

BOARD MEETING UPDATE

MARCH 11, 2013

APPROVED:

- February 11, 2013 Regular Meeting Minutes
- February 11, 2013 Work Session
- February 25, 2013 Special Meeting Minutes
- Bills/Claims
- Financial Reports
 - February Monthly Reports
- Hires
 - Rhonda Becker-Leach, Shuttle Bus Driver, Step 1, effective 2/28/13
- Resignations/Terminations
 - Rick Borst, Bus Mechanic/Driver, effective 2/19/13
 - Lana Shea, HS Art Teacher, effective at year end
- Transfers
 - Leon Meiners, from Part-Time Mechanic to Full Time Mechanic/Bus Driver, effective 3/20/13
 - 11 Month Position
- Second and Final Reading of Board Policy 401.13 "Formal Evaluations"
- First Reading of Board Policies 507.2, "Administration of Medication to Students" & 507.2E1, "Medication Authorization Form"
- Sports Sharing Agreements
 - Waukee – Boys & Girls Bowling/Swimming/Diving and Tennis at Waukee for 2013-14
 - Van Meter – Boys & Girls Soccer at ADM for 2013-14
- Fiscal Year 2012 Audit
- Open Enrollment In for 2012-13
 - Danielle Mikesell, K from DM to ADM (good cause)
 - Keighan Myers, 2nd Grade from DM to ADM (continuation)
- Open Enrollment Out for 2012-13
 - Blake Dodson, 3rd Grade from ADM to VM (continuation)
 - Zane Dodson, 6th Grade from ADM to VM (continuation)
 - Cameron Johnson, 9th Grade from ADM to Waukee (continuation)
 - Nathan Johnson, 7th Grade from ADM to Waukee (continuation)
- Open Enrollment In for 2013-14
 - Logan Cahalan, 9th Grade, from Earlham to ADM (met timeline)
 - Elizabeth DenHerder, 9th Grade from Johnston to ADM (met timeline)
 - Hannah Denherder, 9th Grade from Johnston to ADM (met timeline)
 - John DenHerder, 9th Grade from Johnston to ADM (met timeline)
 - Sarah DenHerder, 4th Grade from Johnston to ADM (met timeline)
 - Abigail Kornstad, 9th Grade from Waukee to ADM (met timeline)
 - Zoe Marckmann, 5th Grade from WDM to ADM (met timeline)
 - Madison Ritchhart, K, from Winterset to ADM (met timeline)
- Open Enrollment Out for 2013-14

- Shane Buscher, 4th Grade from ADM to CAM (met timeline)
- Hailey Donahue, 11th Grade, from ADM to Waukee (met timeline)
- Olivia Hood, 10th Grade from ADM to Waukee (met timeline)
- Abigail Shipman, K, from ADM to VM (met timeline)
- Chelsea Smith, 11th Grade from ADM to Winterset (met timeline)
- Kate Swanson, 10th Grade from ADM to DCG (met timeline)
- 2013-14 District Calendar
- Budget for 2013-14
 - Approve Publication of Proposed Budget
 - Hearing Set for April 8, 2013
 - Tax Levy 18.38488
- Ecology Club Account Set Up – Student Activity Fund
 - Vasto – Volunteer Sponsor
- District Negotiations Team
 - Kim Roby
 - Rod Collins

REPORTS/DISCUSSION

Activity Director – Quarterly Report
 2012 Graduation and Dropout Rate Report
 Graduation Rate 97.46%
 Dropout Rate (9-12) 0.21%
 Facility Master Planning Report

Important Dates

Mar 12	Dismiss 1:00 – PT Conf
Mar 14	Dismiss 1:00 – PT Conf
Mar 15	No School
Mar 18-22	Spring Break
Mar 27	Dismiss 1:00 – PD
April 8	No School - PD

Shared Sports Agreements (Exhibit 3):

I recommend approval of the enclosed sports cooperative agreements. There are agreements with Waukee for ADM boys and girls to participate in bowling, swimming/diving, and tennis for 2013-14 and agreements with Van Meter for Van Meter students to participate in boys and girls soccer at ADM in 2013-14.

Audit Report (Exhibit 4):

You have received a full audit for FY12. Nancy will discuss further at the meeting. Please remember to bring your copy with you to the meeting.

Open enrollment in for 2012-13:

Danielle Mikesell, K, from DM to ADM (good cause)
Keighan Myers, 2nd grade, from DM to ADM (continuation)

Open enrollment out for 2012-13:

Blake Dodson, 3rd grade, from ADM to VM (continuation)
Zane Dodson, 6th grade, from ADM to VM (continuation)
Cameron Johnson, 9th grade, from ADM to Waukee (continuation)
Nathan Johnson, 7th grade, from ADM to Waukee (continuation)

Open enrollment in for 2013-14:

Logan Cahalan, 9th grade, from Earlham to ADM (met timeline)
Elizabeth DenHerder, 9th grade, from Johnston to ADM (met timeline)
Hannah Denherder, 9th grade, from Johnston to ADM (met timeline)
John DenHerder, 9th grade, from Johnston to ADM (met timeline)
Sarah DenHerder, 4th grade, from Johnston to ADM (met timeline)
Abigail Kornstad, 9th grade, from Waukee to ADM (met timeline)
Zoe Marckmann, 5th grade, from West Des Moines to ADM (met timeline)
Madison Ritchhart, K, from Winterset to ADM (met timeline)

Open enrollment out for 2013-14:

Shane Buscher, 4th grade, from ADM to CAM – Iowa Connections Academy (met timeline)
Hailey Donahue, 11th grade, from ADM to Waukee (met timeline)
Olivia Hood, 10th grade, from ADM to Waukee (met timeline)
Abigail Shipman, K, from ADM to VM (met timeline)
Chelsea Smith, 11th grade, from ADM to Winterset (ADM released)
Kate Swanson, 10th grade, from ADM to DCG (met timeline)

2013-14 DISTRICT CALENDAR (Exhibit 5)

I recommend calendar option #2b for approval for the 2013-14 school year. This calendar is a slightly earlier start than our current calendar. Both the calendar and the talking points are included in your board materials. In summary, our recommendation is based on a handful of factors: shorter first week for students upon returning from summer break; better balance between semesters in days of attendance due to semester exams given prior to break, better balance of professional development – one day of PD moved from second semester to first semester, the calendar syncs closely with Earlham and the agriculture program many of our students attend, and we have an adequate number of days for snow makeup to keep us from going into June, most likely.

Another key is that the number of early outs decreases slightly from 11 to 9 as we attempt to create more weeks of instruction without instructional interruptions.



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 March 11, 2013

Honoring Excellence:

Kim Wolf is this month's recipient of Honoring Excellence. Kim teaches at Adel Elementary and has demonstrated excellence in the classroom during her career and she provided leadership at both the building and district level.

Personnel contracts:

I recommend the following resignation/termination:

Rick Borst, bus mechanic/bus driver, effective 2/19/13

I recommend the following new contract:

Rhonda Becker-Leach, shuttle bus driver, step 1, effective 2/28/13

I announce the following transfer:

Leon Meiners, from PT mechanic to FT bus mechanic/bus driver (11-month position), \$19.47/hour, effective 3/20/13.

Early Retirement Application Approval:

Lana Shea is the only teacher that submitted an application to participate in the 2012-13 Early Retirement Program. Her application is considered her resignation, effective at the end of this year.

Second and Final reading Board policy 401.13 "Formal Evaluations (Exhibit 1):

There is a slight modification to the board policy guiding superintendent evaluations. Iowa law now requires an annual summative evaluation of the superintendent, not once every three years (after the first two). I have been evaluated annually my first four years so this will not be a change in practice. I recommend second and final approval of policy 401.13.

First reading Board policies 507.2 "Administration of Medication to Students" and 507.2E1 "Medication Authorization Form (Exhibit 2):

Missy McCann, RN, reviewed and recommends for change the following policies regarding administration of medication to students:

- 507.2 would be replaced in full with her recommended new 507.2.
- 507.2E1 would be replaced with her new 507.2E1. The current 507.2E1 is outdated as all records of administration of medication are now recorded in Infinite Campus.
- 507.2E2, 2E3, and 2R1 are deleted in full as the contents of all three of them have been incorporated into Missy's new 507.2 and 507.2E1.

FY14 BUDGET REVIEW (Exhibit 6)

Nancy will provide the board with a full FY14 budget review as we continue in the budget development process. As part of this discussion I will also discuss the new positions (both certified and non-certified) under consideration. Our work in the past four years has created a very favorable fiscal position for ADM Schools, and we are working with projections that keep our unspent balance and cash reserve safely in the target areas. We are in a situation that we will be not be focused on two of our three board fiscal goals: having a balanced budget and increasing our fund balance. We are building a budget that has expenditures greater than our revenues and that will decrease both our unspent balance and cash reserve, but our levels are high enough to warrant spending them down in FY14.

SET PUBLIC HEARING ON FY14 BUDGET FOR APRIL 8, 2013, 6:00 PM

I recommend approving the proposed budget for publication and setting the public hearing on the FY14 budget for April 8, 2013, at 6:00 pm. This hearing allows the patrons an opportunity to address the Board regarding the proposed budget.

ECOLOGY CLUB

Anita Vasto is requesting on behalf of the ADM Ecology Club students the opportunity earn funds so that they have a financial source to draw from for club projects. Currently they are interested in building bat houses to create habitat for them and prevent them from invading peoples homes and consequently being killed. To do this, they need funds for lumber, spray paint, screws, etc. Mr. Asche has agreed to help them with the construction, but we have to supply the materials.

The students would like to sell T-shirts, swim towels, and flower seeds from a company called Nature's Vision. All items sold would net us a 40% profit, which students would then use for projects such as the bat houses. They have also discussed a butterfly garden on school grounds, but we have scheduled that project as a future possibility.

In order to do fund raising the students need a school account that they could deposit funds raised into, and withdraw from in order to continue projects that they want to build. This fund would not be used for contributions to fund other environmental groups.

Nancy Gee has agreed to the Ecology Club on the terms that Anita proposed of her volunteering her time to be the Ecology Club Sponsor. Nancy does not recommend this sponsorship be added to the salary schedule for pay in the Master Contract with the ADMEA. Therefore, there is no guarantee the Ecology Club would continue if Anita no longer volunteered to be the sponsor.

I recommend we approve the Ecology Club with a volunteer sponsor only as outlined above.

APPOINT DISTRICT NEGOTIATIONS TEAM

I recommend the district negotiations team be Nancy Gee, Kim Roby, Rod Collins, and myself. Kim and Rod have been on the team the past two years and this would keep that continuity going this year. Negotiations are still not up and running, but will heat up soon.

Administrative Reports/Discussion items:

Activities Director Quarterly Report (Exhibit 7)

Doug will be on hand to give his quarterly activities report to the Board.

2012 Graduation and Dropout Rate Report (Exhibit 8)

Included in your board packet is the DE report on our graduation and dropout rates for 2012. Our graduation rate continues to trend upward, and this year's 97% is outstanding.

Facility Master Planning Report (Exhibit 9)

I will give the Board an update on the first Facility Master Planning Committee meeting held on March 7. The group is a collection of outstanding community members and I am grateful to them for participating. Every one of those asked agreed to be a part of this team.

Important dates:

March 12	Dismiss 1:00 PM – K-12 P/T Conferences 2:00-8:30 PM
March 14	Dismiss 1:00 PM – K-12 P/T Conferences 2:00-8:30 PM
March 15	No School – Allowance for P/T Conferences
March 18-22	Spring Break
March 27	Dismiss 1:00 PM – Professional Development Meetings
April 8	No School – K-12 Professional Development Meetings



Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

SUMMARY OF MARCH 11, 2013, BOARD OF DIRECTORS REGULAR MEETING

PERSONNEL CONTRACTS

I recommend the following resignations/terminations:

Rick Borst, bus mechanic/bus driver, effective 2/19/13

***Lana Shea, HS Art Teacher, effective at the end of the 2012-13 school year**

I recommend the following new contract:

Rhonda Becker-Leach, shuttle bus driver, step 1, effective 2/28/13

I announce the following transfer:

Leon Meiners, from PT mechanic to FT bus mechanic/bus driver (11-month position), \$19.47/hour, effective 3/20/13.

OPEN ENROLLMENT

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Chelsea Smith, 11th grade, from ADM to Winterset (ADM released)

Kate Swanson, 10th grade, from ADM to DCG (met timeline)

*Indicates an update since the memorandum was published.

"Experiencing Success Today, Achieving Dreams Tomorrow"

FORMAL EVALUATIONS

Evaluation of Superintendent.

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

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

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

Evaluation of Other Administrators and of Supervisors.

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

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

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

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

FORMAL EVALUATIONS

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

Evaluation of Licensed Employees Other Than Administrators.

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

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

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

Evaluation of Classified Employees (Other Than Supervisors).

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

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

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

FORMAL EVALUATIONS

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

Other.

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

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

Approved 7/1/93

Reviewed 3/11/13

Revised 3/11/13

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADMINISTRATION OF MEDICATION TO STUDENTS

Some students may need prescription and/or nonprescription medication to participate in their educational program.

In order to establish and maintain a system of safe storage, handling, and administering medications in the Adel DeSoto Minburn Community School District, procedures will be written to help ensure protection for the pupil and the school.

Procedures:

1. The school nurse is the primary agent having responsibility for the administration of medication. In the absence of the nurse, access to medication shall be under the authority of the principal, administrative assistance, teachers, and associates who have successfully completed a medication administration course through AEA 11. This medication administration course will be required by the Adel DeSoto Minburn Community School District and will need to be renewed every five (5) years. A copy of their certificate of training will need to be kept on file at the central office.
2. Prescription and non-prescription medication shall be administered when the student's parent or guardian provides a signed and dated Medication Authorization Form and the medication is in the original, labeled container, either as dispensed or in the manufacture's container. If a verbal authorization was given for non-prescription medication, a written authorization must be received within 24 hours of the initiation of the medication.
3. By law, students with asthma or other airway constricting disease may self-administer their medication upon approval of their parent or guardian and prescribing physician in writing, by filling out the bottom portion of the form, 507.2E1 "Medication Authorization Form". Students do not have to prove competency to the school district. School districts that determine students are abusing their self-administration may withdraw the self-administration if medically advisable.
4. Form 507.2E1 "Medication Authorization Form" shall be completed for all students receiving medication at school. This form shall be filled out fully by parent or guardian and must be signed. New authorization forms are required each school year.
5. The "Health Office Visit Report" from Infinite Campus shall be completed for all students receiving medication at school. This report shall include the following data: Student's name, medication, dose, route, date, time, and name and title of person administering medication. The "Health Office Visit Report" will be printed off Infinite Campus at the end of the school year and placed in the students Health Folder. Comments are appropriate when any unusual circumstances or actions occur.
6. Medication will be kept in a central location in a locked and limited access space. When required, refrigeration will be provided.
7. Medication theft or discrepancies will be reported immediately to the school administration and school nurse.
8. At the end of the school year, or end of administering time, any remaining medication will be sent home or destroyed.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADMINISTRATION OF MEDICATION TO STUDENTS

9. Medication information shall be confidential information, and shall be available to school personnel with parental authorization.

Approved 7/1/93

Reviewed 4/8/13

Revised 4/8/13

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

RECORD OF THE ADMINISTRATION OF MEDICATION

Adel DeSoto Minburn School District
Medication Authorization Form

Student's Name _____ Grade _____
 Medication _____ Dose _____
 Time to be given _____
 Date From _____ To _____

The medication needs to be furnished by parent or guardian in original container by the manufacturer or with pharmacy label if it is a prescription. This request must be signed by parent or guardian to authorize giving the medication during school hours.

Signature of Parent or Guardian_____
Date Signed

My child has Asthma and he/she is trained to use his/her medication and will carry it with them. In order for a student to self-administer medication for asthma or any airway constricting disease:

1) Parent/guardian provides signed and dated authorization for medication to be self-administered.

2) Physician provides written authorization containing:

- Purpose of the medication
- Prescribed dosage
- Times or circumstances under which the medication is to be administered
- Contradictions or side effects

3) The school district or accredited nonpublic school shall notify the parent or guardian of the student, in writing, that the school district or accredited nonpublic and its employees are to incur no liability, except for gross negligence, as a result of self-administration of medication by the student. A school district or accredited nonpublic school and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication as defined in this section or for supervising, monitoring, or interfering with a student's self-administration of medication as defined by section 280.16 of the Iowa Code.

Signature of Parent or Guardian_____
Date Signed

Please fill out above Medication Authorization Form above and obtain Physician signature below to allow student to self-administer medication for asthma or other air way constricting disease.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

RECORD OF THE ADMINISTRATION OF MEDICATION

Medication

Dosage

Route

Purpose of Medication and Instructions

Prescriber's Signature

Date

ADMINISTRATION OF MEDICATION TO STUDENTS

~~Some students may need prescription and non-prescription medication to participate in their educational program.~~

~~Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.~~

~~When administration of the medication requires ongoing professional health judgment, an authorized practitioner shall develop an individual health plan with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.~~

~~Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or be an authorized practitioner, including parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.~~

~~A written medication administration record shall be on file including:~~

- ~~• date;~~
- ~~• student's name;~~
- ~~• prescriber or person authorizing administration;~~
- ~~• medication;~~
- ~~• medication dosage;~~
- ~~• administration time;~~
- ~~• signature and title of the person administering medication; and~~
- ~~• any unusual circumstances, actions, or omissions, including contraindications or potential side effects.~~

~~Medication shall be stored in a secure area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.~~

Approved 7/1/93 _____ Reviewed 4/9/12 _____ Revised 4/9/12

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

RECORD OF THE ADMINISTRATION OF MEDICATION

Name of Student _____

Parents' Phone Number: _____ Grade: _____

Medication: _____

Date to Begin: _____ Date to End: _____

Dosage: _____ Method: _____ Time: _____

Prescriber or person authorizing administration: _____

Phone #1: _____ Phone #2: _____

Possible Adverse Reaction: _____

Person(s) Authorized to Administer Medication: _____
.....

			Signature of Employee	
			Administering Medication	
Date		Dosage	And Title/Position	Comments
Given	Time	Given		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(student's full legal name), _____

in the _____ grade at the _____

building in the _____ Community School District.

It is necessary that (student's full legal name) _____

receive (name of medication), _____ beginning on

(date) _____ and continuing through (date). _____

I hereby request the _____ Community School District, or its authorized representative, to administer the above-named medication to my child named above and agree to:

1. Submit this request to the principal or school nurse;
2. Personally ensure that the medication is received by the principal or school nurse administering it in the container in which it was dispensed by the prescribing physician-licensed pharmacist or is in the manufacturer's container;
3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.

OR

_____ I hereby authorize my child to self-administer his/her medication as he/she has shown the competency to do so. I hereby agree to:

1. Submit this request to the principal or school nurse;
2. Personally ensure that
 - a. the medication is received by the principal or school nurse administering it in the container in which it was dispensed by the prescribing physician or licensed pharmacist or is in the manufacturer's container; or
 - b. the medication will be kept in the student's possession but only with prior written permission from the parent and principal.
3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

PARENTAL AUTHORIZATION AND RELEASE FORM FOR
THE ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS

Dated this _____ day of, _____ 20_____.

Name of Student

Parent/Guardian _____ Home Phone Number _____

_____ Alternate Phone No. _____

AUTHORIZATION - ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF- ADMINISTRATION - NEW CONSENT FORM

_____/_____/_____
Student's Name (Last), (First) (Middle) Birthday School Date

In order for a student to self-administer medication for asthma or any airway constricting disease:

- ~~Parent/guardian provides signed, dated authorization for student medication self-administration.~~
- ~~Physician (person licensed under chapter 148, 150, or 150A, physician, physician's assistant, advanced registered nurse practitioner, or other person licensed or registered to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licensees in this state may legally prescribe drugs) provides written authorization containing:~~
 - ~~purpose of the medication,~~
 - ~~prescribed dosage,~~
 - ~~times or special circumstances under which the medication is to be administered.~~
 - ~~contraindications or side effects~~
- ~~The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.~~
- ~~Authorization is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.~~

~~Provided the above requirements are fulfilled, a student with asthma or other airway constricting disease may possess and use the student's medication while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed.~~

~~Pursuant to state, the school district or accredited nonpublic school and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district or nonpublic school is to incur no liability, except for gross negligence, as a result of self-administration of medication by the student as established by Iowa Code § 280.16.~~

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

AUTHORIZATION - ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-
ADMINISTRATION - **NEW** CONSENT FORM

Medication	Dosage	Route	Time
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Purpose of Medication & Administration/Instructions

Special Circumstances	/ /
	Discontinue/Re-Evaluate/ Follow-up Date

Prescriber's Signature	/ /
	Date

Prescriber's Address	Emergency Phone
----------------------	-----------------

- I request the above named student possess and self-administer asthma or other airway constricting disease medication(s) at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or for supervising, monitoring, or interfering with a student's self-administration of medication.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA).
- I agree to provide the school with back-up medication approved in this form.
- Student maintains self-administration record.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

AUTHORIZATION - ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-
ADMINISTRATION - **NEW** CONSENT FORM

_____/_____/_____
Parent/Guardian Signature _____ Date
(agreed to above statement)

Parent/Guardian Address _____ Home Phone

Business Phone

Self-Administration Authorization Additional Information

PROCEDURES FOR THE ADMINISTRATION OF MEDICATION

Medication Guidelines

Rules and procedures for dispensing medications to pupils taking prescribed medication during school are listed below.

No medication shall be dispensed to any pupil in the Adel DeSoto Minburn Community School system unless the following prerequisites are met:

1. A licensed medical or osteopathic physician or dentist must prescribe the medication.
2. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
3. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
4. The medication shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
5. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
6. In each building that house a full-time registered nurse, access to the medication shall be under the authority of the nurse.
7. In each building that house a less than full-time registered nurse, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.
8. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
9. At the end of the school year, or at the end of the dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record.

No aspirin will be dispensed at school unless a written "PRN" (dispense appropriately as needed) note from the parent is on file in the school office that will be dispensing the aspirin. These over-the-counter medications must have the student's name written on the original container. The medication must be in the original container (cannot give any medication that is not properly labeled). The note from the parent must be dated and

PROCEDURES FOR THE ADMINISTRATION OF MEDICATION

~~signed by the parent and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous aspirin prescriptions will be destroyed at the end of each school year.~~

~~Approved 7/1/93 Reviewed 4/9/12 Revised 4/9/12~~

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

2013-2014 Application For Whole Grade or Cooperative Sharing Agreement

If your school district is involved or intends to be involved in a cooperative or whole grade sharing agreement for the 2013-2014 academic year, please complete the form below and return it to the State Office. This form must be returned NO LATER THAN APRIL 30, 2013. You may fax the form below to 515-284-1969 or mail to: Iowa Girls' High School Athletic Union, P.O. Box 10348, Des Moines, Iowa 50306.

Participating Schools

Adm and Van meter,
(Host School)

Name of team as it should appear on tournament pairings Adm / Van meter

Circle the competitions in which this agreement applies.

Cross Country

Volleyball

Swimming & Diving

Basketball

Bowling

Track & Field

Golf

Tennis

Soccer

Softball

If this is a renewal of an existing agreement, please indicate by checking the box below.



SIGNATURES REQUIRED:

Superintendent: _____

School: _____

School Board President: _____

School: _____

Superintendent: _____

School: _____

School Board President: _____

School: _____

Superintendent: _____

School: _____

School Board President: _____

School: _____

Office Use Only:

This request is hereby approved by management of the Athletic Union.

Signed by Lisa Brinkmeyer, Assistant Director _____ Date: _____

2013-2014 Application For Whole Grade or Cooperative Sharing Agreement

If your school district is involved or intends to be involved in a cooperative or whole grade sharing agreement for the 2013-2014 academic year, please complete the form below and return it to the State Office. This form must be returned **NO LATER THAN APRIL 30, 2013**. You may fax the form below to 515-284-1969 or mail to: Iowa Girls' High School Athletic Union, P.O. Box 10348, Des Moines, Iowa 50306.

Participating Schools

Waukeez

(Host School)

and

ADM

Name of team as it should appear on tournament pairings Waukeez

Circle the competitions in which this agreement applies.

Cross Country

Volleyball

Swimming & Diving

Basketball

Bowling

Track & Field

Golf

Tennis

Soccer

Softball

If this is a renewal of an existing agreement, please indicate by checking the box below.



SIGNATURES REQUIRED:

Superintendent: _____

School: _____

School Board President: _____

School: _____

Superintendent: _____

School: _____

School Board President: _____

School: _____

Superintendent: _____

School: _____

School Board President: _____

School: _____

For Office Use Only: **This request is hereby approved by management of the Athletic Union.**

Signed by Lisa Brinkmeyer, Assistant Director _____ Date: _____

APPLICATION FOR RENEWAL OF COOPERATIVE SPONSORSHIP OF AN ACTIVITY
281—36.20(280)

Your school has been involved in a cooperative program agreement during the 2012-2013 school year. This includes your 2013 summer activities. If you desire to continue this agreement for another year, we will make that extension to your contract upon receipt of the proper signatures below. This **RENEWAL** must be submitted prior to **April 30, 2013.**

The following school districts hereby apply for **RENEWAL** of our existing cooperative program(s) for the school year **2013-2014**.

SCHOOLS PARTICIPATING

AD m AND Van Meter

If more than (2) two schools, please indicate:

ACTIVITIES SPONSORED BY IHSAA INCLUDE:

ACTIVITY

HOST SCHOOL

Soccer	ADM

SIGNATURES:

[illegible]

This above request for cooperative sponsorship is hereby granted **RENEWAL** of existing agreement for the school year **2013-2014**.

AUTHORIZED SIGNATURE
IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

DATE _____

281—36.20(280)

Your school has been involved in a cooperative program agreement during the 2012-2013 school year. This includes your 2013 summer activities. If you desire to continue this agreement for another year, we will make that extension to your contract upon receipt of the proper signatures below. This **RENEWAL** must be submitted prior to **April 30, 2013.**

The following school districts hereby apply for **RENEWAL** of our existing cooperative program(s) for the school year **2013-2014**.

SCHOOLS PARTICIPATING

AOM AND Waukeel

If more than (2) two schools, please indicate:

④

ACTIVITIES SPONSORED BY IHSAA INCLUDE:

ACTIVITY

HOST SCHOOL

Swimming
Bowling
Tennis

Wauke
Wauke
Wauke

SIGNATURES:

Board of Education, Chairperson

Superintendent

School _____

Board of Education, Chairperson

Superintendent

School _____

Board of Education, Chairperson

Superintendent

School _____

Board of Education, Chairperson

Superintendent

School _____

Board of Education, Chairperson

Superintendent _____

School _____

Board of Education, Chairperson

Superintendent

School _____

This above request for cooperative sponsorship is hereby granted **RENEWAL** of existing agreement for the school year **2013-2014**.

AUTHORIZED SIGNATURE
IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

DATE _____

AUDIT REPORT SUMMARY

JUNE 30, 2012

The audit report starts with the Independent Auditor's Report which is directed to the board and spells out the work of the auditors, and their opinions on the financial statements as well as internal controls.

Management's Discussion and Analysis (4-13)

This portion of the audit is submitted by the District and gives highlights and financial analysis of the District. It takes the audited financial statements and puts the information in a narrative form.

Basic Financial Statements

Starting on page 15 are the basic financial statements. The first few reports are government wide statements. One big difference in government wide and fund financial statements is the inclusion of capital assets. For fund financials and the way we keep our books throughout the year, capital assets are expensed. However on government wide statements, the cumulative expenses for capitalized items and their related cumulative depreciation are shown as assets.

Separate financial statements are provided for governmental, proprietary, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements. Remaining governmental funds are aggregated and reported as nonmajor governmental funds.

The District's proprietary funds include the School Nutrition Fund and the Childcare Fund.

The District's fiduciary funds include the Trust fund and the Agency Fund.

Notes to Financial Statements

Starting on page 29 are the notes to the financial statements which are really worth reading as they include a summary of accounting policies, definitions

throughout the notes, details of investments, capital assets, long-term liabilities, as well as others.

Supplementary Information

In this section (beginning on page 44), you will find the breakdown of funds.

Budgetary Comparison Schedule and Changes in Balances

Page 44 shows the original budgeted amounts for the different categories of revenues and expenses. The actual amounts are compared to the budgeted amount to note any variances. The four key areas of expenditures must be within the budgeted amounts.

Compliance Section

Page 58 is the Auditor's report on internal controls and compliance in accordance with government auditing standards and page 59 is the Auditor's report on internal controls and compliance in accordance with OMB Circular 1-133.

Schedule of Findings

Starting on page 60, you'll find the Schedule of Findings.

Classroom Days	M	Tu	W	Th	F	ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT 2013-14 SCHOOL CALENDAR Draft #2b	
12	July Aug.	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	July-Aug. Curriculum writing, guidance extended contract, & inservice for classified staff. Exact days flexible. Aug. 7 & 8 New teacher workshop Aug. 9, 12, 13, 14 One meeting day, one work day, one PD day, one work/meeting day Aug. 15 Classes begin - Dismiss 2:30 PM Aug. 16 Dismiss 2:30 PM
19	Sept.	2 9 16 (23) 30	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 27	Sept. 2 Labor Day vacation Sept. 11 Dismiss 1:00 PM; Professional Development meetings Sept. 23 No School PreK-12 Teacher Professional Development
22	Oct.	7 14 (21) 28	8 15 (22) 29	9 16 23 30	10 17 (24) 31	11 18 25	Oct. 9 Dismiss 1:00 PM; Professional Development meetings Oct. 18 End 1st Quarter (45 days) Oct. 21 No school - Workday Oct. 22 Dismiss 1:00 PM; PreK-12 P/T Conf. 2:00-8:30 PM Oct. 24 Dismiss 1:00 PM; PreK-12 P/T Conf. 2:00-8:30 PM
18	Nov.	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	Nov. 6 Dismiss 1:00 PM; Professional Development meetings Nov. 27 No school PreK-12 - Allowance for P/T Conf. Nov. 28-29 Thanksgiving vacation
15	Dec.	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	Dec. 4 Dismiss 1:00 PM; Professional Development meetings Dec. 20 End 2nd Quarter (41 days); End 1st Semester (86 days) Dec. 23-31 Christmas vacation
20	Jan.	6 13 (20) 27	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24 31	Jan. 1 New Year's Day Jan. 2 Workday Jan. 3 Classes resume Jan. 20 No School PreK-12 Teacher Professional Development Jan. 21-24 Grades 9-11 Iowa Assessments
19	Feb.	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 27	7 14 (21) 28	Feb. 5 Dismiss 1:00 PM; Professional Development meetings Feb. 21 No School PreK-12 Teacher Professional Development Feb. 26 Dismiss 1:00 PM; Professional Development meetings
15	Mar.	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	Mar. 7 End 3rd Quarter (44 days) Mar. 11 Dismiss 1:00 PM; PreK-12 P/T Conf. 2:00-8:30 PM Mar. 13 Dismiss 1:00 PM; PreK-12 P/T Conf. 2:00-8:30 PM Mar. 14 No school PreK-12 - Allowance for P/T Conf. Mar. 17-21 Spring break
22	Apr.	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24 25	11 18 25	March 31-April 4 Grades 3-8 Iowa Assessments April 9 Dismiss 1:00 PM; Professional Development meetings April 23 Dismiss 1:00 PM; Professional Development meetings
16	May	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	May 7 Dismiss 1:00 PM; Professional Development meetings May 16 Seniors last day May 18 Commencement - 2:30 p.m. May 22 Dismiss 1:45 PM - Workday End 4th Quarter (48 days); End 2nd Semester (92 days) End school year (178 days) Actual last day of school may change. May 23 No School PreK-12 Teacher Professional Development - TQ Day May 26 Memorial Day
178	June	2	3	4	5	6	

Snow days will be added to the end of the year.

This calendar may be altered, including spring break, if excessive snow days occur.

PD Day or Workday ()
Early Dismissal —
Vacation/Holidays □
P/T Conferences ○
Begin School L
End Quarter/Semester —

Classroom Days	178
P/T Conf. Allowance	2 11/27 and 3/14
Inservice/Workdays	5 8/9 8/12 8/14 10/21 1/2
Professional Dev.	4 8/13 9/23 1/20 2/21
Sub Total	189
Teacher Quality PD	1 5/23
New Teacher PD	2 8/7 8/8
1:00 Dismissal - PD	9 9/11 10/9 11/6 12/4 2/5 2/26 4/9 4/23 5/7

Additional Days
Classified/Inservice
New Teacher Orientation
Curriculum Writing
Guidance Extended Contract



Adel DeSoto Minburn

801 Nile Kinnick Drive S., Adel, Iowa 50003

515-993-4283

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

Calendar 2B Talking Points

- **Start date is August 15**
- **State Fair is August 8-18**
- **Last day is May 22**
- **First week is two days**
- **April PD day is moved to September 23**
- **Semester 1 has 86 days; semester 2 has 92 days**
- **9-11 Iowa Assessment Tests on January 21-24**
- **6-12 Semester Tests given prior to Christmas break**
- **Number of early releases decreased from 11 to 9 compared to 2012-13.**
- **178 days of attendance required, at a minimum**
- **189 total contract days with teachers required**

"Experiencing Success Today, Achieving Dreams Tomorrow"

Classroom
Days

M Tu W Th F

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT
2013-14 SCHOOL CALENDAR

Draft #1a

Corresponding to 2012-13

July-Aug.	Curriculum writing, guidance extended contract, & inservice for classified staff. Exact days flexible.
Aug. 8, 9	New teacher workshop
Aug. 12, 13, 14, 15, 16	One meeting day, one work day, two PD days, one work/meeting day
Aug. 19	Classes begin - Dismiss 2:30 PM
Aug. 20	Dismiss 2:30 PM
Sept. 2	Labor Day vacation
Sept. 11	Dismiss 1:00 PM; Professional Development meetings
Sept. 25	Dismiss 1:00 PM; Professional Development meetings
Oct. 9	Dismiss 1:00 PM; Professional Development meetings
Oct. 18	End 1st Quarter (44 days)
Oct. 21	No school - Workday
Oct. 22	Dismiss 1:00 PM; K-12 P/T Conf. 2:00-8:30 PM
Oct. 24	Dismiss 1:00 PM; K-12 P/T Conf. 2:00-8:30 PM
Nov. 6	Dismiss 1:00 PM; Professional Development meetings
Nov. 27	No school K-12 - Allowance for P/T Conf.
Nov. 28-29	Thanksgiving vacation
Dec. 4	Dismiss 1:00 PM; Professional Development meetings
Dec. 20	End 2nd Quarter (41 days); End 1st Semester (85 days)
Dec. 23	Work day
Dec. 24-31	Christmas Vacation
Jan. 1	New Year's Day
Jan. 2	Classes resume
Jan. 13-17	Grades 9-11 Iowa Assessments
Jan. 20	No School K-12 Teacher Professional Development
Feb. 5	Dismiss 1:00 PM; Professional Development meetings
Feb. 21	No School K-12 Teacher Professional Development
Feb. 26	Dismiss 1:00 PM; Professional Development meetings
Mar. 7	End 3rd Quarter (45 days)
Mar. 11	Dismiss 1:00 PM; K-12 P/T Conf. 2:00-8:30 PM
Mar. 13	Dismiss 1:00 PM; K-12 P/T Conf. 2:00-8:30 PM
Mar. 14	No school K-12 - Allowance for P/T Conf.
Mar. 17-21	Spring break
March 31-April 4	Grades 3-8 Iowa Assessments
April 9	Dismiss 1:00 PM; Professional Development meetings
April 23	Dismiss 1:00 PM; Professional Development meetings
May 7	Dismiss 1:00 PM; Professional Development meetings
May 16	Seniors last day
May 18	Commencement - 2:30 p.m.
May 22	Dismiss 1:45 PM - Workday
May 23	End 4th Quarter (48 days); End 2nd Semester (93 days)
May 26	End school year (178 days) Actual last day of school may change.
May 23	No School K-12 Teacher Professional Development - TQ Day
May 26	Memorial Day

Snow days will be added to the end of the year.

This calendar may be altered, including spring break, if excessive snow days occur.

PD Day or Workday
Early Dismissal
Vacation/Holidays
P/T Conferences
Begin School
End Quarter/Semester

()
[]
[]
[]
[]
[]

Classroom Days
P/T Conf. Allowance
Inservice/Workdays
Professional Dev.
Sub Total
Teacher Quality PD
New Teacher PD
1:00 Dismissal - PD

178
2 11/27 and 3/14
5 8/12 8/13 8/14 10/21 12/23
4 8/15 8/16 1/20 2/21
189
1 5/23
2 8/8 8/9
10 9/11 9/25 10/9 11/6 12/4 2/5 2/26 4/9 4/23 5/7

Additional Days
Classified/Inservice
New Teacher Orientation
Curriculum Writing
Guidance Extended Contract

178

June 2 3 4 5 6



Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

Calendar 1A Talking Points

- Largely corresponds to 2012-13 calendar
- Start date is August 19
- State Fair is August 8-18
- Last day is May 22
- First week is a full five days
- Veteran teacher pre-service schedule extended to five days from four in order to front load more professional development in first semester
- April PD day is moved to August
- Semester 1 has 85 days; semester 2 has 93 days
- 9-11 Iowa Assessment Tests on January 13-17
- One less day of PD in spring semester compared to 2012-13
- 6-12 Semester Tests given prior to Christmas break
- December 23 is a "work day". Teacher work day will be "flexible" over the break. Staff must work in minimum four-hour shifts prior to Jan. 2
- Number of early releases decreased from 11 to 10 compared to 2012-13
- 178 days of attendance required, at a minimum
- 189 total contract days with teachers required

"Experiencing Success Today, Achieving Dreams Tomorrow"

ADM 2014 BUDGET INFORMATION

Quick Review
AG Scenarios
Budget Goals
Tax Levy Rate Scenarios
Considerations

TAXABLE VALUATIONS

Current

1-1-12 Taxable Valuation	WITH Gas & Electric Utilities	379,593,111	WITHOUT	364,808,427
1-1-12 Tax Increment Valuation	WITH Gas & Electric Utilities	21,449,082	WITHOUT	21,449,082
1-1-12 Debt Service & PPEL Valuation	WITH Gas & Electric Utilities	401,042,193	WITHOUT	386,257,509
1-1-11 Taxable Valuation	WITH Gas & Electric Utilities	357,665,356	WITHOUT	342,832,521
1-1-11 Tax Increment Valuation	WITH Gas & Electric Utilities	27,548,922	WITHOUT	27,548,922
1-1-11 Debt Service & PPEL Valuation	WITH Gas & Electric Utilities	385,214,278	WITHOUT	370,381,443
	Increase	4.11%		4.29%
	GF Increase	6.13%		

ENROLLMENT CHANGE

FY 2011 1408.94

FY 2012 1408.42

FY 2013 1435.20

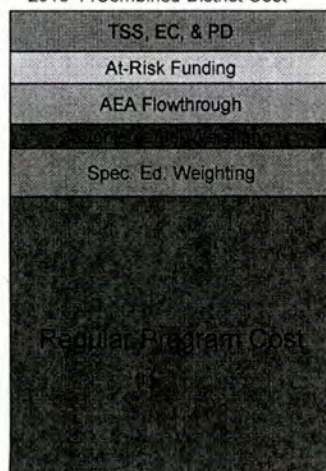
FY 2014 1459.71



Increase of 24.51 for Budget Enrollment

ADM Community School Taxing and Spending Authority

2013-14 Combined District Cost



Teacher Quality, Early Childhood, and Professional Development

Dropout Prevention/At Risk

AEA Flowthrough

Supplemental Weighting

Weighting of students times cost per student

Special Education

Weighting of students times cost per student

Regular Program Cost

Number of students times cost per student.

PROJECTED SPENDING AUTHORITY FOR FY 2014										
		FY 2013	FY 2014	FY 2014	FY 2014					
# of Students		1435.2	1459.71	1459.71	1459.71					
Allowable Growth ?			2%	3%	4%					
REGULAR PROGRAM COST		8,641,339	8,964,018	9,051,600	9,139,182	Cost per Pupil X the # of Students				
SPECIAL ED WEIGHTING		1,037,479	1,001,474	1,011,259	1,021,044	Cost per Pupil Affected by AG Rate				
SUPPLEMENTAL WEIGHTING		71,186	96,205	97,145	98,085					
DROPOUT/AT RISK		370,129	334,530	334,530	334,530					
AEA FLOWTHROUGH		521,232	596,581	602,889	609,198					
TSS		758,432	786,472	794,033	801,580	Any additional here goes directly to Teachers Wages				
PROF DEV		81,605	84,706	85,568	86,414					
EARLY INTERVENTION		84,361	87,670	88,589	89,523					
AUDIT ADJ		6,729	-3,613	-3,613	-3,613					
COMBINED DISTRICT COST		11,572,491	11,948,043	12,062,000	12,175,943					

ADM Community School Taxing and Spending Authority										
COMBINED DISTRICT COST		11,572,491	11,948,043	12,062,000	12,175,943					
PLUS										
ISL		616,043	692,309	699,073	705,837	Instructional Support Levy				
SBRC CASH RESERVE LEVY		210,000	210,000	210,000	210,000	Estimated Special Ed Deficit - Get Additional Authority				
EST MISC INCOME		1,801,422	1,829,593	1,829,593	1,829,593	Net Open Enrollment Increase Helps Here - Large				
						Increase in FY 2013 from FY 2012				
TOTAL SPENDING AUTHORITY		14,199,954	14,679,945	14,800,666	14,921,373					
Increase from FY 13 w/o AEA Flowthrough			404,642	519,055	633,453	Any increase in expenses over this amount reduces the unspent authority balance				

PREPARING FOR 2014

The increase in spending authority should cover the following recurring expenditures.

SETTLEMENTS FOR ALL STAFF

LANE CHANGES FOR CERTIFIED STAFF

FUEL, UTILITIES, & OTHER OPERATING INCREASES

ADDITIONAL PROGRAMS (BIOMEDICAL)

ADDITIONAL STAFF

BUDGET GOALS

Will we meet the goals for 2014?

- STABLE TAX LEVY RATE



- MAINTAIN HEALTHY FUND BALANCE



- BALANCED BUDGET

True False
☐ ☒

TAX LEVY RATES

CERTIFIED BUDGET FY 13		CERTIFIED BUDGET FY 14		CERTIFIED BUDGET FY 14		CERTIFIED BUDGET FY 14
Levy Type		Without Pre Levy 3% AG		Without Pre Levy 3% AG		Without Pre Levy 4% AG
General	12.99715	11.78837		11.81078		11.81135
Management	1.62165	1.59384		1.59384		1.59384
PPPEL	0.33	0.33		0.33		0.33
VPPEL	1	1		1		1
Debt	2.46797	2.63052		2.63052		2.63052
	18.41672	17.3427		17.36511		17.36745
CERTIFIED BUDGET FY 13		CERTIFIED BUDGET FY 14		CERTIFIED BUDGET FY 14		CERTIFIED BUDGET FY 14
Levy Type		With Pre Levy 3% AG		With Pre Levy 3% AG		With Pre Levy 4% AG
General	12.99715	11.78837		11.81078		11.81135
Management	1.62165	1.59384		1.59384		1.59384
PPPEL	0.33	0.33		0.33		0.33
VPPEL	1	1		1		1
Debt	2.46797	3.62792		3.62792		3.62792
	18.41672	18.3401		18.36511		18.38488
Potential Savings for District to Levy Surplus of \$400,000				\$153,000		
Tax Levy Rate Remains Stable						

2014

CONSIDERATIONS

The District plans to use (spend down) some of the fund balance and the unspent balance in the next few years. This will reduce the solvency ratio and the unspent budget authority ratio. In order to do this, the District will not have a balanced budget as expenditures will exceed revenues.

Enrollment growth and the allowable growth rate in future years will have a big impact on how much of the reserves can be used.

Sequestration – cuts to Federal programs could affect revenue in Title I and special education.

Legislation could reduce our tax levy further if the allowable growth rate increase is funded with state dollars.

A pre tax levy in the debt service fund in the amount of \$400,000 could help to keep our tax levy stable and save the District about \$153,000 in interest. This money would be applied towards prepayment of GO Bonds.

NOTICE OF PUBLIC HEARING
PROPOSED ADEL-DESOTO-MINBURN SCHOOL BUDGET SUMMARY
FISCAL YEAR 2013-2014

Department of Management - Form S-PB-8

		Budget 2014	Re-est. 2013	Actual 2012	Avg % 12-14
Taxes Levied on Property	1	6,848,269	6,421,102	6,083,471	6.1%
Utility Replacement Excise Tax	2	271,816	273,161	277,802	-1.1%
Income Surtaxes	3	0	0	0	
Tuition\Transportation Received	4	1,224,093	1,200,092	1,108,503	
Earnings on Investments	5	38,328	39,873	18,971	
Nutrition Program Sales	6	570,850	490,000	485,423	
Student Activities and Sales	7	299,000	293,500	284,763	
Other Revenues from Local Sources	8	1,617,000	1,688,354	1,566,695	
Revenue from Intermediary Sources	9	0	0	0	
State Foundation Aid	10	8,302,950	7,816,059	7,562,079	
Instructional Support State Aid	11	52,020	0	0	
Other State Sources	12	51,660	52,523	67,444	
ARRA Fiscal Stabilization (in formula)	13	0	0	0	
Title I Grants	14	97,000	96,943	79,709	
IDEA and Other Federal Sources	15	442,000	438,555	541,879	
Total Revenues	16	19,814,986	18,810,162	18,076,739	
General Long-Term Debt Proceeds	17	0	0	8,920,685	
Transfers In	18	671,731	737,818	809,261	
Proceeds of Fixed Asset Dispositions	19	0	6,832	22,664	
Total Revenues & Other Sources	20	20,486,717	19,554,812	27,829,349	
Beginning Fund Balance	21	15,616,620	15,207,070	4,879,513	
Total Resources	22	36,103,337	34,761,882	32,708,862	
*Instruction	23	11,141,428	10,187,306	9,367,237	9.1%
Student Support Services	24	430,000	388,000	373,737	
Instructional Staff Support Services	25	652,000	588,418	549,175	
General Administration	26	440,000	423,437	404,911	
School/Building Administration	27	850,000	778,860	706,440	
Business & Central Administration	28	387,000	367,125	477,852	
Plant Operation and Maintenance	29	1,487,500	1,341,601	1,206,751	
Student Transportation	30	805,000	668,906	653,952	
This row is intentionally left blank	31	0	0	0	
*Total Support Services (lines 24-31)	31A	5,051,500	4,556,347	4,372,818	7.5%
*Noninstructional Programs	32	790,000	735,655	701,554	6.1%
Facilities Acquisition and Construction	33	936,000	620,000	160,028	
Debt Service	34	2,221,927	1,783,494	1,589,652	
AEA Support - Direct to AEA	35	609,198	521,232	499,852	
*Total Other Expenditures (lines 33-35)	35A	3,767,125	2,924,726	2,249,532	29.4%
Total Expenditures	36	20,750,053	18,404,034	16,691,141	
Transfers Out	37	671,731	741,228	810,651	
Total Expenditures & Other Uses	38	21,421,784	19,145,262	17,501,792	
Ending Fund Balance	39	14,681,553	15,616,620	15,207,070	
Total Requirements	40	36,103,337	34,761,882	32,708,862	

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

18.38488

Location of Public Hearing:

Date of Hearing:

Time of Hearing:

**Adel DeSoto Minburn Middle School
Board Room**

04/08/13

6:00 PM

xx/xx/xx

The Board of Directors will conduct a public hearing on the proposed 2013/14 school budget at the above-noted location and time. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the district secretary. A copy of the details will be furnished upon request.

New Positions For Consideration - 2013-14

Position	FTE	Salary/Benefits Estimate
Elementary Teacher	1.0	\$50,000
ECSE Pre-School	.5 to 1.0	\$22,000 - \$50,000
Counseling - Secondary	1.0	\$50,000
Office Assistants	1.5	\$37,750
Nurse Increase	.25	\$10,940
Director of Buildings and Grounds	1.0	\$80,000
Tech Support	.5	\$20,000-\$25,000

non-cert.

Other Factors:

SRO funded out of general fund at \$30,000

Not replacing the .5 Geography position will save \$36,360

Early Retirement Savings, estimated at \$21,176

Current MS .5 Dean position - approximately \$50,000

March 2013 Board Report from Activities Department

Winter in Review

- Wrestling
 1. Finished 2nd in RRC Meet and 2nd in RRC Dual Meet competition
 2. Jordan Grove and Logan Wendt Conference Champs; Ryan Krugler, Dylan Nelson, Trevor Harsh, Sam Plagman, Darold Baker 2nd at RRC Tournament
 3. Dylan Nelson state qualifier
 4. MS programs showed great improvement all year
- Girls Basketball
 1. Finished 6th in the RRC
 2. Made it all the way to the Regional Finals this year
 3. Beat three ranked teams (Winterset, Ballard, North Polk)
 4. First time anyone can remember beating Ballard in Girls Basketball
- Boys Basketball
 1. 8th in RRC
 2. Ben Larsen was unanimous first team all-conference
- Cheerleading
 1. Cheerleading tryouts-week of March 4th-8th
- Spring Play
 1. Will be two one act plays: "This is a Test" and "The Faculty Meeting" and they will be on April 5th and 6th at 7:00 PM and April 7th at 2:00 PM
- Band
 1. Parade of Bands was March 7th
 2. RRC Honor Band-19 students were selected
- Choir
 1. Pops Concert was fantastic last month
- ADM Academic Decathlon Team took 4th at the state competition
- ADM Speech
 1. ADM hosted both the RRC Speech and District Speech competitions
 2. Raised over \$4000 for the speech program
 3. The ADM speech team had 42 members this year
 4. We had 6 teams and 10 individual entries make it to the state competition

Coaching Updates:

- Hired Jason Book as Head Baseball Coach and he is definitely fired up and excited to get going. I have never met a person more excited about coaching

baseball. We also got lucky to hire Heath Stein from Harlan as the assistant baseball coach.

Athletic Booster Club Update:

- They have saved some money back for long-range facilities
- We have identified several areas that are in need of improvement
 1. Track-we are going to need very soon
 2. Turf Field
 3. Scoreboard for Stadium- working on the advertisers for this project
 4. I have put together some cost estimates for all of these and a proposal on how to get the money for these

Spring preview Preview:

- High School Track started February 11 and they have meets coming up on March 11, 12 at ISU. We have our Norman COED meet here on April 2nd.
- We host 6 track meets this year and are always looking for help if you are interested
- High School Girls Golf, Boys Golf and Soccer start March 11 and Girls Soccer starts on March 18th. Our Home Boys Soccer Tournament is April 5-6th
- 7/8 track practice starts March 25th
- We have great numbers out for all our spring sports
- Looking for a great spring season

General:

- Accelerated has done a tremendous job for our athletes and coaches this year. Our athletic training coverage has been fantastic-there were times when we had three athletic trainers here in a night.
- We will continue to find ways to keep improving our programs
- Looking for new ways to keep improving leadership at every level -Charity Miller taught a leadership class this year that went well

Aaron
Thomas
11 waiter
SD Thomas Clinic
5/4/13
charity
coach