

## BOARD MEETING UPDATE

APRIL 8, 2013

### APPROVED:

- March 11, 2013 Regular Meeting Minutes
- March 28, 2013 Special Meeting Minutes
- Bills/Claims
- Financial Reports
  - March Monthly Reports
- Transfers
  - \$71,692.50 from PPEL to Debt Service (Bond Payment)
  - \$100,000 from SILO/SAVE to Debt Service
- Hires
  - Sarah Boesen, Prom Sponsor, effective 2013-14
  - Shelby Dains, AE Teacher Associate, Step 1, effective 4/15/13
  - Chris Strasser, Route Bus Driver, Step 1, effective 4/4/13
  - Lacy Jennings, HS Art Teacher, BA, Step 9, effective 2013-14
- Resignations/Terminations
  - Jodi Baier, Prom Sponsor, effective 2013-14
  - Carolyn Elles, AE Teacher Associate, effective 4/12/13
  - Paul Mayhugh, Route Bus Driver, effective 4/3/13
  - Eric Ridder, Ass't FB Coach, effective for 2013-14
- Transfers
  - Kelly Winter from 7<sup>th</sup> Grade Geography Teacher to MS PE Teacher, effective 2013-14
- First Reading of Board Policy 402.6, "Insurance"
- Second and Final Reading of Board Policies 507.2, "Administration of Medication to Students" & 507.2E1, "Medication Authorization Form"
- 2013-14 Before and After Child Care Program Parent Handbook
- Open Enrollment In for 2012-13
  - Madeline Eden, 7<sup>th</sup> Grade from DM to ADM (continuation)
  - Kolton McCollum, 10<sup>th</sup> Grade from Woodward Granger to ADM (continuation)
- Open Enrollment In for 2013-14
  - Logan Cahalan, 9<sup>th</sup> Grade from Earlham to ADM (met timeline)
  - Cole Eitel, K, from WCV to ADM (met timeline)
  - Cash Eitel, K, from WCV to ADM (met timeline)
  - Kennedy Sorber, 1<sup>st</sup> Grade from DCG to ADM (good cause)
  - McKenzie Sorber, 4<sup>th</sup> Grade from DCG to ADM (good cause)
- Open Enrollment Out for 2013-14
  - Peyton Frank, K, from ADM to Earlham (met timeline)
- Budget for 2013-14
  - Approve Budget as Published
  - Tax Levy 18.38488
- Resolution for Pre-Levy of Debt Service Fund
  - \$400,000 Levy

- Current Budget Amendment Hearing Set
  - Amendment in Other Category (Security Doors and Roofing Projects at DeSoto)
  - Hearing Set for May 13, 2013
- New Positions
  - 1.0 FTE Preschool Teacher
  - 1.0 FTE Counselor
  - 1.0 FTE Building and Grounds Director
- Mowing Contract to Jay Farrow
- Athletic Fields Contract to Lawn Service by Rick Borst
- Door Replacement Project at DeSoto to Turnkey
- Early Start Date Waiver Request Resolution

#### REPORTS/DISCUSSION

8<sup>th</sup> Grade Genetics Project  
Facility Master Planning Update  
Flyer Distribution Process – Government Agencies





## Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

TO: Board of Directors  
FROM: Greg Dufoe, Superintendent  
SUBJECT: Memorandum for April 8, 2013

### **Honoring Excellence:**

Nikki Krumwiede is this month's Honoring Excellence recipient. Carole Erickson and several AE teachers nominated Nikki. She has been an outstanding teacher for us for the last ten years, and to our loss, Nikki is leaving us at the end of this school year.

### **Personnel contracts:**

I recommend the following resignations/terminations:

Jodi Baier, Prom Sponsor, effective for the 2013-14 school year

Carolyn Elles, AE teacher associate, effective 4/12/13

Paul Mayhugh, Route Bus Driver, effective 4/3/13

Eric Ridder, Ass't. HS Football coach, effective for the 2013-14 school year

I recommend the following new contracts:

Sarah Boesen, Prom Sponsor, effective for the 2013-14 school year

Shelby Dains, AE teacher associate, step 1, effective 4/15/13

Chris Strasser, Route Bus Driver, step 1, effective 4/4/13

I announce the following transfer:

Kelly Winter from 7<sup>th</sup> grade Geography Teacher to MS PE Teacher effective for the 2013-14 school year

### **First reading of Board policy 402.6 "Insurance" (Exhibit 1):**

We are recommending a change to our insurance eligibility criteria in response to the Affordable Care Act. Our current policy language allows an employee who works at least (20) hours per week to get insurance coverage at a pro-rated amount. To align with the Affordable Care Act definition of who the District is required to offer insurance to and simplify record keeping, I recommend we change the policy language to 30 hours per week. There are currently four staff members who are choosing coverage that work less than 30 hours per week, one certified staff and three classified staff. We could elect to grandfather these four employees so that they don't lose their eligibility. Two of them turn 65 in the fall so may choose to go off of our plan and hours may increase for the other two. If that happens, there would be no current employees who have elected to take insurance affected by this change.

### **Second and Final 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.

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



**2013-14 Before-and-After Child Care Program Parent Handbook (Exhibit 3):**

I recommend approval of the Before-and-After School Care Program Parent handbook. There are no changes in the handbook from the current school year.

**Open enrollment in for 2012-13:**

Madeline Eden, 7<sup>th</sup> grade, from DM to ADM (continuation)  
Kolton McCollum, 10<sup>th</sup> grade, from Woodward Granger to ADM (continuation)  
Kennedy Sorber, 1<sup>st</sup> grade, from DCG to ADM (good cause)  
McKenzie Sorber, 4<sup>th</sup> grade, from DCG to ADM (good cause)

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

Logan Cahalan, 9<sup>th</sup> grade, from Earlham to ADM (met timeline)  
Cole Eitel, K, from WCV to ADM (met timeline)  
Cash Eitel, K, from WCV to ADM (met timeline)

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

Peyton Frank, K, from ADM to Earlham (met timeline)

**2013-14 BUDGET HEARING (Exhibit 4)**

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

**RESOLUTION AUTHORIZING THE REDEMPTION OF GENERAL OBLIGATION SCHOOL BONDS (Exhibit 5)**

This Resolution authorizes the Board to levy an additional \$400,000 in the debt service fund to pay interest on GO Bonds, which will save the district approximately \$153,000 in interest. This levy keeps our overall tax levy rate very close to last year thus meeting our goal of keeping our tax levy rate stable.

**2013-14 BUDGET DETERMINATION**

We are recommending the budget as published. The overall tax levy rate was published at 18.38. This is a slight reduction from last year's levy rate of 18.42. This rate is based on a 4% allowable growth so it may lower pending the allowable growth rate yet set by the legislature. This overall levy rate also includes the additional \$400,000 in the debt service levy.

**SET PUBLIC HEARING ON 2012-13 BUDGET AMENDMENT FOR MAY 13, 2013, 6:00 P.M. (Exhibit 6)**

I recommend approving the proposed FY13 amendment to the budget for publication and setting the public hearing on the FY13 amendment to the budget for May 13, 2013, at 6:00 pm. This hearing provides patrons an opportunity to speak to the Board regarding the proposed budget amendment.

**2013-14 NEW CERTIFIED/NON-CERTIFIED POSITIONS**

I recommend the following new positions for 2013-14:

Pre-School/Early Childhood Special Education	1.0 FTE (estimated salary/benefits - \$50,000)
High School Guidance Counselor	1.0 FTE (estimated salary/benefits - \$50,000)
Director of Buildings and Grounds	1.0 FTE (non-certified – estimated salary/benefits – \$70,000-\$75,000)



These positions help us address our growing needs in pre-school. We also need the additional counseling services to provide a broader range of services to our high school students in college and career readiness and planning, services for at-risk students, additional individual and group counseling and more. The counselor hired will be (or will get) a K-12 certification, which will address a concern that will be in the DE Site Visit Report as indicated by the DE representative who conducted our site visit.

The Director of Buildings and Grounds position has been vacant for four years. We simply need more leadership and supervision in this area, not only for day-to-day operations but also for the facility improvements and planning that appears likely in the near future. We will be insistent on hiring only a quality candidate as we move into the hiring process.

Additional staffing recommendations that may come this spring are as follows:

- Elementary Teacher – TBD based on new kindergarten numbers. Currently not necessary, but will continue to monitor.
- Office Assistants – part-time office assistant support at the AE, DS, and MS (total of 1.5 non-certified positions).
- Technology Support – this .5 non-certified hourly position would report to Adam Kurth and would assist in the day-to-day routine support tasks. This would allow Adam much more time to focus on professional development in technology and other large-scale tasks.

#### **MOWING CONTRACT (Exhibit 7)**

I recommend approval of a mowing contract with Jay Farrow for \$25,200. Jay has done our mowing for years and we are excited to continue our relationship with Jay. This amount is \$1,200 more than last year and marks a reasonable increase based on the other bids submitted last year.

#### **ATHLETIC FIELDS CONTRACT (Exhibit 8)**

I recommend approval of a fertilizing/aeration/spraying/grub control contract for the year with Lawn Service by Rick Borst. Rick's proposal was for \$10,350. Our fields are in very good shape at the current time and Rick does provide great service and attention to our fields; therefore, I recommend continuing with him.

Last year Doug requested bids for both our mowing and athletic fields. Both Jay and Rick were low bids at that time.

#### **DOOR REPLACEMENT PROJECT AT DESOTO INTERMEDIATE (Exhibit 9)**

I recommend approval of the quote from Walsh Doors for \$24,702.36 to replace 27 wood doors in the original DeSoto building. We also received a bid from Doors Inc. for the same work for \$27,985. We attempted to get additional information from Doors Inc. to get a more precise bid and did not get a response.

This will provide quality doors that meet fire marshal requirements for fire resistance (20 minutes) and also for securing the doors in the event of a crisis drill. At this time the original doors are not adequate for our safety purposes and retrofitting the doors is not an option due to the age and condition of the doors. The doors will have a pushbutton lock on the inside that meets fire marshal requirements.



**EARLY START DATE WAIVER REQUEST RESOLUTION (Exhibit 10)**

Included in your packet is an early state date waiver request resolution. IASB is recommending to all Iowa districts that have a start date prior to September 1 per Iowa code to adopt this resolution. There is some concern that the Department of Education's power to grant waivers will be challenged, and without this resolution a district's ability to start school prior to September 1 could be compromised.

Our calendar is, and has been, considered an early start calendar as are the vast majority in Iowa. I know of no districts that start around September 1. If we would be required to change our calendar for 2013-14 at some later date, it would result in tremendous chaos for our planning and for our parents who have already coordinated their schedules around our calendar approved in March.

I recommend approval of the waiver request resolution.

**Administrative Reports/Discussion items –**

**8<sup>th</sup> Grade Genetics Project**

Kate Willems and Hallie Edgerly, 8<sup>th</sup> grade teachers, will join us to share information about a recent genetics project completed by all 8<sup>th</sup> graders. This project culminated in a Genetics Fair at the Dallas County Hospital. I am excited for the Board to see first hand from the teachers and some students about this experience.

**Facility Master Planning Update:**

I will spend some time updating the board on the facility master planning work in progress. I am not including all of the documents that are on our web page, but if you have any specific questions, please let me know. Our work continues on the 11<sup>th</sup>.

**Flyer Distribution Process – government agencies**

I am going to spend some time discussing the new distribution of materials from civic and non-profit groups. It is up and running and we feel it will be a very effective system of disseminating necessary/interesting information to our parents without using our students as the vehicle to get materials home. It also has the "green" advantage of allowing only those that are interested in the materials to print them, thus saving paper, etc.

The City of Adel, through Brett Klein, has talked with me about slightly changing the policy to allow "governmental agencies" to still send home paper copies with our students. The issue is directly related to their parks and recreation programs. They have reported a decrease in numbers in some of their programs and the parks and rec board attributes that to our change in policy. Brett would like to see them still be able to send home paper copies at least for another year while folks adjust to the new system. He does feel that our new system will work, but would like some more time to get folks used to it.

I am ok with this change and will want to know the board's thoughts as we move forward. If the board is ok, I can bring a first reading of the policy in May.

**Important dates:**

April 8	Snow make-up day #1
April 17	Dismiss 1:00 – PD meetings
May 8	Dismiss 1:00 – PD meetings

**Exempt Session for Negotiation Strategy (Exhibit 11)**

Enclosed is certified staff negotiations salary schedule costing at different percent increases.





Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

## SUMMARY OF APRIL 8, 2013, BOARD OF DIRECTORS REGULAR MEETING

### PERSONNEL CONTRACTS

I recommend the following resignations/terminations:

Jodi Baier, Prom Sponsor, effective for the 2013-14 school year

Carolyn Elles, AE teacher associate, effective 4/12/13

Paul Mayhugh, Route Bus Driver, effective 4/3/13

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Chris Strasser, Route Bus Driver, step 1, effective 4/4/13

I announce the following transfer:

Kelly Winter from 7<sup>th</sup> grade Geography Teacher to MS PE Teacher effective for the 2013-14 school year

### OPEN ENROLLMENT

#### **Open enrollment in for 2012-13:**

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#### **Open enrollment out for 2013-14:**

Peyton Frank, K, from ADM to Earlham (met timeline)

\*Indicates an update since the memorandum was published.

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

## INSURANCE

**Insurance.** The District will designate for each full-time employee, except temporary employees, a set amount of money each year, which may vary by position, for District group insurance benefits. The amount shall be pro-rated for employees who work at least twenty (20) **(certified staff)/thirty (30) (classified staff)** but fewer than forty (40) hours per week. If the benefits selected by the employee cost more than the designated District contribution, the employee shall have such additional premiums/costs withheld from his/her salary. The Board of Directors shall determine the carrier(s), types of plans, level of benefits, and dollar contributions.

**Life Insurance.** The District will provide group life insurance benefits to full-time employees who work at least twenty (20) hours per week, except temporary employees. The Board of Directors shall determine the carrier(s), types of plans, and level of benefits.

**Long-Term Disability.** The District will provide group long-term disability coverage for all full-time employees who work at least twenty (20) hours per week, except temporary employees. The Board of Directors shall determine the carrier(s), type of plan and level of benefits.

Approved 7/1/93Reviewed 5/13/13Revised 5/13/13



## 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 airway 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



[illegible]



# 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
------------	--------	-------	------

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.

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

\_\_\_\_\_  
Parent/Guardian Signature  
(agreed to above statement)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
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



## **Nondiscrimination Statement**

Students, parents, employees and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age( for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact: Nancy Gee, Business Manager, 801 Nile Kinnick Drive South, Adel, IA. 50003, 515-993-4283, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact:

Nancy Gee

801 Nile Kinnick Drive South

Adel, Iowa 50003

Telephone: 515-993-4283

Nancy Gee has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

## **Handbooks**

- Classified Staff
- Daycare Handbook
- Elementary Parent
- Adel Elementary Staff
- DeSoto Intermediate Staff
- MS Parent/Student
- MS Staff
- Coaches/Directors Handbook
- HS/MS Activities
- HS Parent/Student
- HS Staff
- HS Course Offerings

## **Other Publications**

- Registration Materials
- District Newsletter (once a year)
- District Website - linked from all school sites
- District Brochures

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

PROCEDURES FOR PREREGISTRATION

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

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



ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

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

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

\_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

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

-----

PICTURE RELEASE

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

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

Date \_\_\_\_\_

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

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

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

EMERGENCY INFORMATION

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

CHILD(REN'S) NAME

DATE OF BIRTH

GRADE/TEACHER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

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

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



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

ENROLLMENT APPLICATION

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

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

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

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

ACTIVITIES

DEPARTURE TIME

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

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

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

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

Address \_\_\_\_\_

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



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	
<b>Total Resources</b>	22	36,103,337	34,761,882	32,708,862	
<b>*Instruction</b>	23	11,045,721	10,187,306	9,367,237	8.6%
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	
<b>*Total Support Services (lines 24-31)</b>	31A	5,051,500	4,556,347	4,372,818	7.5%
<b>*Noninstructional Programs</b>	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	
<b>*Total Other Expenditures (lines 33-35)</b>	35A	3,767,125	2,924,726	2,249,532	29.4%
Total Expenditures	36	20,654,346	18,404,034	16,691,141	
Transfers Out	37	671,731	741,228	810,651	
Total Expenditures & Other Uses	38	21,326,077	19,145,262	17,501,792	
Ending Fund Balance	39	14,777,260	15,616,620	15,207,070	
<b>Total Requirements</b>	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.



**ADOPTION OF BUDGET AND TAXES**  
**JULY 1, 2013-JUNE 30, 2014**

Department of Management - Form S-TX

**ADEL-DESOTO-MINBURN**

District Number 0027

**Total Special Program Funding**

Instructional Support (A&L line 10.5)	097	913,918
Educational Improvement (A&L line 11.3)	099	0
Voted Physical Plant & Equipment (A&L line 19.3)	105	401,042

**Special Program Income Surtax Rates**

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

**Utility Replacement and Property Taxes Adopted**

		Utility Replacement AND Property Tax Dollars	Levy Rate	Property Taxes Levied	Estimated Utility Replacement Dollars
Levy to Fund Combined District Cost (A&L line 15.3)	1	3,872,934			
+Educational Improvement Levy (A&L line 15.5)	2	0			
+Cash Reserve Levy - SBRC (A&L line 15.9)	3	0			
+Cash Reserve Levy - Other (A&L line 15.10)	4	0			
-Use of Fund Balance to Reduce Levy (A&L line 15.11)	5	0			
=Subtotal General Fund Levy (A&L line 15.14)	6	3,872,934	10.20286	3,722,089	150,845
+Instructional Support Levy (A&L line 15.13)	7	653,817	1.63029	629,712	24,105
=Total General Fund Levy (A&L line 15.12)	8	4,526,751	11.83315	4,351,801	174,950
	9				
+Management	10	605,000	1.59381	581,435	23,565
+Amana Library	11	0	.00000	0	0
Voted Physical Plant & Equipment (Loan Agreement)	12 *	224,031			
+Voted Physical Plant & Equipment (Capital Project)	13	177,011			
=Subtotal Voted Physical Plant & Equipment	14	401,042	1.00000	386,257	14,785
+Regular Physical Plant & Equipment	15	132,344	.33000	127,465	4,879
=Total Physical Plant & Equipment	16	533,386			
	17				
Reorganization Equalization Levy	18	0	.00000	0	0
Emergency Levy (for Disaster Recovery)	19	0	.00000	0	0
Public Education/Recreation (Playground)	20	0	.00000	0	0
Debt Service	21	1,454,948	3.62792	1,401,311	53,637
<b>GRAND TOTAL</b>	22	7,120,085	18.38488	6,848,269	271,816

1-1-12 Taxable Valuation	WITH Gas & Electric Utilities	379,593,111	WITHOUT Gas&Elec	364,808,427
1-1-12 Tax Increment Valuation	WITH Gas & Electric Utilities	21,449,082	WITHOUT Gas&Elec	21,449,082
1-1-12 Debt Service, PPEL, ISL Valuation	WITH Gas & Electric Utilities	401,042,193	WITHOUT Gas&Elec	386,257,509

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

- ☐ The prescribed Notice of Public Hearing and Proposed Budget Summary (Form S-PB) was lawfully published, with said publication being evidenced by verified and filed proof of publication.
- ☐ The budget hearing notice was published not less than 10 days, nor more than 20 days, prior to the budget hearing.
- ☐ Adopted property taxes do not exceed published amounts.
- ☐ Adopted expenditures do not exceed published amounts for any of the four individual expenditure categories, or in total.
- ☐ Adopted property taxes meet the debt service and loan agreement needs identified on Form 703. Debt service levy for GO bond payments only.
- ☐ This budget was certified on or before April 15, 2013.

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

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



FY 2014 BUDGET YEAR WORKSHEET - Page 1

Dist Number: 0027

ADEL-DESOTO-MINBURN		General (10)	Special Revenue					This Column is Blank	
Resources:			Activity (21)	Management (22)	PERL (24)	Equal(25) / Lib(29) / Spec Rev(27)	Emg Levy (26) / Disaster R (28)		
Taxes Levied on Property	1	4,351,801		581,435	0	0	0		1
Utility Replacement Excise Tax	2	174,950		23,565	0	0	0		2
Income Surtaxes	3								3
Tuition\Transportation Received	4	1,224,093							4
Earnings on Investments	5	12,500	1,000						5
Nutrition Program Sales	6								6
Student Activities and Sales	7	9,000	290,000						7
Other Revenues from Local Sources	8	230,000	170,000						8
Revenue from Intermediary Sources	9								9
State Foundation Aid	10	8,302,950							10
Instructional Support State Aid	11	52,020							11
Other State Sources	12	45,000							12
ARRA Fiscal Stabilization (in formula)	13								13
Title I Grants	14	97,000							14
IDEA and Other Federal Sources	15	187,000							15
Total Revenues	16	14,686,314	461,000	605,000	0	0	0		16
General Long-Term Debt Proceeds	17								17
Transfers In/Special Items/Upward Adj	18	25,000							18
Proceeds of Fixed Asset Dispositions	19								19
Total Revenues & Other Sources	20	14,711,314	461,000	605,000	0	0	0		20
Beginning Fund Balance	21	4,081,000	373,073	1,195,146	0	0	0		21
Total Resources	22	18,792,314	834,073	1,800,146	0	0	0		22
Requirements:									
Instruction	23	10,345,721	430,000	170,000					23
Student Support Services	24	410,000		20,000					24
Instructional Staff Support Services	25	650,000	2,000						25
General Administration	26	440,000							26
School/Building Administration	27	840,000		10,000					27
Business & Central Administration	28	375,000							28
Plant Operation and Maintenance	29	1,270,000	10,000	180,000					29
Student Transportation	30	575,000		30,000					30
This row is intentionally left blank	31								31
Noninstructional Programs	32								32
Facilities Acquisition and Construction	33								33
Debt Service (Principal, interest, fiscal charges)	34								34
AEA Support - Direct to AEA	35	609,198							35
Total Expenditures	36	15,514,919	442,000	410,000	0	0	0		36
Transfers Out/Special Items/Down Adj	37								37
Total Expenditures & Other Uses	38	15,514,919	442,000	410,000	0	0	0		38
Ending Fund Balance	39	3,277,395	392,073	1,390,146	0	0	0		39
Total Requirements	40	18,792,314	834,073	1,800,146	0	0	0		40



## ADEL-DESOTO-MINBURN

## Resources:

		Capital Projects (30-39)			Debt Service (40)	Proprietary		Re-estimated FY13	Actual FY12	
		Sales Tax (33)	PPEL (36)	Other Cap Proj		Nutrition (61)	Oth Entp (62-69)			
Taxes Levied on Property	1		513,722		1,401,311			6,421,102	6,083,471	1
Utility Replacement Excise Tax	2		19,664		53,637			273,161	277,802	2
Income Surtaxes	3							0	0	3
Tuition/Transportation Received	4							1,200,092	1,108,503	4
Earnings on Investments	5	1,000	500		22,878	300	150	39,873	18,971	5
Nutrition Program Sales	6					490,850	80,000	490,000	485,423	6
Student Activities and Sales	7							293,500	284,763	7
Other Revenues from Local Sources	8	1,195,000				22,000		1,688,354	1,566,695	8
Revenue from Intermediary Sources	9							0	0	9
State Foundation Aid	10							7,816,059	7,562,079	10
Instructional Support State Aid	11							0	0	11
Other State Sources	12					6,660		52,523	67,444	12
ARRA Fiscal Stabilization (in formula)	13							0	0	13
Title I Grants	14							96,943	79,709	14
IDEA and Other Federal Sources	15					255,000		438,555	541,879	15
Total Revenues	16	1,196,000	533,886	0	1,477,826	774,810	80,150	18,810,162	18,076,739	16
General Long-Term Debt Proceeds	17							0	8,920,685	17
Transfers In/Special Items/Upward Adj	18				646,731			737,818	809,261	18
Proceeds of Fixed Asset Dispositions	19							6,832	22,664	19
Total Revenues & Other Sources	20	1,196,000	533,886	0	2,124,557	774,810	80,150	19,554,812	27,829,349	20
Beginning Fund Balance	21	938,836	157,401	0	8,526,304	270,553	74,307	15,207,070	4,879,513	21
Total Resources	22	2,134,836	691,287	0	10,650,861	1,045,363	154,457	34,761,882	32,708,862	22

## Requirements:

Instruction	23		100,000					10,187,306	9,367,237	23
Student Support Services	24							388,000	373,737	24
Instructional Staff Support Services	25							588,418	549,175	25
General Administration	26							423,437	404,911	26
School/Building Administration	27							778,860	706,440	27
Business & Central Administration	28					12,000		367,125	477,852	28
Plant Operation and Maintenance	29					27,500		1,341,601	1,206,751	29
Student Transportation	30		200,000					668,906	653,952	30
This row is intentionally left blank	31							0	0	31
Noninstructional Programs	32					750,000	40,000	735,655	701,554	32
Facilities Acquisition and Construction	33	900,000	36,000					620,000	160,028	33
Debt Service (Principal, interest, fiscal charges)	34				2,221,927			1,783,494	1,589,652	34
AEA Support - Direct to AEA	35							521,232	499,852	35
Total Expenditures	36	900,000	336,000	0	2,221,927	789,500	40,000	18,404,034	16,691,141	36
Transfers Out/Special Items/Down Adj	37	422,700	224,031				25,000	741,228	810,651	37
Total Expenditures & Other Uses	38	1,322,700	560,031	0	2,221,927	789,500	65,000	19,145,262	17,501,792	38
Ending Fund Balance	39	812,136	131,256	0	8,428,934	255,863	89,457	15,616,620	15,207,070	39
Total Requirements	40	2,134,836	691,287	0	10,650,861	1,045,363	154,457	34,761,882	32,708,862	40



**LONG TERM DEBT SCHEDULE**  
**GENERAL OBLIGATION BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS**  
**ADEL-DESOTO-MINBURN**

Form includes ALL long term debt. Row 1 FINAL COLUMN is only Loans paid by VPPEL Tax. Rows 3-25 FINAL COLUMN is only G.O. Debt paid by Debt Service Tax.

Project Name (A)	Amount of Issue (B)	Date Certified to County Auditor (C)	Principal Due FY14 (D)	Interest Due FY14 +(E)	Bond Registration Due FY14 +(F)	Total Obligation Due FY14 =(G)	Amount Paid from Other Sources & Fund Balance in Appropriate Fund -(H)	VPPEL Loan Paid by VPPEL Taxes or GO Bond Amount Paid by Budget Year Debt Service Taxes =(I)
(1) All Voted PPEL Loan agreements on this line	930,810		209,982	13,549	500	224,031		224,031
(2) All Other Long Term Debt Below this line								
(3) GO BONDS 8-9 BUILDING	3,400,000	12/10/03	190,000	95,765	1,000	286,765	0	286,765
(4) GO BONDS 8-9 BLDG/ELEM REMODELING	8,215,000	4/13/04	470,000	258,570	1,000	729,570		729,570
(5) GO BONDS 8-9 BLDG/ELEM REMODEL/AC	885,000	3/15/06		37,613	500	38,113		38,113
(6) GO REFUNDING BONDS (2012)	8,348,877			119,978	500	120,478	119,978	500
(7) REVENUE BONDS 8-9 BLDG/ELEM	2,505,000	5/8/06	405,000	16,200	1,500	422,700	422,700	0
(8) PRE LEVY			400,000			400,000		400,000
(9)						0		0
(10)						0		0
(11)						0		0
(12)						0		0
(13)						0		0
(14)						0		0
(15)						0		0
(16)						0		0
(17)						0		0
(18)						0		0
(19)						0		0
(20)						0		0
(21)						0		0
(22)						0		0
(23)						0		0
(24)						0		0
(25)						0		0
(26) Totals (Lines 3-25)			1,465,000	528,126	4,500	1,997,626	542,678	1,454,948



w/o  
prelevy

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	6,463,016	6,421,102	6,083,471	3.1%
Utility Replacement Excise Tax	2	257,069	273,161	277,802	-3.8%
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	19,414,986	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	20,086,717	19,554,812	27,829,349	
Beginning Fund Balance	21	15,616,620	15,207,070	4,879,513	
<b>Total Resources</b>	22	35,703,337	34,761,882	32,708,862	
<b>*Instruction</b>	23	11,045,721	10,187,306	9,367,237	8.6%
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	
<b>*Total Support Services (lines 24-31)</b>	31A	5,051,500	4,556,347	4,372,818	7.5%
<b>*Noninstructional Programs</b>	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	
<b>*Total Other Expenditures (lines 33-35)</b>	35A	3,767,125	2,924,726	2,249,532	29.4%
Total Expenditures	36	20,654,346	18,404,034	16,691,141	
Transfers Out	37	671,731	741,228	810,651	
Total Expenditures & Other Uses	38	21,326,077	19,145,262	17,501,792	
Ending Fund Balance	39	14,377,260	15,616,620	15,207,070	
<b>Total Requirements</b>	40	35,703,337	34,761,882	32,708,862	

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

17.38748

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.



**LONG TERM DEBT SCHEDULE**  
**GENERAL OBLIGATION BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS**  
**ADEL-DESOTO-MINBURN**

Form includes ALL long term debt. Row 1 FINAL COLUMN is only Loans paid by VPPEL Tax. Rows 3-25 FINAL COLUMN is only G.O. Debt paid by Debt Service Tax.

Project Name (A)	Amount of Issue (B)	Date Certified to County Auditor (C)	Principal Due FY14 (D)	Interest Due FY14 +(E)	Bond Registration Due FY14 +(F)	Total Obligation Due FY14 =(G)	Amount Paid from Other Sources & Fund Balance in Appropriate Fund -(H)	VPPEL Loan Paid by VPPEL Taxes or GO Bond Amount Paid by Budget Year Debt Service Taxes =(I)
(1) All Voted PPEL Loan agreements on this line	930,810		209,982	13,549	500	224,031		224,031
(2) All Other Long Term Debt Below this line								
(3) GO BONDS 8-9 BUILDING	3,400,000	12/10/03	190,000	95,765	1,000	286,765	0	286,765
(4) GO BONDS 8-9 BLDG/ELEM REMODELING	8,215,000	4/13/04	470,000	258,570	1,000	729,570		729,570
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(7) REVENUE BONDS 8-9 BLDG/ELEM	2,505,000	5/8/06	405,000	16,200	1,500	422,700	422,700	0
(8)						0		0
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(23)						0		0
(24)						0		0
(25)						0		0
(26) Totals (Lines 3-25)			1,065,000	528,126	4,500	1,597,626	542,678	1,054,948

Department of Management  
Form S-A Publication

**NOTICE OF PUBLIC HEARING  
ADEL-DESOTO-MINBURN SCHOOL DISTRICT  
AMENDMENT OF CURRENT BUDGET  
FISCAL YEAR 2012/2013**

Date of Public Hearing: May 13, 2013

Time of Public Hearing: 6:00 PM

Location of Public Hearing: Adel DeSoto Minburn Middle School Board Room

The Board of Directors will conduct a public hearing at the above-noted time and place for the purpose of amending the current school budget by changing estimates of expenditures in the following areas by the following amounts:

Area	From	To	Reasons
Instruction			
Total Support Services			
Noninstructional Programs			
Total Other Expenditures	2,896,382	3,096,372	Roof & Security Improvements

This change in estimates of expenditures will be financed from increased receipts and balances not budgeted or considered in the current budget. There will be no increase in taxes to be paid in the fiscal year ending June 30, 2013. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed amendment. A detailed statement of additional receipts other than taxes, balances on hand at the close of the preceding fiscal year, and proposed expenditures, both past and anticipated, will be available at the hearing.



### MOWING PROPOSAL

Mow all Adel Desoto Minburn School property every 7 days

Mow sports fields at the high school complex every 4 days (in-season)

Trimming at all ADM school property every other week

### Specifications

Mowing will be done at the heights per request by the Activities Director

Pay will be \$25,200 annually for the entire 2013 mowing season, start and end date will be determined by the Activities Director.

The pay will come in 6 equal payments with the first payment to be on May 15.

Jay will provide an invoice each month by the 10<sup>th</sup> of the month.

If the Activities Director requests Jay to mow the athletic fields any additional times, he will be paid \$40 each additional time.

Termination of this contract by the district for noncompliance will be immediate.

Signed: Jay Farrar Date: March 8, 2013

School Board President: \_\_\_\_\_ Date: \_\_\_\_\_



**Lawn Service by Rick Borst**  
**28958 Prospect Avenue**  
**Adel, IA 50003**

515-993-4011 (home)

515-975-1214 (cell)

February 21, 2013

Doug Gee  
Athletic Director  
ADM School District  
801 S Nile Kinnick Drive  
Adel, IA 50003

**ADM School Athletic Field Maintenance**  
**2012 Pricing**

Aeration

Baseball fields 1 & 2	200.00 each – once annually	400.00
Baseball fields 3 & 4	100.00 each – once annually	200.00
Practice fields 7 & 8	200.00 each – twice annually	800.00
Football field	250.00 – three times annually	<u>750.00</u>
Annual Aeration Total		2150.00

Fertilization for all fields listed above

Application 1 (April 1 <sup>st</sup> ) to all fields	1400.00
Application 2 (Mid May – Crabgrass) to all fields	1500.00
Application 3 (September) to all fields	1400.00
Application 4 (October) to football field only	300.00
Application 5 (Late November) to football field only	<u>300.00</u>
Annual Fertilization Total	4900.00

Spraying

For broadleaf weeds – all fields	1200.00
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Optional Grub Control

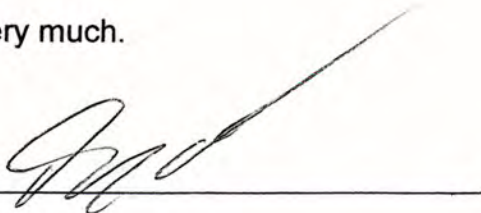
All fields – July 1 <sup>st</sup>	2100.00
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Seeding & Overseeding

Quoted as needed

Thank you very much.

Approved \_\_\_\_\_





33376 Timber Hills Drive  
Adel, Iowa 50003

April 8, 2013

Greg Dufoe  
Adel Comm. Schools  
801 South 8<sup>th</sup> Street  
Adel, IA 50003

The following is a quote is for work to be completed at the DeSoto School.

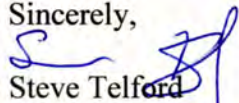
**Door Replacement**

- Install new 27 oak doors into existing frames, where the school has removed old doors.
- Doors to be stained dark to match best as possible.
- Each door to have 4"x25" 20 min. safety glass.
- 81 new hinges provided.
- 27 locksets provided and installed with push button on inside of lever.
- 27 keys as needed.
- No tax included.

**Total cost of work \$23,088.00**

Thank you for giving me the chance to bid your project and please feel free to give me a call at (515)-202-6644 with any questions. Estimate valid for 30 days.

Sincerely,



Steve Telford

Turnkey Construction, Inc.

[info@turnkeyconstructioniowa.com](mailto:info@turnkeyconstructioniowa.com)





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Adel, Iowa 50003

April 8, 2013

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Sincerely,

Steve Telford  
Turnkey Construction, Inc.  
[info@turnkeyconstructioniowa.com](mailto:info@turnkeyconstructioniowa.com)

# WALSH DOOR & HARDWARE CO.

DELAWARE AVENUE, DES MOINES, IA 50317 Tel: 515-262-9822 Fax: 515-262-8315

## QUOTATION

Quotation No : 27364  
Date : 07 JAN 2013  
Account : ADEDES  
Page No. : 1

Customer:  
ADEL-DESOTO-MINBURN SCHOOLS  
801 NILE KINNICK DR.  
ADEL, IA 50003

Ship to:  
ADEL-DESOTO-MINBURN SCHOOLS  
801 NILE KINNICK DR.  
ADEL, IA 50003

Phone: 515-993-4283 Fax: 515-993-4866

Salesperson : LS      Freight :      Terms : Net 30 day  
Ship Via :

Qty	Description	Unit Price	Extension
27	PSRO DARK STAINED DOOR / FIT INTO EXSISTING WOOD JAMBS	280.00	7,560.00
	Hinges CB179 4 1/2 X 4 1/2 US10A	10.91	883.71
	Lockset ND50PD RHO 613	279.95	7,558.65
	NOTE:ABOVE LOCKSET HAS THE PUSHBUTTON ON THE INSIDE LEVER FOR FAST LOCKING OF OUTSIDE LEVER HANDLE		
27	L - SHOP KEY STANDARD CYLINDER	15.00	405.00
105	FIELD LABOR	79.00	8,295.00

NOTE:DOOR CLOSERS TO BE RE USED OR NEW  
ONES PROVIDED BY CSD AS NEEDED. NOT  
INCLUDED IN THIS PROPOSAL.

THIS PROPOSAL IS TO REPLACE 27 DOORS AT DE SOTO SCHOOL  
PRICE INCLUDES INSTALL. DE SOTO CREW WILL HAVE EACH  
OPENING CLEAN AND READY TO HANG NEW DOOR.

Product Sub-total	24,702.36
SALES TAX EXEMPT	
<b>Total</b>	<b>24,702.36</b>



## Start Date Waiver Request Resolution

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

Aye: \_\_\_\_\_

Nay: \_\_\_\_\_

Whereupon the President declared said Resolution duly adopted as follows:

### RESOLUTION

WHEREAS, pursuant to Iowa Code Sec. 279.10(4), the State of Iowa has granted school districts and nonpublic schools the ability to request a first day of school earlier than the mandated start date; and

WHEREAS, the request is to be made upon a determination by the board that the later start date would have a significant negative educational impact, and

WHEREAS, the Board, in consultation with its community, has determined a later start date would have a significantly negative impact on the educational program due to the direct and indirect impact on student learning and student learning needs, more specifically, *(pick any that apply or add your own)*

- *Completion of the semester after winter break will require teachers to spend a week in January refreshing students' memories, effectively adding days of instruction.*
- *Allowing those students graduating at semester to attend post-secondary instruction starting in January.*
- *Avoiding the delay of the end of school, due to weather, going into mid-June when students are significantly less likely to be learning than they are in late August.*
- *Facilitating dual credit courses for high school students, ensuring they are equipped with post-secondary and career ready skills, with post-secondary institutions by having the calendars aligned.*
- *Allowing for effective and evidence-based professional development to be spread throughout the school year, rather than front- or end-loaded, in order to improve instruction.*

WHEREAS, the Board believes that student achievement first and foremost should drive all education policy decisions. Any alterations to the current school start date should have data showing how the later start date is more vital to the state of Iowa than the success of its students, its future. The decision on the school calendar should be made with that in mind as well as the recognition of the community's involvement and support of the calendar.

NOW, THEREFORE, be it resolved by the Board:  
Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Board President

\_\_\_\_\_

Attest:

Board Secretary

\_\_\_\_\_





Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

Changes made to the 2013-2014 Daycare Parent Handbook:

On Page 6: Added the following Nondiscrimination Statement:

#### **NONDISCRIMINATION STATEMENT**

Students, parents, employees and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, national origin, sexual orientation, gender identity, disability, age( for employment), marital status (for programs), or socioeconomic status (for programs) in admission or access to, or treatment in, its programs and activities or hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact: Nancy Gee, Business Manager, 801 Nile Kinnick Drive South, Adel, IA. 50003, 515-993-4283, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact:

Nancy Gee

801 Nile Kinnick Drive South

Adel, Iowa 50003

Telephone: 515-993-4283

Nancy Gee has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3