

## BOARD MEETING UPDATE

NOVEMBER 12, 2012

### APPROVED:

- October 8 Regular Meeting Minutes
- October 8 Work Session Minutes
- Bills/Claims
- Financial Reports
  - October Monthly Reports
- Resignations/Terminations
  - Nancy Abbot, Bus Driver (10/22/12)
  - Tena McNeal, Payroll Specialist (11/13/12)
  - Jennifer Reams, AE Teacher Associate (10/12/12)
- Hires
  - Ryan Henderson, Asst. HS Boys Basketball Coach, Step 1 ✓
  - Jason Kilker, Asst. HS Wrestling Coach, Step 1 ✓
  - Ashley Krugler, DS Teacher Associate - Shared, Step 1 (12/17/12)
  - David Maynard, Country Route/Shuttle Bus Driver, Step 1 (10/24/12) ✓
  - Larry Schrock, DS Teacher Associate – Shared, Step 8 (10/23/12) ✓
- Pending Resignation
  - Mitch Krumwiede, Head Baseball Coach
- First Reading of 900 Board Policy Series (Exception of 904.5 – Needs Further Reviewing)
- Second & Final Reading of 800 Board Policy Series
- First Reading of 103, 103.E1, 103.R1 Board Policies (Non-discrimination Language)
- Participation in IDATP (Drug & Alcohol Testing Program)
- Open Enrollment In
  - Natalie Selover, K, from Van Meter to ADM
- Contract with RSP for Enrollment Projections \$11,000
- Affirmative Action Plan 2010-2012
- SBRC Modified Allowable Growth Application \$147,515 for Increased Enrollment
- Resolution Authorizing Issuance of Procurement Cards (P Cards)

### REPORTS/DISCUSSION

Written Language Professional Development Update – Julie McAdon & Cheryl Saunders

Activities Director Quarterly Report – Doug Gee

DMACC Perry Career Center Update – Lee Griebel

Advanced Placement Results 2012 – Lee Griebel

Iowa Assessment State/Local Comparisons 2012 – Greg Dufoe

Professional Learning Communities Professional Update – Greg Dufoe

### Important Dates

November 21	No School – Allowance for PT Conferences
November 22-23	Thanksgiving Vacation
December 5	Early Dismissal – PD Meetings

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

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

**NOTICE OF PUBLIC MEETING**

You are hereby notified that the Board of Directors of the Adel DeSoto Minburn Community School District will meet at 6:00 p.m. on the 12th day of November 2012, for its regular meeting in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

**BOARD MEETING AGENDA  
DISTRICT BOARD ROOM**

**November 12, 2012  
6:00 P.M.**

**OPENING:**

- |           |  |
|-----------|--|
| 6:00 P.M. | Call to order<br>Roll call<br>Emergency additions and adoption of agenda<br>Honoring Excellence<br>Retirement Recognition  |
| 6:05      | Consent agenda<br>Approval of minutes<br>Approval of bills/claims and transfers<br>Secretary/Treasurer financial reports<br>Personnel contracts<br>900 Board Policy Series – First Reading<br>800 Board Policy Series – Second and Final Reading<br>Board Policy 103, 103.E1, 103.R1 – First Reading<br>IDATP participation<br>Open enrollment<br>Welcome of visitors and open forum |

**ACTION ITEMS:**

- |      |  |
|------|--|
| 6:30 | RSP Contract for Enrollment Projections  |
| 6:40 | Affirmative Action Plan  |
| 6:50 | School Budget Review Committee Modified Allowable Growth Application - \$147,515 |
| 6:55 | Resolution Authorizing Issuance of Procurement Cards (P Cards)                   |

**ADMINISTRATIVE REPORTS/DISCUSSION ITEMS:**

- |      |  |
|------|--|
| 7:05 | Written Language Professional Development Update |
| 7:25 | Activities Director Quarterly Report             |
| 7:40 | DMACC Perry Career Center update                 |
| 7:50 | Advanced Placement results 2012                  |
| 8:00 | Iowa Assessment State/Local Comparisons 2012     |
| 8:10 | Professional Learning Communities PD update      |
| 8:25 | Adjournment                                      |

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

Nancy Gee  
Secretary  
Board of Directors





## Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

TO: Board of Directors  
FROM: Greg Dufoe, Superintendent  
SUBJECT: Memorandum for November 12, 2012

### **Honoring Excellence:**

Kendra Wolf is our first recipient of Honoring Excellence this year. Kendra teaches technology at DeSoto Intermediate and is also our technology integrationist with a focus on state data reporting and our student information system. Her colleagues at DS as well as Debbie Stiles nominated Kendra.

### **Retirement Recognition:**

Sandy Tiedeman was a long-time food service employee for us and retired mid August. Sandy worked at the high school for 30 years. Sandy was not included in the retirement ceremonies last year and we have invited her back to receive her plaque and be recognized for her years of service to ADM Schools. Liz Severidt will introduce Sandy and present her plaque.

### **Personnel contracts:**

I recommend the following resignations/terminations:

Nancy Abbot, bus driver, effective 10/22/2012

Tena McNeal, payroll specialist, effective 11/13/2012

Jennifer Reames, AE teacher associate, effective 10/12/12

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

Ryan Henderson, Ass't. HS Boys Basketball Coach, step 1

Jason Kilker, Ass't. HS Wrestling Coach, step 1

Ashley Krugler, DS shared associate, step 1, effective 12/17/12

David Maynard, Country Route/Shuttle Bus Driver, step 1 effective 10/24/2012

Larry Schrock, DS shared associate, step 8, effective 10/23/12

Pending resignation:

Mitch Krumwiede, Head Baseball Coach

### **900 Board Policy Series – First Reading (Exhibit 1):**

The 900 series is the final board policy series for review this year. There is one policy I have been working on revising – Distribution of Materials 904.5. This policy (and the administration regulation) prohibits sending home materials with students.

I have reviewed several other districts' policies, including Waukee, West Des Moines, and Cedar Falls. They all have the same prohibition on using students to send home materials, but have developed an on-line process for posting approved materials from a non-profit agency or organization. We will discuss at our board meeting and the revised materials are in your packet. Your feedback is appreciated.

### **800 Board Policy Series – Second and Final Reading (Exhibit 2):**

Our next series of policies for review is the 800 series. This series is focused on facilities. There are no recommended changes at this time. I recommend second and final reading of the 800 series of policies.

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



**Board Policy 103, 103.E1, 103.R1 – First Reading (Exhibit 3):**

We have one board policy and it's exhibit and regulation that need revising in preparation for our site visit. We need to include several more categories in our non-discriminatory statement.

**IDATP participation:**

ADM participates in the Iowa Drug and Alcohol Testing Program sponsored by the Iowa Association of School Boards. Federal regulations require that employers have a federally approved program in place on a calendar year basis. I recommend continued participation in IDAPT to meet this requirement.

**Open enrollment in for 2013-14:**

Natalie Selover, K, from VM to ADM (met timeline)

**RSP CONTRACT FOR ENROLLMENT PROJECTIONS (Exhibit 4)**

Included in your packets is a contract with RSP for an enrollment analysis, both a five-year and ten-year projection. The contract is for \$11,000. We are getting a later start on this than anticipated, but the January timeframe is still possible. I recommend this contract with RSP.

**AFFIRMATIVE ACTION PLAN (Exhibit 5)**

I recommend approval of the ADM Community School District Affirmative Action Plan for 2010-2012. Nancy has worked very hard in updating our plan and adding a great deal of information.

**SCHOOL BUDGET REVIEW COMMITTEE MODIFIED ALLOWABLE GROWTH APPLICATION - \$147,515 (Exhibit 6)**

I recommend approval of the SBRC Modified Allowable Growth Application. We get the authority for the increase in the budgeted enrollment from last year to this year. We had an increase of 24.5 students. The District Cost Per Pupil is \$6,021 so our on-time funding modified allowable growth is \$147,515.

**RESOLUTION AUTHORIZING ISSUANCE OF PROCUREMENT CARDS (P CARDS) (Exhibit 7)**

Nancy is going to review the use of Procurement Cards for the business office. She has included a lot of background information for your review prior to the meeting. This system has tremendous upside for our business operations at both the central office and building level.

I recommend approval of resolution authorizing issuance of procurement cards.

**Administrative Reports/Discussion items:**

**Written Language Professional Development Update**

Carole Erickson will introduce teacher representatives from DeSoto Intermediate to give an update on the written language implementation.

Carole and a small team, including Kelli Book, are set to present at IASB on the 15<sup>th</sup> at 2:45 pm!!

**Activities Director Quarterly Report (Exhibit 8)**

Doug will be on hand to provide the Board with a fall sports and fine arts season update and also preview our winter seasons and activities.



**DMACC Perry Career Center update**

Lee will update the Board on our participation levels in all of the programs available at the Perry DMACC Career Center. One of our district goals is to continue our strong participation rates at the Center.

**Advanced Placement results 2012 (Exhibit 9)**

Included in your packet is 2012 AP data. Both Lee and Jim will review with the Board. It is interesting to note that while our numbers of students taking AP courses has increased, our test results have also increased!!

We will also take some time to discuss the AP Honor Roll distinction. We should have more particulars issued to us on Monday the 12<sup>th</sup>.

**Iowa Assessment State/Local Comparisons 2012 (Exhibit 10)**

In your Board packets are two bar graphs that list the performance of ADM students on the Iowa Assessments in 2012 in math and reading compared to the results for all students in Iowa. It is important to note that in most cases our local performance is much stronger than the state. This has been the case for years and with the new Iowa Tests, that trend continues.

**Professional Learning Communities PD update**

Our first PD session was held on Thursday, November 8, with Geri Parscale, a PLC associate from Solution Tree. I will provide the Board with an update on the work from that day.

**Important dates:**

November 21	No School – Allowance for PT Conferences
November 22-23	Thanksgiving vacation
December 5	Dismiss 1:00 pm – Professional Development meetings

## SCHOOL DISTRICT

### SERIES 800

- 800 Objectives of Buildings and Sites
- 801 Site Acquisition and Building Construction
  - 801.1 Facilities Long Range Planning
  - 801.2 Facilities Surveys
  - 801.3 Educational Specifications for Buildings and Sites
  - 801.4 Selection of an Architect
  - 801.5 Site Acquisition
  - 801.6 Bids and Awards for Construction Contracts
  - 801.7 Financing Sites and Construction
  - 801.8 Supervision of Construction
- 802 Maintenance, Operation and Management
  - 802.1 Maintenance Schedule
  - 802.2 Requests for Improvements
  - 802.3 Emergency Repairs
  - 802.4 Capital Assets
  - 802.5 Building & Sites Adaptation for Persons with Disabilities
  - 802.6 Parking
  - 802.7 Vandalism
  - 802.8 Energy Conservation
  - 802.9 Contract for Maintenance Services
- 803 Selling and Leasing
  - 803.1 Disposition of Obsolete Equipment
  - 803.2 Lease, Sale or Disposal of School District Building and Sites
  - 803.3 Vacant Buildings
- 804 Safety Program
  - 804.1 Facilities Inspections
  - 804.2 Warning System and Emergency Plans
  - 804.3 First Aid
  - 804.4 Facilities Security
  - 804.5 Employee Safety Inservice
  - 804.6 Bomb Threats
  - 804.7 Asbestos Containing Material



## OBJECTIVES OF BUILDINGS AND SITES

This series of the board policy manual sets forth the board objectives and goals for the school district's facilities and sites. It shall be the goal of the board to provide sufficient school facilities for the educational program. The board shall strive to provide an environment that will encourage and support learning.

In providing this environment the facilities will accommodate the organizational and instructional patterns that support the educational program. The board shall have final authority to determine what is necessary to meet the educational program.

It shall be the responsibility of the superintendent to oversee the day-to-day operations of the school buildings and sites and to bring to the board's attention areas in need of improvement.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## FACILITIES LONG RANGE PLANNING

As part of the board's long-range plan for the school district's educational program, the board shall include the needs for the educational program in the area of buildings and sites. The long term needs for building and sites shall be discussed and determined by the board.

It shall be the responsibility of the superintendent to provide information including, but not limited to, enrollment projections and educational program requirement to the board.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## FACILITIES SURVEYS

The board may engage the services of consultants or other personnel to study the needs of the school district's facilities in providing the educational program. The results of these services will be considered in planning the educational program and in making decisions about the improvement and acquisition of additional facilities.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the need for such services and who should perform such services for the board.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## EDUCATIONAL SPECIFICATIONS FOR BUILDINGS AND SITES

Buildings and sites considered for purchase or construction by the board or currently owned by the school district and used for the educational program must meet, or upon improvement be able to meet, the specifications set by the board. The board will make this determination.

Prior to remodeling or other construction of buildings and sites, the board may appoint a committee of consultants, employees, citizens, or others to assist the board in developing the specifications for the new or improved buildings and sites. These specifications will be consistent with the education program, and they will provide the architect with the information necessary to determine what is expected from the facility. It is within the discretion of the board to determine whether a committee is appointed.

The educational specifications will include, but not be limited to, the financial resources available for the project, the definition and character of classrooms, the functional use to be made of the rooms, description of specialized needs, and other pertinent information as the board deems necessary.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the specifications of buildings and sites.

Approved 7/1/93

Reviewed 11/12/12

Revised 11/10/03

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## SELECTION OF AN ARCHITECT

The board shall have the authority to select the architect for any construction requiring these services. The board will consider the financial position of the school district, the ability of the architect to meet the specifications of the board and the State Department of Education if necessary, and the experience of the architect. The board may also consider any other factors it deems relevant.

It shall be the responsibility of the superintendent to interview the architects and make a recommendation to the board.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## SITE ACQUISITION

Sites acquired by the board shall meet or, upon improvement, be able to meet the specifications set out by the board prior to using the site for the educational program. The board may meet in closed session to discuss potential purchases of sites.

It shall be the responsibility of the superintendent to assist the board and to make recommendations concerning the acquisition of sites.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS

The board supports economic development in Iowa, particularly in the school district community. Construction contracts will be made in the school district community or in Iowa from Iowa-based companies if the bids submitted are comparable in quality and can be received without additional cost in comparison to those submitted by other bidders. The board will have the authority to approve or retain construction contracts.

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. The public, competitive sealed bid requirement is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator will certify that the emergency repairs are necessary to prevent the closing of a school. The superintendent will comply with the competitive quote process for those projects subject to the competitive quote law. The superintendent will determine the process for obtaining quotes for projects below the competitive quote limit. The Board shall approve the quote for the project.

The award of construction contracts will, generally, be made to the lowest responsible bidder. The board, in its discretion, after considering the total costs of construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the board, may choose a bid other than the lowest bid. The board shall have the right to reject any or all bids, or any part thereof, and to enter into the contract or contracts deemed to be in the best interests of the school district.

It is the responsibility of the superintendent to make a recommendation and the reason for it to the board for construction contract bids. The board secretary shall recommend, to the board, which bid to accept.

Approved 7/1/93

Reviewed 11/12/12

Revised 12/11/06

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## FINANCING SITES AND CONSTRUCTION

Prior to the approval of a construction contract, except emergency construction, the board shall review methods for financing the project. The board may use the means it deems necessary to pay for the purchase of sites and construction. In determining the means of financing for these purposes, the board shall consider the financial position of the school district and the uses allowed for the monies of the school district.

It shall be the responsibility of the board secretary to analyze the various methods of financing for the purchase of sites and construction and make a recommendation to the board.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## SUPERVISION OF CONSTRUCTION

Construction authorized by the board must be supervised for proper execution. The board may and the administration will tour the completed construction area before allowing final payment on the project.

It shall be the responsibility of the architect to supervise construction projects of the school district as they are completed. The superintendent shall be responsible for providing the board with progress reports at each meeting until the construction is completed and shall work closely with the architect.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## MAINTENANCE SCHEDULE

The school district facilities, including the grounds, buildings and equipment, will be kept clean and in good repair.

It shall be the responsibility of the superintendent to maintain the school district facilities. As part of this responsibility, a maintenance schedule shall be created and adhered to in compliance with this policy.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTOMINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## REQUESTS FOR IMPROVEMENTS

Generally, except for emergency situations, requests for improvements or repairs shall be made to the superintendent by building principals and/or maintenance director. Requirements for requests outlined in the maintenance schedule shall be followed.

The superintendent may approve minor improvements, not exceeding a cost of \$5000. The board must approve improvements exceeding \$5000. Routine maintenance and repairs outlined in the maintenance schedule shall be followed.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## EMERGENCY REPAIRS

In the event an emergency requiring repairs in excess of \$40,000 to a school district facility are necessary to correct or control the situation and to prevent the closing of the school, the provisions relating to bidding shall not apply. The board shall have the discretion to determine what constitutes an emergency.

It shall be the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of \$40,000 were necessary to correct the emergency.

It shall be the responsibility of the superintendent to notify the board as soon as possible considering the circumstances of the emergency.

Approved 7/1/93

Reviewed 11/12/12

Revised 9/17/07

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## CAPITAL ASSETS

The Adel DeSoto Minburn Community School District will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the school district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law; to improve the school district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Tangible capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than \$3,500.00. The Federal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset.

Depreciation will be calculated on a straight line, full year in year of purchase, basis with the following schedule:

Buildings	50 years
Portable Classrooms	20 years
Site Improvements	20 years
Vehicles	7 years
General Equipment	5 years
Nutrition Fund Equipment	12 years

All intangible assets with a purchase price equal to or greater than \$150,000 with useful life of two or more years are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

If actual historical cost cannot be determined for intangible assets due to lack of sufficient records, estimated historical cost will be used.

This policy applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to "net" the capital asset and amortization to avoid reporting. For internally generated

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## CAPITAL ASSETS

intangible assets, outlays incurred by the government's personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

The capital assets management system must be updated monthly to account for the addition/acquisition, disposal, and relocation/transfer of capital assets. It shall be the responsibility of the superintendent to count and reconcile the capital assets with capital assets management system on June 30 each year.

It shall be the responsibility of the superintendent to develop administrative regulations implementing this policy. It shall also be the responsibility of the superintendent to educate employees about this policy and its supporting administrative regulations.

Approved 7/1/93

Reviewed 11/12/12

Revised 10/11/10

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## BUILDING & SITES ADAPTATION FOR PERSONS WITH DISABILITIES

The board recognizes the need for access to its buildings and sites by persons with disabilities. School district buildings and sites currently in use will be altered to be accessible to persons with disabilities unless the alteration would cause an undue hardship for the school district. Renovated and new buildings and sites shall be accessible to persons with disabilities.

It is the responsibility of the superintendent, upon board approval, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## PARKING

Driving to and parking at the school district employee's designated attendance center is a privilege. School district personnel shall park only in the areas designated as employee parking and abide by school district parking regulations.

Visitors to the school district shall park in the parking area designated for visitor parking. Students shall abide by board policies dealing with the use of bicycles and motor vehicles. Handicapped persons may use parking areas designated for handicapped individuals only.

Failure to comply with this policy or school district regulations will be reason for revocation of school district driving and parking privileges.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## VANDALISM

The board believes everyone should treat school district facilities and property with respect. Users of school district property shall treat it with care.

Persons suspected, found or proven to have destroyed or otherwise harmed school district property may be subject to discipline by the school district, if the person is under the jurisdiction of the school district, as well as be reported to local law enforcement officials. Persons who are not under the jurisdiction of the school district and who are suspected, found or proven to have destroyed or otherwise harmed school district property shall be reported to the local law enforcement authorities.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## ENERGY CONSERVATION

In concert with the board's goal to utilize public funds in an effective and efficient manner, school district personnel and students shall practice energy conservation methods when utilizing the school district's facilities. These methods include, but are not limited to, turning off lights and equipment when not in use, reducing the temperature of the facility, particularly when it is not in use, and keeping windows and doors properly closed or open, depending on the weather.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## CONTRACT FOR MAINTENANCE SERVICES

The board may contract for custodial and other maintenance services for the school district facilities. The superintendent is authorized to contract for such services. Except in the case of emergency, the board shall approve the contracts for these services if the cost exceeds \$5,000.

It shall be the responsibility of the superintendent to consider the financial position of the school district and other factors deemed relevant by the superintendent in making such contracts.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, equipment and/or supplies (hereafter equipment), will be disposed of when it is determined to be of no further use to the school district. It shall be the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment with a value under \$2500 shall be disposed of at the discretion of the superintendent. Obsolete equipment with a value greater than \$2500 shall be disposed of in a manner determined by the board. A public hearing shall be held regarding the disposal of the equipment with a value of \$25,000 or more prior to the board's final decision.

In the case of a sale, advertisements for bids shall be taken. If the bids received by the board are deemed inadequate, the board may decline to sell the property or re-advertise. A public auction may be held instead of receiving bids.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDING AND SITES

The board shall make decisions regarding the lease, sale, or disposal of school district real property. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Prior to the board's final decision regarding real property with a value of \$10,000 or more, a public hearing shall be held. The board shall adopt a resolution announcing the proposed sale that shall contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing shall be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in Iowa Code §§ 297.15-.25.

In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids shall be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district facility, at a cost of \$40,000 or more, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent shall be responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property, including student-constructed buildings. It shall also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Approved 7/1/93

Reviewed 11/12/12

Revised 9/17/07

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## VACANT BUILDINGS

School district buildings that have been vacated by the school district and are available for lease or purchase shall be reported to the city, county, and State Department of General Services.

It shall be the responsibility of the board secretary to complete and send this notice.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8//98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, buildings, and grounds shall be conducted as part of the maintenance schedule for school district facilities. The results of this inspection shall be reported to the board upon request.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## WARNING SYSTEM AND EMERGENCY PLANS

The school district shall maintain a warning system designed to inform students, school district employees, and visitors in the building of an emergency. This system shall be maintained on a regular basis under the maintenance plan for school district facilities. This system shall also be connected to the local police station in case of an emergency when the building is not in use.

Students shall be informed of this system according to board policy. Each classroom and office shall have a plan for helping those in need of assistance to safety during an emergency. This shall include, but not be limited to, disabled students and personnel.

Certified personnel shall be responsible for instructing the proper techniques to be followed during an emergency.

Approved 7/1/93

Reviewed 11/12/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS