mitigation |
| <input type="checkbox"/> Minor Localized Flood Reduction Projects (storm water management or localized flood control projects) | |
| <input type="checkbox"/> Structural Retrofitting of Existing Buildings (adding a tornado safe room) | |
| <input type="checkbox"/> Non-structural Retrofitting of Existing Buildings, and Facilities from wind damage. | |

3. Please comment on any other issues that the planning committee should consider in developing a strategy to reduce future losses caused by natural hazard events.

Return / Contact Information: Mr. Barry Halling, Dallas County Emergency Management Coordinator, at phone # (515) 993-2134, fax # (515) 993-3476, email at: Barry.Halling@co.dallas.ia.us, P.O. Box 56, Adel, IA 50003



IBC SALES CORPORATION

P.O. Box 3989 / Davenport, IA 52808
 1034 E. River Drive / Davenport, IA 52803
 (563) 323-3647 x5946

June 1, 2012

Elizabeth Severidt, Food Service Director
 Adel-Desoto-Minburn Community School District
 801 Nile Kinnick Drive South
 Adel, IA 50003

In reply to your request, we are pleased to quote the following prices on bakery products for your school district for the 2012-2013 school year:

2615	24 oz. 51% Whole Grain Sandwich Bread, 24 slices, 1 oz. Slice	(1.18)	.049 oz.
5320	24 oz. White Texas Toast, 15 slices, 1.4 oz. slice	1.04	.069 slice
2605	51% Whole Grain Hamburger Buns, 12 ct. 1.8 oz. bun	(1.29)	.107 each
2610	51% Whole Grain Hot Dog Buns, 12 ct. 1.6 oz. bun	(1.08)	.090 each
3055	White Small Hamburger Buns, 12 ct. 1 oz. bun	(.68)	.056 each

Please send your response to P.O. Box 3989 Davenport, Iowa 52808, Attention:
 Carolyn Barnes, Sales Coordinator.

Very Truly Yours,

IBC SALES CORPORATION
 WONDER BREAD & HOSTESS CAKE

Marshall Tolly

Marshall Tolly
 Market Unit Sales Manager

MT/cb

Recommendation to accept.
E. Severidt

6-7-12

7-9 6/11/2012

Adel-DeSoto-Minburn Community School District

Bid

2012/13 School Year

ITEM	June Pricing
1/2 pint cartons 1% white milk	0.1900
1/2 pint cartons white skim milk	0.1860
1/2 pint cartons chocolate skim milk	0.1980
1/2 pint cartons strawberry skim milk	0.1980
1/2 pint cartons 100% orange juice	0.2800
4 oz cartons 100% orange juice	0.1600
16 oz 100% orange juice in plastic bottles	0.6700
16 oz plain and flavored skim milk in plastic bottles	0.6700
6 oz yogurt	0.4600

usage
60%
1240

Recommendation to accept.

E. Seewald

6-7-12

Roberts Dairy

3905 SE Capitol Circle, Grimes, IA 50111-8731

phone 515-243-6211 fax 515-243-3941



For [signature] 6/14/2012