

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

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

**NOTICE OF PUBLIC MEETING**

You are hereby notified that the Board of Directors of the Adel DeSoto Minburn Community School District will meet at 7:00 a.m. on the 22nd day of May 2013, for its regular meeting in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA  
DISTRICT BOARD ROOM

May 22, 2013  
7:00 A.M.

**OPENING:**

7:00 A.M.      Call to order  
                    Roll call  
                    Emergency additions and adoption of agenda

**ACTION ITEMS:**

7:05              Approve Negotiated Agreement with the ADMEA for ADM certified employees for FY14

**CLOSED EXEMPT STRATEGY SESSION REGARDING NON-UNION EMPLOYEES, IOWA CODE, CHAPTER 21.9:**

7:10              Negotiation Strategy Session for Classified and Administrative Personnel

**RECONVENE TO OPEN SESSION/ACTION ITEM:**

7:30              Classified and Administrative Settlement  
7:35              Adjournment

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

Nancy Gee  
Secretary  
Board of Directors

**Adel DeSoto Minburn Board of Education  
Special Meeting – Wednesday, May 22, 2013  
7:00 a.m. @ ADM MS Board Room**

**Attendance:**

Present:

Absent:

Tim Canney

Bart Banwart

Kelli Book

Rod Collins

Kim Roby

Superintendent Greg Dufoe

Secretary Nancy Gee

**Call to Order/Roll Call:** President Tim Canney called the meeting to order. Roll call was taken. Present were President Tim Canney, Rod Collins, Bart Banwart, Vice President Kim Roby, and Kelli Book.

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

**Approve Negotiated Agreement with the ADMEA for ADM Certified Employees for FY 2014:** It was moved by Book, seconded by Collins to approve the Master Contract with the ADMEA for 2013-14. The overall total package increase on wages and benefits approved is 4%. The motion carried unanimously.

**Closed Exempt Strategy Session Regarding Non-Union Employees, Iowa Code Chapter 21.9:** At 7:08 a.m., Collins made a motion to go into closed exempt session and Banwart seconded the motion. A roll call vote was taken resulting in 5 ayes.

At 7:24 a.m., the Board reconvened to open session.

It was moved by Book, seconded by Roby to approve the 2013-14 classified wages as presented and to table the administrative settlement. The overall classified staff settlement package increase on wages and benefits approved is 4%. Motion carried unanimously.

**Adjournment:** It was moved by Banwart, seconded by Roby to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 7:27 a.m.

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

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

\_\_\_\_\_  
Dated

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



## BOARD MEETING UPDATE

**MAY 13, 2013**

### APPROVED:

- April 9, 2012 Regular Meeting Minutes
- April 23, 2012 Special Meeting Minutes
- Bills/Claims
- Transfers
  - \$26,000 from Fund 62 to Fund 10
  - \$1,000 from Fund 91 to Fund 10
  - \$100 from Fund 10 to Fund 61
- Financial Reports
  - April Monthly Reports
- Hires
  - Melissa Madsen, Guidance Counselor (New Position)
  - Paul Nelson, Geography Teacher (Replace Mitch Krumweide)
- Resignations/Terminations
  - Sandra Argetsinger, Food Server/Worker
  - Zoe Fouch, Associate
  - Stacy Hyziewicz, Associate
  - Marilyn Keltner, Associate
  - Deb Smith, Associate
  - Nancy Timmins, Nurse Associate
  - Noele White, Associate
  - Lorraine Corbin, Food Server/Worker, effective 4/19
  - Ronna Studyvin, Concession Manager, effective 5/31
  - Jill Whitson, driver, effective 5/3
- Second & Final Reading of Board Policy 402.6 (Insurance)
- 2013-14 School Fees
  - No Increase (Does not include Lunch Fees)
- Cooperative Agreement for Student Teachers – UNI
- IAEP Cooperative Purchasing Agreement for 2013-14
- Agreement with Juvenile Court Services & DHS for School Liaison Officer
- Job Description for Director of Buildings & Grounds, MS Dean, & Technology Support Technician
- Approve Graduates
- Open Enrollment In for 2012-13
  - Starlie Cross from WCV to ADM
  - Beau Wahlert from WCT to ADM
- Open Enrollment Out for 2012-13
  - Bryan, Colby, and Tyler Lamb to Johnston from ADM
- Open Enrollment In for 2013-14
  - Josephine Steinkamp from Earlham to ADM
- 2012-13 Budget Amendment
  - Hearing

- Approved (As Published)
- 2013-14 New Staff Positions
  - Grade 2 Teacher (1.0 FTE)
  - Technology Support Technician (.5 FTE)
- Contract Extensions
  - Nurse - .5 FTE to .75 FTE
  - MS/HS GATE - .6 FTE to .75 FTE
- School Messenger Parent Notification System
- Resolution Authorizing Redemption of \$2,505,000 SILO Revenue Bonds, Series 2006
- Ethernet Services Agreement Amendment
- Early Retiree – LWOP for Last Day in June
- Roof Replacement Quote for DeSoto
  - RL Craft \$108,928

#### REPORTS/DISCUSSION

Professional Development Update  
 Iowa Tests Report & Annual Progress Report Goals  
 Advanced Placement Report  
 Facility Master Planning Update



**Adel DeSoto Minburn Board of Education**  
**Regular Meeting – Monday, May 13, 2013**  
**6:00 p.m. @ ADM MS/Board Room**

**Attendance:**

Present:

Absent:

Tim Canney

Bart Banwart

Kelli Book

Rod Collins

Kim Roby

Superintendent Greg Dufoe

Secretary Nancy Gee

**Call to Order/Roll Call:** President Tim Canney called the meeting to order. Roll call was taken. Present: Kelli Book, President Tim Canney, Rod Collins, Bart Banwart, and Vice President Kim Roby.

Superintendent made note of the dinner provided by the ADM Administrative Team, highlighting School Board Recognition Week; Superintendent thanked the Board for their service and presented certificates to Board members.

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

**Honoring Excellence:** Principal Carole Erickson and Sarah Herrick, teacher, detailed Kim Wolf's service for going above and beyond expectations in her profession as an elementary teacher at Adel Elementary. Principal Jodi Banse recognized Sondra Hovey for going above and beyond expectations in her profession as the DeSoto Intermediate administrative assistant. Both accepted a paperweight with the inscription "ADM Honoring Excellence" noting their honor and spoke a few words.

**Consent Agenda:** It was moved by Banwart, seconded by Book, to approve the items under the consent agenda as presented. Motion carried unanimously. Minutes, bills and claims, and financial reports were reviewed and accepted. Transfers of \$26,000 from Fund 62 to Fund 10, of \$1,000 from Fund 91 to Fund 10, and \$100 from Fund 10 to Fund 61 were accepted. Resignations were accepted from Sandra Argetsinger, food server/worker, Zoe Fouch, associate, Stacy Hyziewicz, associate, Marilyn Keltner, associate, Deb Smith, associate, Nancy Timmins, nurse assistant, and Noele White, associate, effective at the end of the 2012-13 school year. Resignations were also accepted from Lorraine Corbin, food server/worker, effective April 19, Ronna Studyvin, concession manager, effective May 31, and Jill Whitson, driver, effective May 3<sup>rd</sup>. Pending successful background checks, new contracts were offered to Melissa Madsen, guidance counselor and Paul Nelson, geography teacher, effective for the 2013-14



school year. Board Policy #402.6, Insurance, received the second and final reading. This policy changes the health insurance eligibility from twenty hours per week to thirty hours per week. Current employees participating in health insurance coverage that work between twenty and thirty hours per week will be allowed to continue on their plan until they drop coverage or their hours are reduced below twenty. The 2013-14 school fees will remain at the same rate as the current year. The lunch and milk fees for 2013-14 will be approved at the June meeting. The UNI Cooperative Agreement to place student teachers at ADM was accepted. The Iowa Association for Educational Purchasing agreement for 2013-14 was approved. The intergovernmental agreement for school-based supervision between Juvenile Court Services and the Iowa Department of Human Services was approved. The job descriptions for Director of Buildings and Grounds, Middle School Dean, and Technology Support Technician were approved. Pending successful completion of all credits and requirements, the list of graduating students was accepted. Open enrollment in requests for 2012-13 for Starlie Cross and Beau Wahlert from West Central Valley were approved. Open enrollment out requests for 2012-13 for Bryan, Colby, and Tyler Lamb to Johnston were approved. An open enrollment in request for 2013-14 for Josephine Steinkamp from Earlham was approved.

**Welcome of Visitors/Open Forum:** President Canney welcomed visitors and invited public comments during Open Forum. Senator Jake Chapman presented a certificate for ADM High School for being named one of the top high schools in Iowa by US News and World Report.

**2012-13 Budget Amendment Hearing:** At 7:26 p.m., President Canney opened the 2012-13 budget amendment hearing. Business Manager Gee stated the 2012-13 budget amendment was published as required. The amendment increases the expenditures in the other category of the certified budget due to the roof and door upgrades at the DeSoto building. The budget amendment has no impact on taxes or fees: it authorizes expenditures for existing revenue. Being there were no written or spoken comments received, President Canney closed the budget hearing.

**2012-13 Budget Amendment Determination:** It was moved by Collins, seconded by Banwart, to approve the FY13 Amendment to Budget as presented. Motion carried unanimously.

**2013-14 New Staff Positions:** It was moved by Roby, seconded by Book to approve the new positions for 2013-14 including a second grade teaching position (1.0 FTE), three part-time office assistants (.5 FTE each), and a part-time technology support technician (.5 FTE). Motion carried unanimously.

**Contract Extensions for Nurse and Gifted & Talented Teacher:** It was moved by Banwart, seconded by Roby to increase the part-time RN position from .5 to .75 FTE, and to increase the MS/HS GATE teacher position from .6 FTE to .75 FTE. Motion carried unanimously.



**School Messenger Parent Notification System:** Technology Director Adam Kurth explained the capabilities of the School Messenger Parent Notification System. This system gives the District a method of communicating with parents over text, email, and phone very quickly. It was moved by Book, seconded by Roby to approve the quote for \$2,920 for the School Messenger Parent Notification System. Motion carried unanimously.

**Resolution Authorizing the Redemption of \$2,505,000 School Infrastructure Local Option Sales and Services Tax Revenue Bonds, Series 2006, Dated May 1, 2006:**

Director Collins introduced the resolution for adoption and Director Banwart seconded the motion to adopt. A roll call vote was taken with 5 ayes. President Canney declared the Resolution adopted as follows: "RESOLUTION AUTHORIZING THE REDEMPTION OF \$2,505,000 SCHOOL INFRASTRUCTURE LOCAL OPTION SALES AND SERVICES TAX REVENUE BONDS, SERIES 2006." Four hundred five thousand is still outstanding, all of which is being called for redemption on July 1, 2013, as described in Schedule A attached to the Resolution. The prior Debt Service Reserve Fund of the 2006 Bonds plus sales tax revenues which the district has accumulated in the sinking fund, are sufficient to pay in full the redeemed bonds.

**Agreement for Ethernet Services:** Technology Director Adam Kurth spoke about the need to upgrade Ethernet services due to usage. It was moved by Banwart, seconded by Book to approve the contract amendment with ICN for Ethernet services. This contract is an upgrade to 85 MB and calls for a new monthly charge of \$914.84. Motion carried unanimously.

**Early Retiree June Contract Days:** It was moved by Roby, seconded by Collins to allow Lana Shea who is retiring at the end of the 2012-13 school year to take one day of her contract as leave without pay in order to end her contract in May. Motion carried unanimously.

**Roof Replacement Quote for DeSoto Intermediate:** Superintendent recommended approval of the proposal from RL Craft to replace the 1990 addition roof sections (1, 2, and 4) for \$108,928. A second proposal was solicited from Central States Roofing but they did not submit a bid due to their work schedule being full for the summer. It was moved by Banwart, seconded by Book, to approve the quote from RL Craft for replacement of the 1990 addition roof sections for \$108,928. Motion carried unanimously.

**Administrative Reports:**

Professional Development Update: Elementary teachers Amy Reis, Jennifer Rife, Tiffany Herr, Kristin Rourk and high school teachers Della Weems, Molly Longman, Jacque Seidl, Beth Knipper, and Natalie Jenison provided the board with an update on the written language curriculum. Technology Director Adam Kurth gave an update on the computer technology curriculum revision work done this year.

Iowa Tests Report and Annual Progress Report Goals Update: Superintendent reviewed the District student achievement goals noting that ADM met the APR goal in reading but did not meet APR goals in math or science.

Advanced Placement Report - AP Index: Superintendent shared the AP Index as published by the Belin-Blank Center for Gifted Education and Talent Development. The AP index is a ratio that gives a measure of the Advanced Placement opportunities at a school. Based on 2012 data, ADM is 29<sup>th</sup> on the 2013 Iowa AP Index.

Facility Master Planning Update: Superintendent gave a brief update on the progress of the facility committee. FRK will update the Board further at the June board meeting.

**Adjournment:**

It was moved by Roby, seconded by Book, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 8:05 p.m.

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

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

\_\_\_\_\_  
Dated

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





## Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

TO: Board of Directors  
FROM: Greg Dufoe, Superintendent  
SUBJECT: Memorandum for May 13, 2013

### **School Board Appreciation Dinner – 5:30 pm**

Please come early for a dinner in your honor. We will have sub sandwiches, chips, and cookies in honor of School Board Recognition Week. On behalf of the ADM administrative team, I thank all of you for your leadership and commitment to the students of ADM!

### **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.

Sondra Hovey is the second Honoring Excellence recipient this month. Sondra is the administrative assistant at DeSoto Intermediate and does a great job serving the staff, students, and parents of DS.

### **Personnel contracts:**

I recommend the following resignations/terminations:

Sandra Argetsinger, AE Food Server/Worker I, effective at the end of the 2012-13 school year

Lorraine Corbin, AE Food Server/Worker I, effective 4/19/13

Zoe Fouch, AE Teacher Associate, effective at the end of the 2012-13 school year

Stacy Hyziewicz, AE Teacher Associate, effective at the end of the 2012-13 school year

Marilyn Keltner, HS Teacher Associate, effective at the end of the 2012-13 school year

Deb Smith, DS Teacher Associate, effective at the end of the 2012-13 school year

Ronna Studyvin, Concession Manager, effective 5/31/13

Noele White, AE teacher associate, effective at the end of the 2012-13 school year

Jill Whitson, Bus Driver, effective 5/3/13

I recommend the following new contracts:

Melissa Madsen, HS Guidance Counselor, MA, Step 1, effective for the 2013-14 school year

Paul Nelson, 7<sup>th</sup> grade Geography Teacher, BA, Step 10, effective for the 2013-14 school year

### **Second and final 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.

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**2013-14 School Fees:**

We recommend keeping the school fees the same as the current school year. Lunch and milk fees will be decided at the June meeting, as changes may be forthcoming.

**Cooperative Agreement for student teachers – UNI (Exhibit 2):**

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

**IAEP Cooperative Agreement 2013-14 (Exhibit 3):**

The district has participated in the cooperative food-purchasing program for many years. The federal requirements for bidding will be satisfied by the procedures instituted and followed by Liz Severidt, Food Service Director. Approval is recommended.

**School Liaison Officer contract with Juvenile Court Services for the Fifth Judicial District, the Iowa Department of Human Services (Exhibit 4):**

I recommend approval of the SLO contract with Juvenile Court Services. This contract with Darcy Simpson is a continuation of services. ADM shares 50% the cost of our SLO with DHS (section 5.1). Darcy works four days on-site at ADM and one day per week at Juvenile Court Services. Darcy provides critical services to our at-risk and adjudicated students.

**Director of Buildings and Ground Job Description (Exhibit 5a):**

I recommend approval of the Director of Buildings and Grounds job description. There are just a few adjustments from the previous job description. We are still in the process of screening candidates and moving through the hiring process. There is also a chance that this position could be less than full time. That will be resolved in the coming weeks.

**Middle School Dean Job Description (Exhibit 5b):**

The Middle School Dean position is also adjusted as it is more focused on the middle school and not across grades 6-12. This half-time position has not been filled yet and the process is ongoing. I recommend approval of this job description.

**Technology Support Technician Job Description (Exhibit 5c):**

Adam Kurth has developed a job description for the part-time technology support position that we will be seeking to hire this summer. This position will be a hands-on technology support position that focuses on repair and maintenance issues. This will allow Adam much more time for professional development and other major focus areas, including assisting me with communications, web site, etc.

**Approve graduates (Exhibit 6):**

I recommend the list of students in your exhibit for graduation pending successful completion of all credits and requirements.

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

Starlie Cross, 1<sup>st</sup> grade, from WCV to ADM (good cause)  
Beau Wahlert, Kindergarten, from WCV to ADM (good cause)

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

Bryan Lamb, 5<sup>th</sup> grade, from ADM to Johnston (continuation)  
Colby Lamb, PreK, from ADM to Johnston (continuation)  
Tyler Lamb, K, from ADM to Johnston (continuation)

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



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

Josephine Steinkamp, K, from Earlham to ADM (met timeline)

State Senator Jake Chapman will be on hand to present a certificate for ADM High School being named one of the top high schools in Iowa by US News and World Report during our visitors and open forum portion of the agenda.

**2012-13 BUDGET AMENDMENT HEARING (Exhibit 7)**

The 2012-13 budget amendment was published in The Dallas County News on April 25th and gave notice that comments will be received from the public at a hearing at this meeting.

**2013-14 BUDGET AMENDMENT DETERMINATION**

I recommend approval of the amendment to the 2012-13 budget. The budget amendment has no impact on taxes or fees; it authorizes the expenditure of existing revenues that were not known at the time of budget certification in April 2012.

**NEW STAFF 2013-14**

I recommend the following new positions for 2013-14:

2<sup>nd</sup> grade - 1.0 FTE

This position allows us to keep our current first grade class at seven sections in 2<sup>nd</sup> grade. We are maintaining seven sections of kindergarten for next year, so the 2<sup>nd</sup> grade position is an additional FTE.

Office Assistants - 1.5 FTE (classified)

These positions will allow us to have administrative office help at AE, DS, and the MS. The growing workload and demands on the sole administrative assistant in one building is too much. I also feel these positions will positively affect the ability of the administrative assistants to provide more support for the principals, which is sorely needed. Our principals do a great deal of work that could be delegated to their assistant if there is enough margin in their daily schedule to allow for this. The office assistants will allow this to happen.

Technology Support Technician - .5 FTE

This position will report to Adam and focus on repair and maintenance technology work. The benefit to this is that Adam will have much more time to devote to technology professional development, curriculum work, individual work with teachers, long-term planning, etc. With our heavy investment in technology through the PPEL, this position is very necessary so we can continue to improve student learning through effective use of technology.

**NURSE AND GATE CONTRACT EXTENSIONS**

I recommend the following contract extensions in our nursing and GATE programs. I recommend increasing Morgan Fountas' contract from .5 to .75 FTE. This still leaves us less than ideal for nursing coverage, but it continues our slow increase. This would give us 1.75 FTE overall. We continue to see more and more complex health concerns in our district, like diabetes, that require professional management.

I also recommend increasing our 6-12 GATE teacher contract (Jane Clowser) from .6 to .75 FTE. This increase would be covered through our GATE categorical funds. Jane has brought many improvements and strong focus to our secondary GATE program and I want to see that continue to grow. The additional FTE allows Jane to be here almost four full days a week instead of three.



**SCHOOL MESSENGER PARENT NOTIFICATION SYSTEM (Exhibit 8)**

I recommend approval of the School Messenger Parent Notification System for \$2,920 next year. Adam Kurth will be on hand to review the capabilities of the program and describe the wide array of information that can be distributed through this system. Primarily, this system gives us a method of communicating with parents over text, email and phone very quickly. Adam will also discuss the other ways that the system can be used – including attendance calls, sending newsletters as attachments, classroom teachers using to communicate upcoming tests/events, etc.

**RESOLUTION AUTHORIZING THE REDEMPTION OF \$2,505,000 SCHOOL INFRASTRUCTURE LOCAL OPTION SALES AND SERVICES TAX REVENUE BONDS, SERIES 2006, DATED MAY 1, 2006 (Exhibit 9)**

It is our recommendation to call for redemption of the Local Option Sales and Services Tax Revenue Bonds, Series 2006, dated May 1, 2006, which \$405,000 is currently outstanding. The district will save a little over \$8,000 in interest cost by calling the bonds in early. The resolution language is found in this Exhibit.

**AGREEMENT FOR ETHERNET SERVICES – ICN CONTRACT AMENDMENT (EXHIBIT 10)**

I recommend approval of the contract amendment with the Iowa Communications Network (ICN) for Ethernet services. This contract provides premium internet services and is an upgrade to 85 MB. The contract calls for a new monthly charge of \$914.84.

**EARLY RETIREE JUNE CONTRACT DAYS**

Nancy Gee, Business Manager, has a request from Lana Shea, who is retiring under the district's Early Retirement Plan, to be allowed to take one day of her 2012-13 contract as leave without pay in order to end her contract in May. This would allow Lana to begin receiving her first IPERS check in June.

**ROOF REPLACEMENT QUOTE FOR DS INTERMEDIATE (Exhibit 11)**

I recommend approval of the proposal from RL CRAFT to replace the 1990 addition roof sections (1, 2, and 4) for \$108,928.00. A second proposal was solicited from Central States Roofing. They did not submit a bid due to their work schedule being full for the summer.

RL CRAFT has done the bulk of our most recent roof replacements and they have been doing our roof repairs as well. I have great confidence in them and have received great customer service.

These sections at DS are the first set of priorities for roof replacements as determined by a comprehensive study of our roofs by RL CRAFT. They utilized a previous roof study done by EMC insurance several years ago as well as their own detailed analysis of all of our roofs.

These sections have been leaking significantly this spring. The specifications for this replacement call for a fully adhered membrane, not rock ballasted. Our current roof has experienced much pulling away from the walls and the fully adhered membrane will provide better, longer performance.

**Administrative Reports/Discussion items:**

**Professional Development and Curriculum Updates:**

Carole Erickson will have a group of teachers from AE to provide the board with an update on the written language curriculum/professional development. We have heard from most of the building groups this year as we are in the first year of implementation.



Adam Kurth will also update the board on our computer technology curriculum revision work done this year. We are very excited about the coherence and focus our PK-12 technology curriculum will have. Adam will also detail the changes in store for our computer course offerings at the high school. We are extremely excited about these changes and the progression of new courses over the next two-three years.

**Iowa Tests Report and Annual Progress Report Goals Update (Exhibit 12)**

I am planning on giving the board a brief review of our 2012-13 Iowa Assessment results at our meeting. This will also include an update on our APR student achievement goals in reading, math, and science.

**Advanced Placement Report – AP Index (Exhibit 13)**

We have received our AP index rating again for 2013 (based on 2012 test data). ADM is still in the Top 50 schools in Iowa at 29. Last year we were 14<sup>th</sup>. This is a strong measure of the number of students electing to take AP courses and take the AP exam.

**Facility Master Planning Update**

I will provide the board with a brief update of the Facility Master Planning committee work. Our next meeting is the 14<sup>th</sup>, and I will provide a preview of our meeting.

**Important dates:**

May 19	Commencement – 2:30 pm
May 31	Last day for students – 1:45 pm dismissal
June 3	PD day for teachers
June 10	Regular Board Meeting



Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

### SUMMARY OF MAY 13, 2013, BOARD OF DIRECTORS REGULAR MEETING

#### PERSONNEL CONTRACTS

I recommend the following resignations/terminations:

Sandra Argetsinger, AE Food Server/Worker I, effective at the end of the 2012-13 school year ✓

Lorraine Corbin, AE Food Server/Worker I, effective 4/19/13 ✓

Zoe Fouch, AE Teacher Associate, effective at the end of the 2012-13 school year ✓

Stacy Hyziewicz, AE Teacher Associate, effective at the end of the 2012-13 school year ✓

Marilyn Keltner, HS Teacher Associate, effective at the end of the 2012-13 school year ✓

Deb Smith, DS Teacher Associate, effective at the end of the 2012-13 school year ✓

Ronna Studyvin, Concession Manager, effective 5/31/13

**\*Nancy Timmins, Nurse Assistant, effective at the end of the 2012-13 school year ✓**

Noele White, AE teacher associate, effective at the end of the 2012-13 school year ✓

Jill Whitson, Bus Driver, effective 5/3/13

I recommend the following new contracts:

Melissa Madsen, HS Guidance Counselor, MA, Step 1, effective for the 2013-14 school year

Paul Nelson, 7<sup>th</sup> grade Geography Teacher, BA, Step 10, effective for the 2013-14 school year

#### OPEN ENROLLMENT

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

Starlie Cross, 1<sup>st</sup> grade, from WCV to ADM (good cause)

Beau Wahlert, Kindergarten, from WCV to ADM (good cause)

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

Bryan Lamb, 5<sup>th</sup> grade, from ADM to Johnston (continuation)

Colby Lamb, PreK, from ADM to Johnston (continuation)

Tyler Lamb, K, from ADM to Johnston (continuation)

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

Josephine Steinkamp, K, from Earlham to ADM (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



**COOPERATIVE AGREEMENT**  
**by and between**  
**UNIVERSITY OF NORTHERN IOWA AND EDUCATIONAL AGENCIES**  
**for the 2013-2014 Academic Year**

... agreement entered into by and between the Board of Regents, State of Iowa, the governing body of the University of Northern Iowa, and Adel-Destro-Midburn Community School District (hereinafter referred to as the "cooperating educational agency"), in accordance with the Code of Iowa:

**Section 262.30 ... CONTRACTS FOR TRAINING TEACHERS provides:**

The board of directors of any school district in the state of Iowa may enter into contract with the state board of regents for furnishing instruction to pupils of such school district, and for training teachers for the schools of the state in such particular lines of demonstration and instruction as are deemed necessary for the efficiency of the University of Northern Iowa ... as training schools for teachers.

**AND, Section 272.27 ... STUDENT TEACHING AND OTHER EDUCATIONAL EXPERIENCES provides:**

If the rules adopted by the board of educational examiners for issuance of any type or class of license require an applicant to complete work in student teaching, prestudent teaching experiences, field experiences, practicums, clinicals, or internships, an institution with a practitioner preparation program approved by the state board of education under section 256.7, subsection 3, shall enter into a written contract with any school district, accredited nonpublic school, preschool registered or licensed by the department of human services, or area education agency in Iowa under terms and conditions as agreed upon by the contracting parties. Please see 272.27 for full details.

**1. Scope of Agreement**

- 1.1 This Agreement sets forth the role, responsibilities, and rights of personnel associated with the cooperating educational agency, personnel associated with the University of Northern Iowa and of any student enrolled at the university, while assigned as a student teacher or for any other educational experience in the cooperating educational agency.

**2. Options of Student Teachers and other Educational Experience Students**

- 2.1 Students must be registered for the appropriate university course. Student teaching is a full semester experience. (Students seeking additional endorsement may register for four (4) hours of credit.) The student teaching period will be a minimum of 14 weeks in duration.

**3. Placement of Students**

- 3.1 Placement of students shall be accomplished on a cooperative basis between the University of Northern Iowa and the cooperating educational agency.
- 3.2 Placement shall be initiated by the university coordinator (hereinafter referred to as coordinator) upon completion of an application from each student setting out his/her qualifications/background and the assignment(s) needed to meet course requirements, certification, endorsement, and approval area standards.
- 3.3 Requests for assignment of students may be accompanied by suggested names of individuals who are recommended to serve as a cooperating teacher/educational agency supervisor by the coordinator.
- 3.4 The University of Northern Iowa reserves the right to decline the assignment of a student to classroom teachers/educational agency supervisors who may request a student. However, said decision shall not be based on race, color, sex, national origin, disability, age, religion, sexual orientation, veteran status or on any other basis protected by state and/or federal law.
- 3.5 The cooperating educational agency reserves the right to refuse assignment to any given student. However, said decision shall not be based on race, color, sex, national origin, disability, age, religion, sexual orientation, veteran status or on any other basis protected by state and/or federal law.

**4. Termination or Change of Assignment**

- 4.1 The coordinator or cooperating educational agency may, for good cause, terminate or change the assignment of any student. Prior to reaching a decision the coordinator and the cooperating educational agency designee shall consult with the cooperating teacher/educational agency supervisor and all other concerned parties regarding the reason(s) for termination or change in assignment.

**5. Supervision of Students**

- 5.1 A member of the university faculty, or designee, will serve as the coordinator or supervisor of the student teaching program or educational experiences for the purpose of administering the program and supervising/evaluating the students in cooperation with the cooperating teachers/educational agency supervisors who guide and direct the students.
- 5.2 The identification, selection and continued use of qualified cooperating teachers/educational agency supervisors shall be the joint responsibility of the coordinator and the administrators of the cooperating educational agencies.



- ## 6. Evaluation

- ## 7. Status, Authority, and Tort Liability Protection of Students

- ## 8. Substitute Teaching

- ### 9. Compensation to Cooperating Teachers for Work with Student Teachers

- Distribution of copies:      ☐ Cooperating Educational Agency  
    ☐ Office of the President's Designee



# **IOWA ASSOCIATION FOR EDUCATIONAL PURCHASING PURCHASING AGREEMENT 2013 – 2014**

This agreement is entered into by the Iowa Association for Educational Purchasing (hereafter IAEP - Foodservice Division) and the \_\_\_\_\_ School District/Customer, (hereafter the ELIGIBLE MEMBER) located in Area Education Agency, (hereafter the AEA) \_\_\_\_\_ for the 2013-2014 school year.

## **SELECTION OF PROGRAMS**

Eligible Member elects to participate in the program(s) which Eligible Member has checked below. Products available under these bids are for use in the Eligible Member's Child Nutrition Programs:

- A. IAEP Food Bid \_\_\_\_\_
- B. IAEP Small Wares Bid \_\_\_\_\_
- C. IAEP Ware Wash Bid \_\_\_\_\_

## **PURCHASE CATEGORIES AND COMMITMENT TO BUY**

The eligible member agrees to purchase an aggregate monthly total of 60% of its food and supplies (excluding milk, bread, small wares and ware wash) from the Prime Vendor for the Iowa Association for Educational Purchasing (IAEP).

## **ELIBIBLE MEMBER COMMITMENT TO PARTICIPATE**

Eligible Member agrees to participate in the activities of the selected purchasing programs operated by the IAEP, which includes responding to requests for information from the IAEP; reporting any service, product, invoicing, or other problems which may arise between the Eligible Member and any Prime Distributor; being willing to serve on committees of Eligible Members which may be established by the IAEP from time to time, and/or providing input to such committees to facilitate the work of such committees; and participation in audits as requested by the IAEP.

## **EFFECTIVE DATE**

To be effective beginning July 1, 2013, this Agreement must be signed no later than June 30, 2013. After June 30, 2013, new members may join only as follows: their membership will be effective January 1 of the following year if they sign this Agreement by December 31, and their membership will be effective July 1 of the same year if they sign this Agreement by June 30.

## **PRIME VENDOR RESPONSIBILTIES**

The Prime Vendor has agreed to perform the following functions:

The Prime Vendor will provide any product data information which will include nutrition fact labels, CN label information and any manufacturer's statements.

Provide sales people to visit all eligible members bi-weekly and establish a schedule for regular salesperson visits and truck deliveries to IAEP's members in Iowa.

Establish, in conjunction with IAEP, a schedule for product shows, seminars and marketing events in all aspects of food service. Prime Vendor and IAEP or its members will jointly provide staff to plan and carry out these events.

Submit monthly sales volume reports to the IAEP in the form or forms requested by IAEP.

Submit to eligible members and IAEP monthly and weekly product lists with current pricing expressed in dollars and cents. Product areas with monthly price changes are dry grocery goods, frozen items, frozen



education agencies for the purpose of securing, purchasing and delivering goods and services used by school districts in Iowa, including, but not limited to, food, beverages, and supplies used in the National School

Lunch Program, and additionally, shall comply with any and applicable federal laws, rules and regulations issued or amended by the United States Department of Agriculture related to the procurement of food and beverages for use in schools and related educational institutions.

#### **TERMINATION**

Both Eligible Member and the IAEP have the option to terminate this Agreement prior to June 30, 2014 upon thirty (30) days advance written notice.

#### **SIGNATURES**

Eligible Member

Iowa Association for Educational Purchasing  
IAEP Foodservice Division  
3712 Cedar Heights Drive, Cedar Falls IA 50613  
FAX: (319)273-8282  
PHONE: 319-277-7447  
EMAIL: [ddreyer@iaep-food.org](mailto:ddreyer@iaep-food.org)

\_\_\_\_\_  
Name of School District/Customer

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President or Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax Number

Superintendent email address: \_\_\_\_\_

Business Manager email address: \_\_\_\_\_

Foodservice Director email address: \_\_\_\_\_



## AMENDMENT TO AGREEMENT FOR SCHOOL-BASED SUPERVISION PROGRAM

This Amendment, effective July 1, 2013, made this 10<sup>th</sup> day of April, 2013, by and among Juvenile Court Services of the Fifth Judicial District, the Iowa Department of Human Services and the Adel-DeSoto-Minburn Community School District, to the Agreement for Juvenile Court School-Based Liaison services (JUV-13-SB-5-002) among the parties entered into on July 1, 2012:

1. The Agreement shall be amended by striking all of Sections 5.1.2 and 5.1.3 as they are presently constituted and substituting the following in their place:

**5.1.2** The maximum program cost for the second year (07/01/13 to 06/30/14) of the contract is \$39,872.00.

(1) Second year program costs 50% or \$19,986.00 paid by the DHS.  
(includes \$100 allowance for JCSL conference travel costs)

(2) Second year program costs 50% or \$19,886.00 paid by the District.

**5.1.3** The maximum program cost for the third year (07/01/14 to 06/30/15) of the contract is \$39,872.00.

(1) Third year program costs 50% or \$19,986.00 paid by the DHS.  
(includes \$100 allowance for JCSL conference travel costs)

(2) Third year program costs 50% or \$19,886.00 paid by the District.



**JUVENILE COURT SERVICES OF  
THE FIFTH JUDICIAL DISTRICT**

\_\_\_\_\_  
Marilyn S. Lantz,  
Chief Juvenile Court Officer

Date \_\_\_\_\_

**IOWA DEPARTMENT OF HUMAN SERVICES**

\_\_\_\_\_  
Wendy Rickman,  
Administrator, Division of BDPSFAC

Date \_\_\_\_\_

**ADEL-DESOTO-MINBURN COMMUNITY SCHOOL  
DISTRICT**

\_\_\_\_\_  
Greg Dufoe,  
Superintendent

Date \_\_\_\_\_



# ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE Director of Buildings and Grounds

### QUALIFICATIONS

1. High school diploma.
2. Demonstrates knowledge of HVAC systems, plumbing, electrical, carpentry, and construction methods.
3. Maintenance of a boiler license.
4. Maintenance of a license for turf chemicals preferred.
5. Experience as a school custodian.
6. Ability to lift 50 pounds.

REPORTS TO Superintendent

JOB GOAL To maintain the physical school facilities and grounds in a condition of operating excellence, cleanliness and safety, so that full educational use of them may be made at all times.

### PERFORMANCE RESPONSIBILITIES

1. Assists in the planning of all maintenance and repair work, maintaining a high standard of safety, cleanliness and efficiency.
2. Purchases, stores, maintains, and issues an inventory of supplies, tools and equipment for all buildings in the district.
3. Prepares and administers the custodial services budget and codes all bills and statements of materials, equipment and supplies purchased for building and grounds.
4. Strives constantly to promote the safety, health and comfort of the students and employees.
5. Answers security calls for all buildings.
6. Regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
7. Keeps the grounds free from rubbish.
8. Supervises such yard keeping chores as fertilization, weed control, watering, etc. as necessary to maintain the school grounds in a safe and attractive condition.
9. Makes such building repairs as capable.
10. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
11. Inspects and maintains security systems in all district facilities and responds to alarm calls when necessary.
12. Reports immediately to the principal any damage to school property.
13. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his attendance is required by the principal.



14. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste. Also arranges for quality recycling practices at all buildings, including plastic and pop cans/bottles.
15. Conducts periodic inspections and tests of all electrical installations in the district to ensure their safe condition.
16. Oversees with Business Manager to oversee all environmental regulation programs.
17. Works with Activities Director to maintain all outdoor activity areas, including coordination of annual bleacher inspections.
18. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis to meet all requirements.
19. Keeps informed of the latest trends, developments and products available for maintenance, repair and upkeep.
20. Examines school buildings and grounds on a regular basis for needed repairs and maintenance and reports such to the superintendent.
21. Establishes and recommends priorities on repair projects.
22. Estimates cost of repair projects in terms of labor, material and overhead.
23. Develops a system for dealing with emergency repair problems.
24. Assigns and supervises crews of crafts people for maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, etc., and repairing fencing, asphalt, concrete, ceilings, etc.
25. Recruits, screens, recommends for hiring, and trains all crafts people necessary to the maintenance program.
26. Seeks and coordinates cost quotes and bids as needed following all Iowa regulations for facility improvements.
27. Advises on the hiring of contractors to perform certain maintenance or repair services.
28. Approves payment of all outside contractors.
29. Supervises building custodians regarding the establishment of regular preventive maintenance programs and painting schedules.
30. Reviews all custodial timecards, use of overtime, and leave of absence requests.
31. Arranges for custodial substitutes.
32. Supervises the work of all custodial staff and consults with building principals.
33. Recruits, screens and recommends for hiring and terminating custodial staff workers.
34. Calls meetings of the custodial staff when it is deemed necessary for purposes of training and directing work.
35. Schedules summer cleaning programs.
36. Inspects each building monthly and more often if necessary and confers with principals regarding custodial work.
37. Evaluates the performance of the custodial staff on a regular basis per Board policy.
38. Assists in the assignment, transfer, promotion, demotion, or dismissal of maintenance and custodial personnel.
39. Coordinates vacation schedules for department personnel.
40. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.



41. Implements an effective procedure for the submission, prioritization and assignment of work orders.
42. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

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

Approved by Board of Directors on January 13, 1997

Revised May 13, 2013



# ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE Middle School Dean of Students

### QUALIFICATIONS

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

REPORTS TO Building Principal

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

### PERFORMANCE RESPONSIBILITIES

1. Identifies at-risk and potential dropouts at middle school and provides support to ensure their academic success.
2. Assists with student discipline issues at middle school, including bus discipline.
3. Provides supervision of students to ensure safety, including crosswalk, hallways, lunchroom, and busy duty, as assigned.
4. Works collaboratively with building principal and counselor on the master schedule and other student information system work. (Infinite Campus)
5. Works with the school staff to ensure the safety of all students and conducts building safety survey.
6. Designs and implements programs at the middle school that reflect the changing needs of the student population (Homecoming TEAM game day, Read Across America, Veteran's Day Activities, Character Counts! Week).
7. Serves on committees as assigned by the building principal.
8. Serves on the district administrative team.
9. Serves on district and building technology committee.
10. Supports building administrative assistant with grade reporting, attendance, and other record keeping functions related to the student information system.
11. Assists the 6-8 building principal and activities director in the set up and supervision of students at selected co-curricular athletic and music functions at the middle school.
12. Coordinates 6-8 BAT meetings with building principal.
13. Assists superintendent and building administrators in coordinating 6-12 Iowa Assessment testing and data analysis throughout the district.
14. Attends 6-8 IEP meetings as requested by building administrator.



15. Is a member of building/district ILT.
16. Assists building principal with 504 meetings and the development of written 504 plans.
17. Evaluates certified and classified staff as assigned by building principal.
18. Assists Central Office staff with certified enrollment, BEDS, Project Easier, and other required data submissions as assigned.
19. Facilitates and/or serve on curriculum revision committees as assigned.
20. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
21. Performs such other tasks as may be assigned by the board.

#### TERMS OF EMPLOYMENT

Salary and work year to be established by the board.

#### EVALUATION

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

Approved by Board of Directors on May 10, 2010.

Revised May 13, 2013



ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Technology Support Technician

QUALIFICATIONS

1. Hardware/software/networking support experience (OSX, Windows, and iOS)
2. Ability to troubleshoot technical problems
3. Strong written/verbal communication skills
4. Ability to work well with others
5. Ability to follow and optimize procedures
6. Ability to lift 50 pounds and to perform repetitive physical tasks
7. DESIRED: Familiarity with any or all of the following: VMWare, Windows Server, AD, JAMF, Infinite Campus, Moodle, Mimio, managed wireless, HP networking
8. DESIRED: Experience working in an educational setting
9. DESIRED: Ability to lead training sessions if necessary

REPORTS TO Director of Technology

JOB GOAL To support the District's technology program, including hardware, software, and network troubleshooting, as well as user assistance and training.

PERFORMANCE RESPONSIBILITIES

1. Performs tasks as assigned by the Director of Technology to meet the District's technology support needs.
2. Responds to help desk tickets in a timely and organized manner.
3. Provides one-on-one technical support for staff and administration.
4. Responds to problems with network and server infrastructure, evaluating problems and contacting support as necessary.
5. Maintains inventory of district-owned hardware.
6. Participates in appropriate local, area, state, and national professional meetings related to technology education and advancement.
7. Performs hardware repair, or submits hardware for external service as needed.
8. Organizes and maintains technology work area.
9. Participates in configuration, deployment, and removal of equipment and software.
10. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
11. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

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

Approved by Board of Directors on May 13, 2013

Revised



ADM High School  
Class of 2013

Last Name	First Name
Adamson	Justin
Anthony	Cara
Baier	Andrea
Baker	Russell
Baszczynski	Adam
Beaman	Bridgette
Blair	Rachel
Boswell	Cole
Brown	Connor
Brownsberger	Kyle
Burditt	Megan
Chapman	Mattie
Chapman	Zachary
Clements	Kyle
Corkrean	Nicole
Craigmile	Alec
Davis	Mallory
Dittert	Kaleb
Draisey	Taran
Eckhoff	Ethan
Edwards	Michael
Enterline	Jessica
Evers	Elizabeth
Felt	Mackenzie
Gardner	Donald
Gavin	Madison
Gibson	Mia
Gibson	Spencer
Glenn	Dakota
Goplerud	Jonathan
Goplerud	Morgan
Greer	Stacie
Gross	Mackenzie
Grove	Jordan
Guerra	Erik
Hackley	Samuel
Hansen	Sophie
Harada	Natalie
Heath	Jesse
Heimann	Blake
Herrick	Kyle
Hews	Ashley

Last Name	First Name
Hofmann	Kelsey
Hofmann	Lauren
Hoover	Chelsie
Hoyt	Madison
Johnson	Dylan
Jordan	Bryan
Kiddoo	Cade
Kollenkark	Andrew
Kool	Jenna
Krugler	Lawrence
Kuper	Alexander
Lamb	Michaela
Lange	Lauren
Lantz	Logan
Larson	Benjamin
Leimbacher	Shawna
Light	Thomas
Mains	Kaleb
Mandernach	Jaycee
McLaughlin	Megan
McMahon	Alyssa
McNeeley	Hunter
Meadowcroft	Jared
Meis	Richard
Mikkelsen	Bailey
Neff	Jared
Nelson	Dylan
Newton	Megan
Pitsenbarger	Trystan
Plagman	Samuel
Poe	Amanda
Popp	Dakota
Ramsey	Alexander
Ruby	Madeline
Saunders	Kylie
Saveraid	Jonathon
Schaefer	Joseph
Schuhardt	Jace
Schultze	Mallory
Schwieso	Shelby
Soderstrum	Rachel
Stonehocker	Madison

Last Name	First Name
Sullivan	Danielle
Swanson	Katelyn
Taylor	Noah
Tiffany	Bryce
Tiffany	Michael
Walker	Marissiah
Weiland	Anthony
Whyle	Hunter
Wicks	Emily
Wiley	Rachel
Wilson	Jessica
Yost	Jordyn
Zahrt	Chloe



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.



**AGENDA ITEM**

**ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT**

- Resolution Authorizing the Redemption of \$2,505,000 School Infrastructure Local Option Sales and Services Tax Revenue Bonds, Series 2006, Dated May 1, 2006

**NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE  
CHAPTER 21 AND THE LOCAL RULES OF THE SCHOOL  
DISTRICT.**

May 13, 2013

The Board of Directors of the Adel-DeSoto-Minburn Community School District in the Counties of Dallas and Madison, State of Iowa, met in \_\_\_\_\_ session, in the Adel Middle School Board Room, 801 Nile Kinnick Drive South, Adel, Iowa, at 6:00 o'clock P.M. on the above date. There were present President \_\_\_\_\_, in the chair, and the following Board members:

\_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\* \* \* \* \*



Board Member \_\_\_\_\_ introduced the Resolution Authorizing the Redemption of \$2,505,000 School Infrastructure Local Option Sales and Services Tax Revenue Bonds, Series 2006, and moved its adoption. Board Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the following Directors voted:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

The President declared the Resolution adopted as follows:

RESOLUTION AUTHORIZING THE REDEMPTION OF \$2,505,000 SCHOOL  
INFRASTRUCTURE LOCAL OPTION SALES AND SERVICES TAX  
REVENUE BONDS, SERIES 2006

WHEREAS, the Adel-DeSoto-Minburn Community School District issued \$2,505,000 School Infrastructure Local Option Sales and Services Tax Revenue Bonds, Series 2006, dated May 1, 2006 (the "2006 Bonds"), of which \$405,000 are currently outstanding, all of which is being called for redemption on July 1, 2013, as described in Schedule A attached to this Resolution (the "Redeemed Bonds"); and

WHEREAS, the 2006 Bonds may be called for redemption by the Issuer and paid before maturity on January 1, 2012, or any date thereafter, from any funds regardless of source, in whole or from time to time in part, in any order of maturity and within an annual maturity by lot by giving thirty days' notice of redemption by ordinary mail to the registered owner of the Bonds at the address shown on the books of the Registrar; and

WHEREAS, the prior Debt Service Reserve Fund of the 2006 Bonds plus Sales Tax Revenues which the School District has accumulated in the Sinking Fund, are sufficient to pay in full the Redeemed Bonds, and it is in the best interest of the School District to call and redeem the Redeemed Bonds on July 1, 2013.

NOW, THEREFORE, be it resolved:

The Trustee for the 2006 Bonds, Wells Fargo Bank, N.A., as Paying Agent, is authorized and directed to give notice of redemption to the registered bondholders of the bond redemption, in substantially the form set forth in Schedule B attached to this Resolution and the Dissemination Agent is authorized to provide electronic notice of such redemption to the Municipal Securities Rulemaking Board at <http://emma.msrb.org/>. The Trustee shall hold \$156,856.59 from the Sinking Fund for the 2006 Bonds and \$5,743.41 from the Revenue Fund

for the 2006 Bonds, and shall release \$250,500 from the 2006 Debt Service Reserve Fund, which, together, are sufficient to call and redeem the Redeemed Bonds on July 1, 2013, such call and redemption to be effective July 1, 2013, pursuant to the terms of the resolution authorizing the issuance of the 2006 Bonds. All liability for interest on the Redeemed Bonds shall cease, terminate, and be completely discharged as of July 1, 2013, as provided in Section 6 of the Resolution authorizing the issuance of the 2006 Bonds. Any excess funds that are not required for redemption will be released to the District.

PASSED AND APPROVED this 13<sup>th</sup> day of May, 2013.

---

President of the Board of Directors

ATTEST:

---

Secretary of the Board of Directors



CERTIFICATE

STATE OF IOWA                    )  
  ) SS:  
COUNTY OF DALLAS            )

I, the undersigned Secretary of the Board of Directors of the Adel-DeSoto-Minburn Community School District, in the Counties of Dallas and Madison, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the School District showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that the meeting and all action was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School District or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Secretary, Adel-DeSoto-Minburn Community  
School District

**SCHEDULE A**

**REDEEMED BONDS**

**Bonds Called for Redemption**

<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>CUSIP Number</u>
\$405,000	4.000%	January 1, 2014	006757AG3



## SCHEDULE B

### NOTICE OF REDEMPTION TO THE HOLDERS OF THE FOLLOWING DESCRIBED BONDS:

Please take notice that the Bonds described below have been called for redemption. Owners of the Bonds should present their Bonds for payment on the Redemption Date.

**Issuer:** Adel-DeSoto-Minburn Community School District

**Original Issue Amount:** \$2,505,000

**Bond Issue:** School Infrastructure Local Option Sales and Services Tax Revenue Bonds, Series 2006

**Dated Date:** May 1, 2006

**Redemption Date:** July 1, 2013

**Redemption Price:** Par, plus accrued interest

#### Bonds Called for Redemption

<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>CUSIP Number</u>
\$405,000	4.000%	January 1, 2014	006757AG3

The above Bonds should be presented to the Paying Agent, Wells Fargo Corporate Trust and Escrow Services, MAC: 9N311-115, 625 Marquette Avenue, 11<sup>th</sup> Floor, Minneapolis, Minnesota 55479. This represents a full call of the outstanding obligations. All interest will cease to accrue on the Redemption Date.

This notice is given by order of the Board of Directors of the School District pursuant to the terms of the resolution of the School District authorizing the issuance of these Bonds.

---

Wells Fargo Bank, N.A., Registrar and  
Paying Agent

(End of Notice)

CERTIFICATE OF MAILING NOTICE OF REDEMPTION OF  
\$2,505,000 SCHOOL INFRASTRUCTURE LOCAL OPTION SALES AND  
SERVICES TAX REVENUE BONDS, SERIES 2006  
DATED MAY 1, 2006  
OF THE ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT, IOWA

STATE OF IOWA                     )  
  ) SS  
COUNTY OF \_\_\_\_\_ )

I certify that at the request of the Adel-DeSoto-Minburn Community School District, I caused to be mailed a copy of the attached Notice of Redemption of \$2,505,000 School Infrastructure Local Option Sales and Services Tax Revenue Bonds, Series 2006, dated May 1, 2006, to the following:

- 1) Registered owners of the bonds (by regular mail); and
- 2) Purchaser of record: Griffin, Kubik, Stephens, and Thompson, Inc.

The Notice was mailed \_\_\_\_\_.

Dated \_\_\_\_\_.

WELLS FARGO BANK, N.A.,  
Registrar and Paying Agent

\_\_\_\_\_

The Notice was mailed on \_\_\_\_\_, 2013.

Dated \_\_\_\_\_, 2013.



AMENDMENT 3  
AGREEMENT FOR ETHERNET SERVICES  
ICN Contract 08-053 (246)

THIS AMENDMENT is made by and between the State of Iowa, Iowa Telecommunications and Technology Commission operating the Iowa Communications Network, (collectively the "ICN") and Adel-DeSoto-Inborn Community School District ("Customer"). ICN and Customer may also be referred to as the "Parties" or "Party" as the context allows.

SECTION 1: Purpose. The Agreement is being amended as follows to enable ICN to upgrade Ethernet Service for Customer:

(A) Paragraph 1 of Section 3, Compensation, is deleted in its entirety and replaced with the following:

SECTION 3: COMPENSATION. For the term of the Agreement, upon receipt of Customer's order and where provisioning is available, the ICN agrees to provide the Customer with Premium Ethernet (Service) at the following rates:

Bandwidth	Service Description	Non-Recurring Charges	Installation Charges	Monthly Charges
85 Mb	Premium Ethernet Service	\$ 80.00		\$ 914.84
	Upgrade PVC 80473 to 85 MB			
Totals		\$ 80.00		\$ 914.84

(B) Add the following Section 4.2:

4.2 The Service upgrade covered under this Amendment shall be effective \_\_\_\_\_ and shall terminate:

\_\_\_\_\_ As stated in the Agreement or  
☒ 36 months after the effective date

SECTION 2: AMENDMENT ALLOWED. Section 6, Amendments, of the Agreement for Services provides for amendments with mutual written consent of the parties.

SECTION 3: EXECUTION.

IN WITNESS WHEREOF, in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the Parties have entered into the above Amendment and have caused their duly authorized representatives to execute this Amendment.

IOWA TELECOMMUNICATIONS AND  
TECHNOLOGY COMMISSION Operating the  
IOWA COMMUNICATIONS NETWORK

Adel-DeSoto-Minburn Community School District

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

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

Printed Name: MARLA GIBBONS

Printed Name: \_\_\_\_\_

Title: ICN CONTRACTING OFFICER

Title: \_\_\_\_\_

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

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



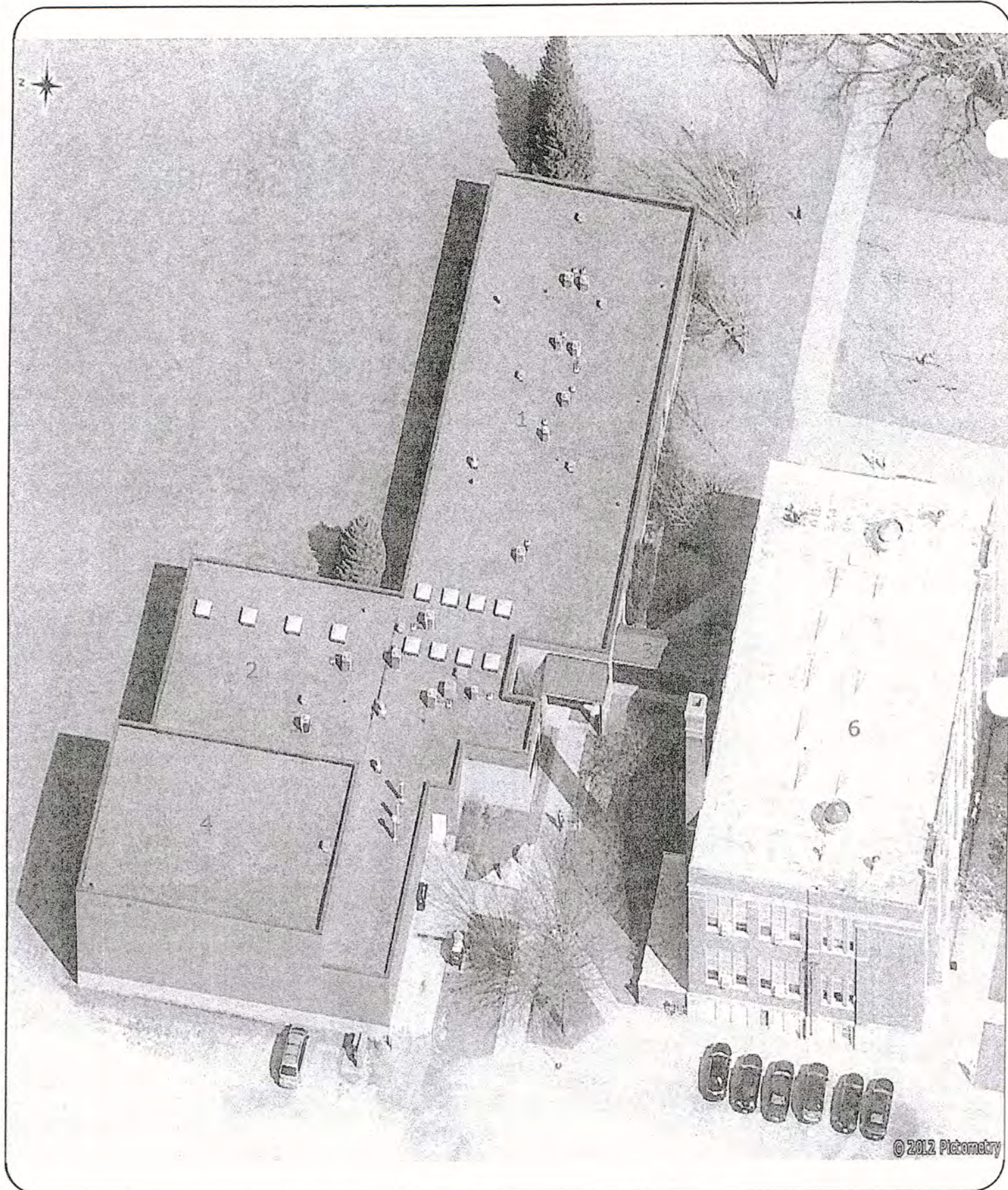
## REQUEST for QUOTES

### Reroofing DeSoto Intermediate School, DeSoto, Iowa - Sections 1, 2, and 4

- See attached layout for roof area identification
- remove rock ballast from existing roof and salvage to owner or properly dispose (owners option)
- tear-off metal flashings & rubber membrane down to the existing 2" EPS on metal deck and properly dispose
- replace wet insulation on a time and material basis (owners option)
- lay supplementary sloped insulation as necessary for positive drainage
- lay 1" ISO over existing insulation
- fasten insulation with screws and plates at one per two square feet
- provide 60 mil EPDM (black rubber) system fully adhered to the insulation
- fasten reinforced perimeter strip and adhere membrane flashings at all vertical changes
- fasten continuous 24 gauge galvanized retainer and prefinished cap metal complete with cover plates at parapet wall
- fasten aluminum termination bar with coated pin drives and sealant at vertical wall
- provide proper flashings for roof drains with tapered insulation sumps, overflow scuppers, soil stacks, penetration pockets, and furnace stacks
- provide standard two year contractors workmanship warranty
- provide fifteen year manufacturer's watertightness warranty covering material and labor
- owner shall allow proper access to building perimeter for loading/unloading material and equipment and will perform lawn repair as necessary
- owner shall be responsible for any necessary mechanical/electrical work during project including disconnect/reconnect of mechanical units
- bid shall include all applicable sales and use tax
- approved manufacturers are Carlisle or Firestone and Genflex (any alternates must be pre-approved by owner)
- contractor shall follow all state and local laws including OSHA regulations
- project must be substantially completed by August 5, 2013

Quotes are due by 2:00 p.m. on May 1, 2013.





Building Overview

## ADM Intermediate School

317 Spruce Street, DeSoto, Iowa







2509 4TH AVE. S  
DENISON, IOWA 51442-0663  
PH 800.635.6422 • 712.263.5059  
FX 712.263.6844 EMAIL info@rlcraft.com

# PROPOSAL

Attn: Greg Dufoe  
Adel-De Soto-Minburn CSD  
801 Nile Kinnick Drive South  
Adel, IA 50003

(515) 993-4283

April 11, 2013

Reroofing 19,700 Square Feet  
De Soto Intermediate-Sections 1, 2, & 4  
De Soto, Iowa

We hereby submit specifications and estimates for:

## FIRESTONE'S RUBBERGARD SYSTEM – FULLY ADHERED

### ROOF PREPARATION:

- remove rock ballast from existing roof and salvage to owner or properly dispose (owners option)
- tear-off metal flashings & rubber membrane down to the existing 2" EPS on metal deck and properly dispose

### INSULATION:

- existing 2 layers of 2" EPS to remain (R-16)
- replace wet insulation on a time and material basis (owners option)
- lay supplementary sloped insulation as necessary for positive drainage
- lay 1" ISO (R-6) over existing insulation
- fasten with screws and plates at one per two square feet

### MEMBRANE ROOFING:

- provide 60 mil EPDM (black rubber) system fully adhered to the insulation

### PARAPET WALL:

- fasten reinforced perimeter strip and adhere membrane flashings
- fasten continuous 24 gauge galvanized retainer
- fasten 24 gauge prefinished cap metal complete with cover plates

### VERTICAL WALL & CURBS:

- fasten reinforced perimeter strip and adhere membrane flashings
- fasten aluminum termination bar with coated pin drives and sealant at vertical wall

### PENETRATION FLASHINGS:

- provide proper flashings for (9) roof drains with tapered insulation sumps, (7) overflow scuppers, (5) soil stacks, (3) penetration pockets, and (4) furnace stacks

### WARRANTY:

- provide our standard two year contractors workmanship warranty
- provide fifteen year manufacturer's watertightness warranty covering material and labor

### NOTES:

- owner shall allow proper access to building perimeter for loading/unloading material and equipment and will perform lawn repair as necessary
- owner shall be responsible for any necessary mechanical/electrical work during project including disconnect/reconnect of mechanical units
- price includes sales and use tax
- project will be completed in specified timeframe

**WE PROPOSE** hereby to furnish material and labor, complete in accordance with the above specifications, for the sum of:

One Hundred Eight Thousand, Nine Hundred Twenty-eight and no/100-----\$108,928.00

Payment to be made as Follows: Within 30 Days of Job Completion

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized

Signature: Nick J. Bieker

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**ACCEPTANCE OF PROPOSAL** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

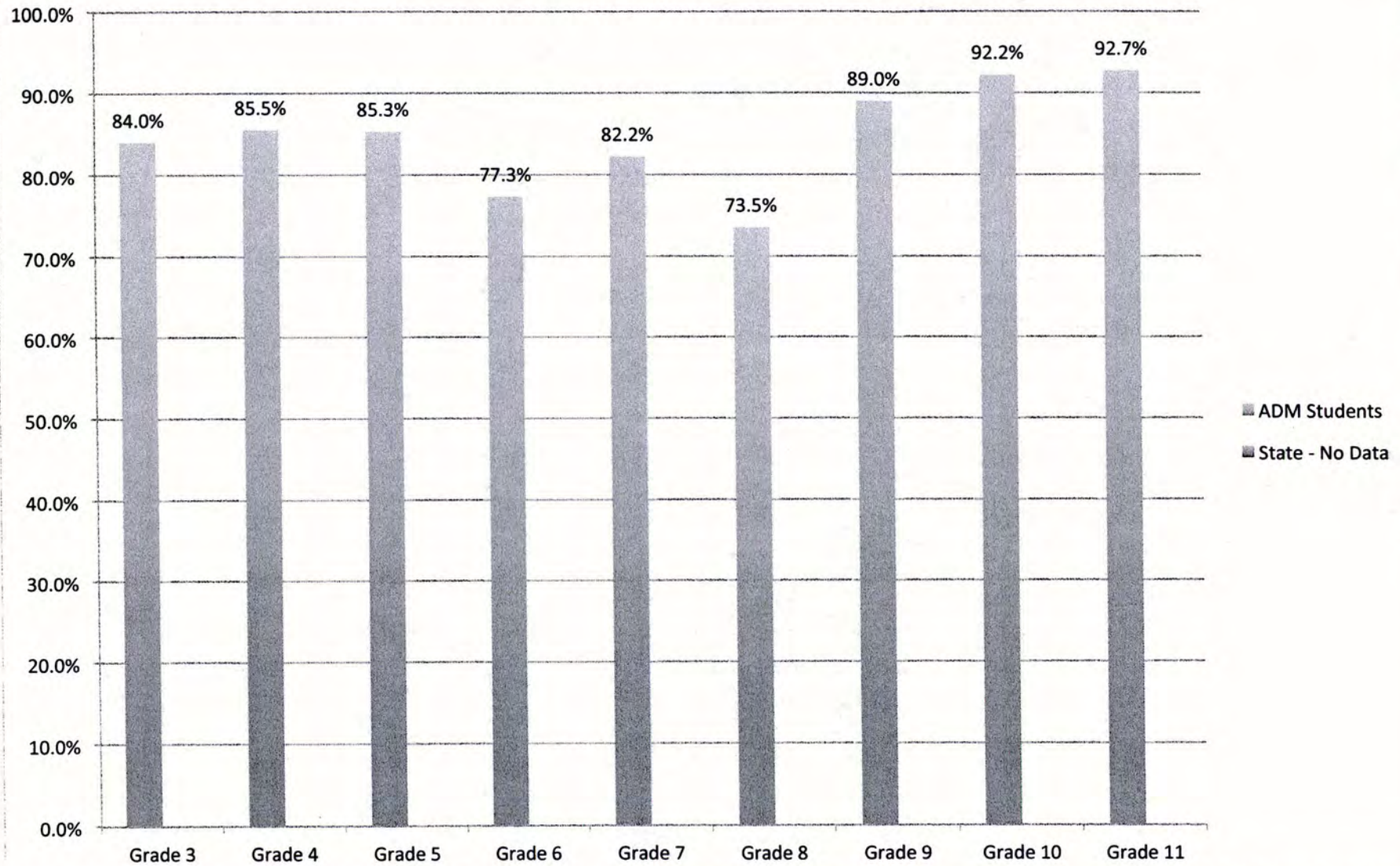
Signature: \_\_\_\_\_



ADM DISTRICT STUDENT ACHIEVEMENT GOALS UPDATE  
2012-13 SCHOOL YEAR

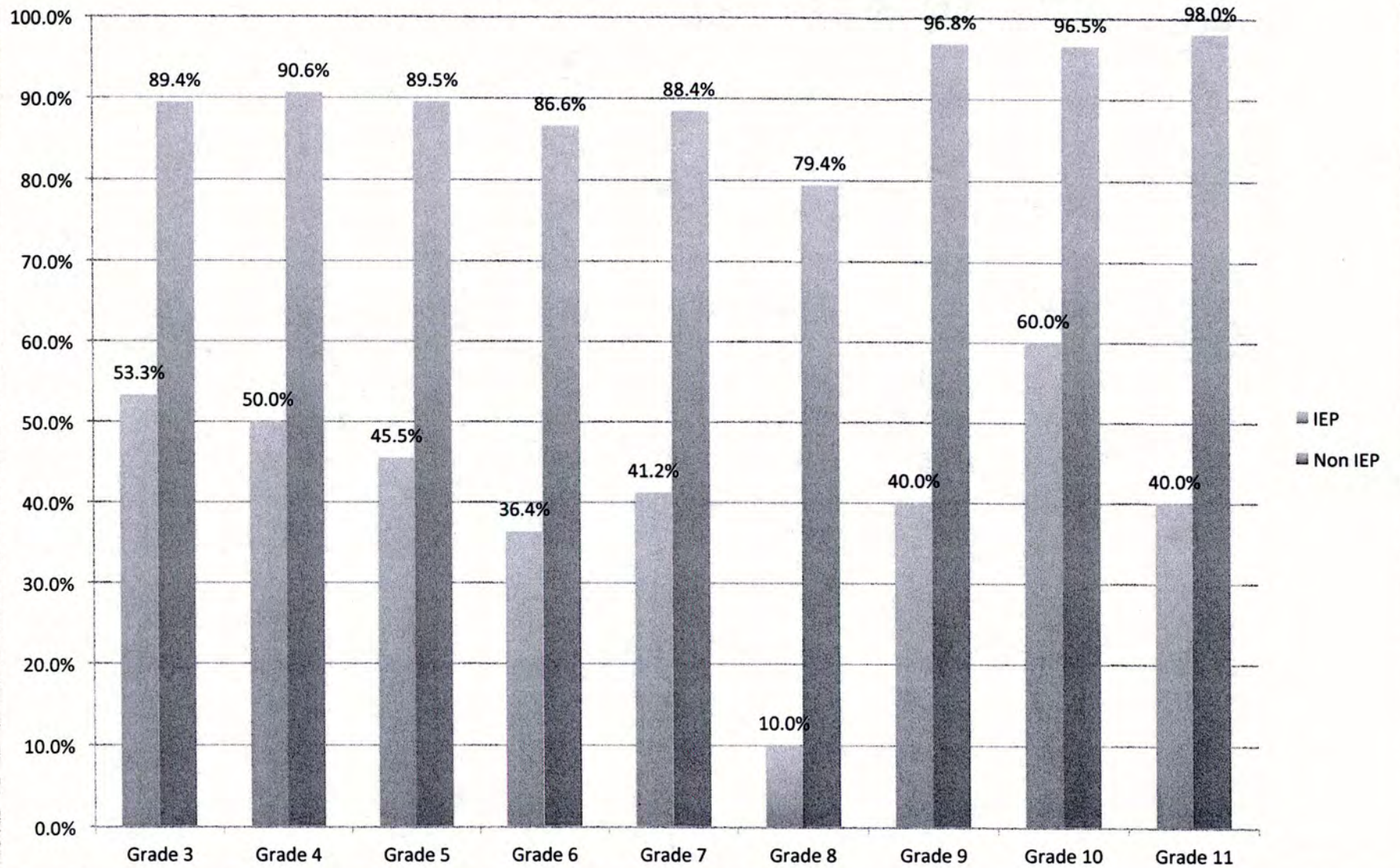
GOAL:	2011-12 DATA	2012-13 DATA	GOAL MET?
<p>Increase the percent of students proficient or above on the ITBS/ITED reading comprehension subtest. To measure this goal, we will compare the percent of students proficient or above in grades 3-11 in 2012 (83.9%) to the percent proficient or above in 2013.</p> <p>District Goal is 86.0%</p>	83.9%	84.5%	Yes
<p>Increase the percent of students proficient or above on the ITBS/ITED math total subtest. To measure this goal, we will compare the percent of students proficient or above in grades 3-11 in 2012 (86.8%) to the percent proficient or above in 2013.</p> <p>District Goal is 88.0%</p>	86.8%	83.7%	No
<p>Increase the percent of students proficient or above on the ITBS/ITED science test. To measure this goal, we will compare the percent of students proficient or above in grades 3-11 in 2012 (90.7%) to the percent proficient or above in 2013.</p> <p>District Goal is 92.0%</p>	90.7%	89.0%	No

## Reading Comprehension 2012-13



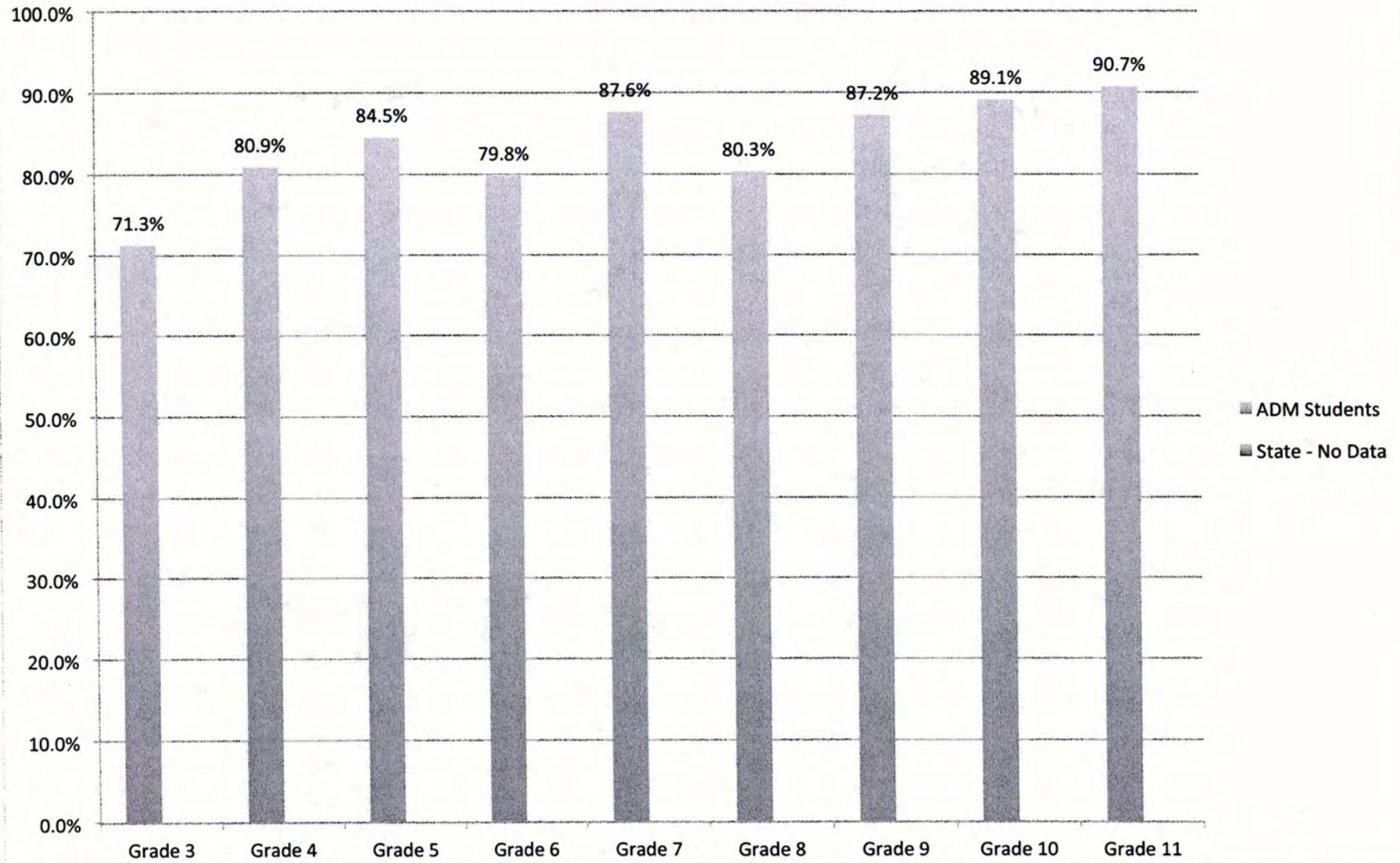


## Reading Comprehension 2012-13



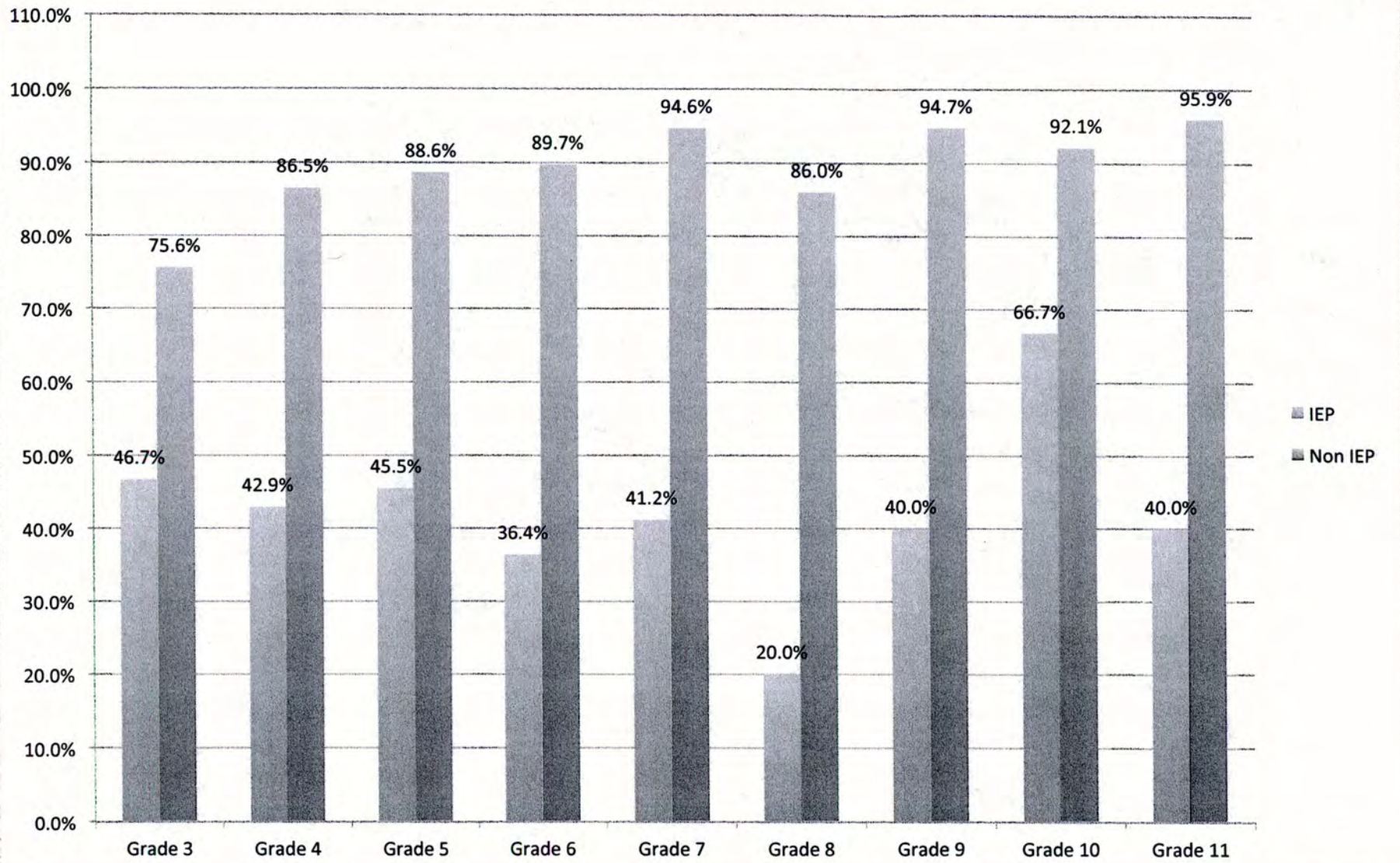


## Math 2012-13



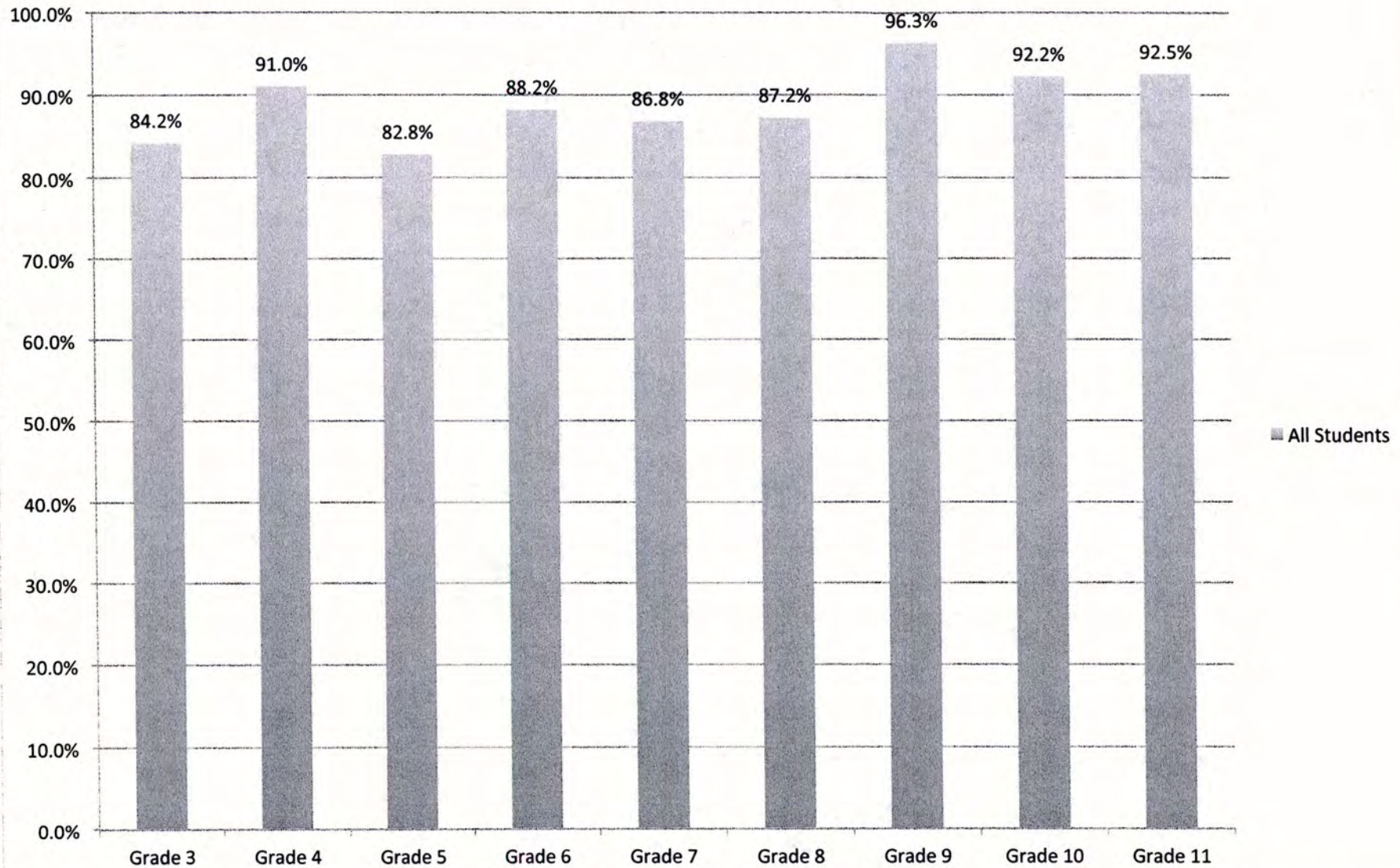


## Math 2012-13





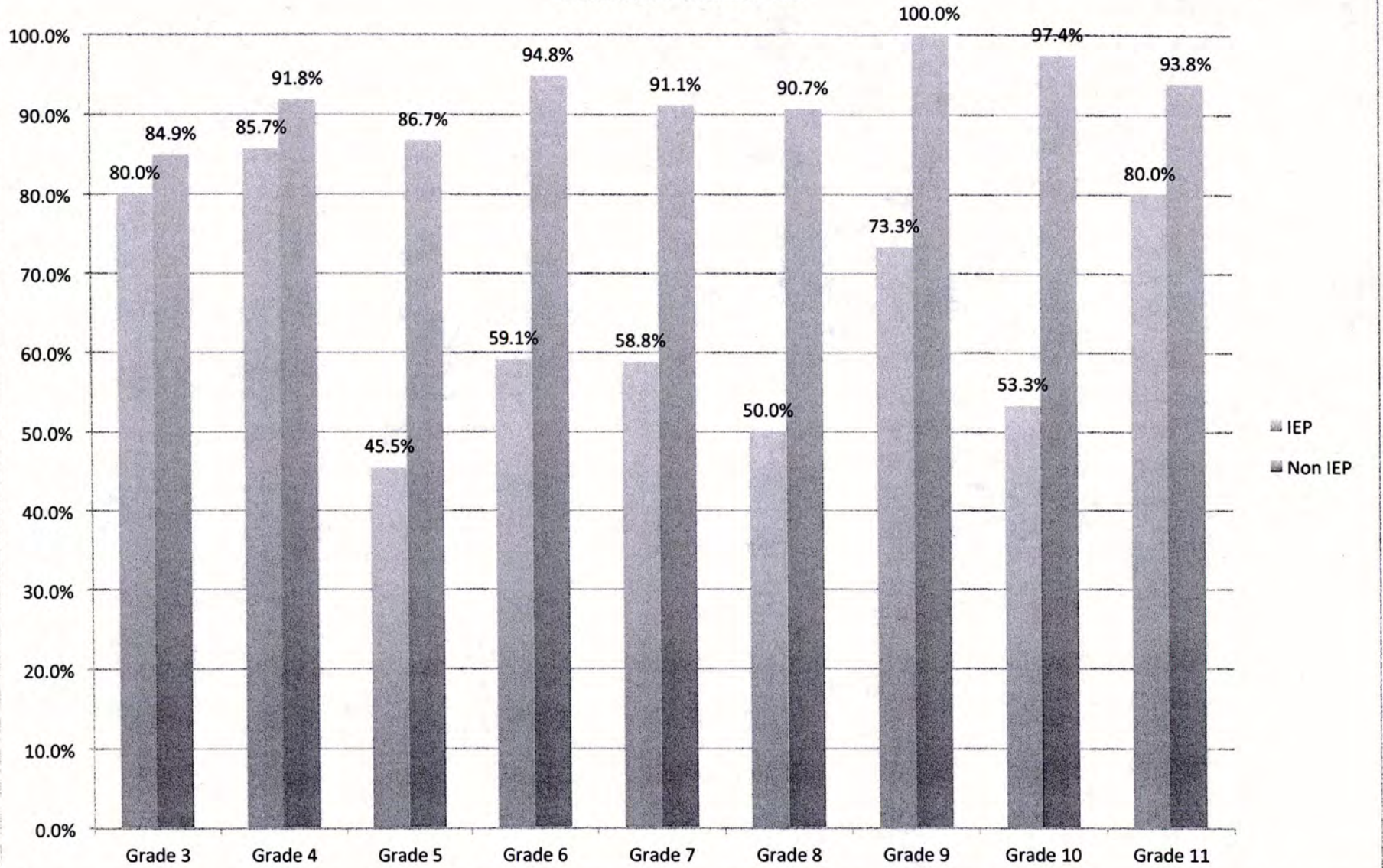
## Science 2012-13







## Science 2012-13





## The 2013 Iowa AP Index

### Top 50 AP Schools in Iowa

<a href="#">Home</a>	<a href="#">This Year's Index</a>	<a href="#">About the Iowa AP Index</a>	<a href="#">Archive 2005-2013</a>	<a href="#">The AP Program</a>	<a href="#">AP in Iowa</a>	<a href="#">About Us</a>	<a href="#">References</a>
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### The 2013 Iowa AP Index for the Top 50 Schools

(Based on 2012 AP exam data)

### Past AP Indices

<u>Rank</u>	<u>School</u>	<u>City</u>	<u>Index</u>
1	George Washington High School	Cedar Rapids	3.21
2	John F. Kennedy High School	Cedar Rapids	2.58
3	Regina Junior/Senior High School	Iowa City	2.38
4	Ames High School	Ames	2.16
5	West Senior High School	Iowa City	1.97
6	Mid-Prairie High School	Wellman	1.90
7	Roosevelt High School	Des Moines	1.87
8	Wahlert Catholic High School	Dubuque	1.64
9	West Liberty High School	West Liberty	1.47
10	Valley High School	West Des Moines	1.29
11	Dubuque Senior High School	Dubuque	1.25
12	Xavier High School	Cedar Rapids	1.20
13	Decorah High School	Decorah	1.17
14	Hempstead High School	Dubuque	1.16
15	Ankeny High School	Ankeny	1.10
16	Linn-Mar High School	Marion	1.09
17	Dallas Center-Grimes Community High School	Grimes	1.09
18	Bettendorf High School	Bettendorf	0.99
19	Waukee Senior High School	Waukee	0.96
20	Iowa City High School	Iowa City	0.95
21	Norwalk Senior High School	Norwalk	0.93
22	Cedar Falls High School	Cedar Falls	0.87
23	Prince of Peace Catholic High School	Clinton	0.86
24	Clinton High School	Clinton	0.83
25	Thomas Jefferson High School	Cedar Rapids	0.80
26	Hoover High School	Des Moines	0.80
27	Dowling Catholic High School	West Des Moines	0.79
28	North High School	Des Moines	0.77
29	ADM Senior High School	Adel	0.77
30	Abraham Lincoln High School	Des Moines	0.75
31	Prairie High School	Cedar Rapids	0.75
32	Iowa Valley Jr-Sr High School	Marengo	0.70
33	Assumption High School	Davenport	0.68
34	Johnston Senior High School	Johnston	0.65

**2013**  
**2012**  
**2011**  
**2010**  
**2009**  
**2008**  
**2007**  
**2006**  
**2005**

35	West Branch High School	West Branch	0.64
36	East High School	Des Moines	0.64
37	Anamosa High School	Anamosa	0.63
38	Spencer High School	Spencer	0.63
39	West High School	Davenport	0.63
40	Williamsburg Jr-Sr High School	Williamsburg	0.61
41	Central High School	Davenport	0.59
42	Kuemper High School	Carroll	0.58
43	Lone Tree Junior-Senior High School	Lone Tree	0.57
44	North High School	Sioux City	0.56
45	Indianola High School	Indianola	0.53
46	Muscatine High School	Muscatine	0.52
47	Alburnett Junior-Senior High School	Alburnett	0.52
48	Fairfield High School	Fairfield	0.52
49	Clear Creek Amana High School	Tiffin	0.51
50	Pleasant Valley High School	Bettendorf	0.49

Where the Index is the same for multiple schools, this is due to rounding. The Index was taken out to more decimal places in order to determine the rankings in very close ratios.

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Phone: 800.336.6463 or 319.335.6148 | Fax: 319.335.5151 | Email: [comments@IowaAPindex.org](mailto:comments@IowaAPindex.org)  
Belin-Blank Center | 600 Blank Honors Center | The University of Iowa | Iowa City, IA 52242-0454



**Adel DeSoto Minburn Board of Education  
Regular Meeting – Monday, April 8, 2013  
6:00 p.m. @ ADM MS/Board Room**

**Attendance:**

Present:

Absent:

Tim Canney

Bart Banwart

Kelli Book

Rod Collins

Kim Roby

Superintendent Greg Dufoe

Secretary Nancy Gee

**Call to Order/Roll Call:** President Tim Canney called the meeting to order. Roll call was taken. Present were Bart Banwart, Vice President Kim Roby, Kelli Book, and President Tim Canney. Rod Collins arrived at 6:50 p.m.

**Agenda:** It was moved by Banwart, seconded by Roby, to adopt the agenda as presented. Motion carried unanimously (Collins absent).

**Honoring Excellence:** Principal Carole Erickson and several teachers nominated Nikki Krumwiede as the recipient for this month's Honoring Excellence. Principal Carole Erickson and Christal Tilley spoke about Nikki's dedication and excellence in her profession. Nikki accepted a paperweight with the inscription "ADM Honoring Excellence" noting her honor and spoke a few words.

**Consent Agenda:** It was moved by Roby, seconded by Book, to approve the items under the consent agenda as presented. Motion carried unanimously (Collins absent). Minutes, bills and claims, and financial reports were reviewed and accepted. Transfers from the PPEL Fund to the Debt Service Fund of \$71,692.50 for the payment of the bond for technology and a transfer of \$100,000 from the SILO/SAVE Fund to the Debt Service Fund were approved. Resignations/terminations were accepted from Jodi Baier, prom sponsor, effective June 30, 2013, Carolyn Elles, associate, effective April 12, 2013, Paul Mayhugh, driver, effective April 3, 2013 and Eric Ridder, assistant football coach, effective for the 2013-14 school year. New contracts were offered to Shelby Dains, associate, effective April 15, 2013, Chris Strasser, driver, effective April 4, 2013, and Sara Boesen, prom sponsor, effective for the 2013-14 school year. Pending a successful background check, a contract was offered to Lacy Jennings for the high school art teacher position effective for the 2013-14 school year. The following transfer was announced: Kelly Winter from 7<sup>th</sup> grade Geography teacher to Middle School Physical Education teacher effective for the 2013-14 school year. The Board had the first reading of Policy 402.6, "Insurance" which includes a change to the eligibility criteria from twenty hours per week to thirty hours per week to align with the full-time



equivalency of the Affordable Care Act. Current employees who have insurance coverage now and work between twenty hours and thirty hours per week would be able to continue on coverage until they end their coverage or lose eligibility from the 20-hour/week eligibility. The Board had the second and final reading of Policy 507.2, "Administration of Medication to Students" and 507.2E1, "Medication Authorization Form". The 2013-14 Before-and-After School Child Care Program handbook was approved with the addition of the non-discrimination language. The following open enrollment was approved for 2012-13: Madeline Eden from Des Moines to ADM, and Kolton McCollum, from Woodward Granger to ADM. The following open enrollment was approved for 2013-14: Kennedy Sorber from Dallas Center Grimes to ADM, McKenzie Sorber from Dallas Center Grimes to ADM, Cole Eitel, from West Central Valley to ADM, Cash Eitel, from West Central Valley to ADM, and Peyton Frank, from ADM to Earlham.

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

**2013-14 Budget Hearing:** President Canney declared the hearing open for the 2013-14 budget. Being there were no written or spoken comments received, he closed the budget hearing at 6:30.

**Resolution Authorizing the Redemption of General Obligation School Bonds Dated April 1, 2006, Approving the Escrow and Amended and Substituted Paying Agent, Bond Registrar and Transfer Agent Agreement, and Levying a Tax for Fiscal Year 2013-14 for the Redemption of General Obligation School Bonds Dated April 1, 2006:** It was moved by Roby, seconded by Banwart to adopt the resolution. Motion carried by roll call vote with 4 ayes. (Collins was absent.) This resolution allows the Board to levy \$400,000 for the redemption of GO bonds which will save the District approximately \$153,000 in interest payments. This money will be deposited into the Escrow Fund on May 1, 2014 to be held by the Escrow Agent to call and redeem Bonds dated April 1, 2006, on the first call date, May 1, 2016.

**2013-14 Budget Determination:** Business Manager Nancy Gee recommended approval of the 2013-14 budget as published. The budget was published with a 4% allowable growth rate figure and the overall tax levy rate is 18.38488, which is a reduction from the current levy of 18.41603. The levy rate may lower based on the allowable growth rate set by the legislature. It was moved by Banwart, seconded by Book to approve the budget as published. The motion carried unanimously (Collins absent).

**Set Public Hearing on FY 13 Amendment to Budget:** Business Manager Gee presented the proposed 2012-13 budget amendment. The current budget needs to be amended in the facilities and construction area due to the anticipated cost for roof repairs and inside wood doors at DeSoto Intermediate. The budget amendment has no impact on taxes or fees; it authorizes expenditures for existing revenue. Business Manager Gee recommended approval of the publication of the Amendment to the Budget for 2013 and setting the public hearing for May 13, 2013, 6 p.m., in the Board Room. It was moved by Roby, seconded by Book, to publish the FY13 Amendment to



Budget as presented and set a public hearing for May 13, 2013 at 6:00 p.m. in the Board Room for the public to comment. Motion carried unanimously.

**2013-14 New Positions:** Superintendent recommended the addition of another preschool/early childhood special education teacher position, a high school counselor position, and a building and grounds position. The preschool teacher addresses growing needs in preschool, the additional counseling services will provide a broader range of services to high school students and will address a concern in the Department of Education site visit. The building and grounds position has been vacant for four years. It was moved by Book, seconded by Roby, to approve these positions for 2013-14. Motion carried unanimously (Collins absent).

**Mowing Contract:** It was moved by Banwart, seconded by Book, to approve the mowing contract with Jay Farrow for \$25,200. Motion carried unanimously (Collins absent).

**Athletic Fields Contract:** It was moved by Roby, seconded by Banwart to approve the contract from Lawn Service by Rick Borst (\$10,350) for fertilizing, aeration, spraying, and grub control on the athletic fields. Motion carried unanimously (Collins absent).

**Door Replacement Project at DeSoto Intermediate:** It was moved by Book, seconded by Banwart to approve the quote from Turnkey to replace 27 wood doors at a cost of \$23,088. The other quote received was from Walsh Door & Hardware for \$24,702.36. Motion carried unanimously (Collins absent).

**Early Start Date Waiver Request Resolution:** It was moved by Book, seconded by Banwart to adopt the start date waiver request resolution. This waiver allows the District to start school prior to September 1. A roll call vote was taken. Motion passed with 4 ayes. (Collins was absent.)

**Administrative Reports:**

8<sup>th</sup> Grade Genetics Project: Teachers Kate Willems and Hallie Edgerly along with eighth grade students Lindsey Lange, Caleb McDaniel, Joe Itani, Stone Rollins and Abbey Hansen presented the 8<sup>th</sup> grade genetics project. This project was a collaborative effort in the subject areas of writing and science.

Facility Master Planning Update: Superintendent Dufoe updated the Board on the progress of the Facility Master Planning Committee. The next meeting is scheduled for April 11 at 6:00 p.m.

Flyer Distribution Process – Government Agencies: Superintendent Dufoe discussed concerns by the Parks and Recreation Department with the new policy on the distribution of materials.

**Adjournment:**

It was moved by Book, seconded by Roby, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 7:39 p.m.

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

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

\_\_\_\_\_  
Dated

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



**Adel DeSoto Minburn Board of Education  
Special Meeting – Monday, April 29, 2013  
7:00 p.m. @ ADM MS Board Room**

**Attendance:**

Present:

Absent:

Tim Canney

Bart Banwart

Kelli Book

Rod Collins

Kim Roby

Superintendent Greg Dufoe

Secretary Nancy Gee

**Call to Order/Roll Call:** President Tim Canney called the meeting to order. Roll call was taken. Present were Vice President Kim Roby, Kelli Book, President Tim Canney, and Bart Banwart. Rod Collins arrived at 7:01.

**Joint Meeting with Adel City Council and Dallas County Board of Supervisors to Discuss County Administrative Facility Needs:** President Canney welcomed the Dallas County Board of Supervisors, Mark Hanson, Kim Chapman, and Brad Golightly and the Adel City Administrator Brett Klein, and Council members Shirley McAdon, Jon McAvoy, Dale Swanson, and Mayor Jim Peters. Mr. Canney summarized the School Board's understanding of the timing of consideration of the old Middle School site for a new county facility beginning with the first proposal from Supervisor Chapman to Superintendent Dufoe on April 1, 2013. The scenario included the razing of the building and utilization of the land, with the gymnasium open to further discussion. Prior to this meeting, the school had only informally heard that the school building itself was not an option under consideration of the County Board and there was never any mention of the school grounds. On April 9, 2013, Supervisor Chapman met with City Council members and the proposal was presented in greater detail. At the County Board meeting on April 16, 2013, Supervisor Chapman presented the proposed scenario to the other supervisors. At that meeting, a City representative requested the County delay their referendum vote for 3 months in order for the City and School to conduct its due diligence and respond if the entities could provide the County with a "shovel ready" building site that meets the needs of the County.

In summary, both the School and City are extremely interested in pursuing the concept and will make great efforts to expedite examination of the concept and attempt to meet the needs of the County. Proper due diligence in the most expedited manner will take at least 2-3 months to consider all financial, legal, logistical and civic-related factors.

City Council member Dale Swanson asked the County if they could delay their August date for the bond election.

County Supervisor Mark Hanson discussed the needs of the County due to space and extensive growth in the County. The County had studies done and now they are ready to move forward. Delaying the bond could mean higher construction cost. There was also some concern that if the County did delay the decision on the site, the City and School still may not be able to provide the site as needed by the County.

Mr. Klein asked the County to provide the City with parameters of their needs for that site to be considered the first choice for the County's administrative offices.

Mayor Peters reminded the County that the idea brought by Mr. Chapman was less than a month ago. No one is disputing the fact that the County needs space but it's just not possible for us to have the site "shovel ready" for an August election date.

Discussion ensued.

**Adjournment:** It was moved by Banwart seconded by Book to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 7:56 p.m.

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

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

\_\_\_\_\_  
Dated

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



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

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

**NOTICE OF PUBLIC MEETING**

You are hereby notified that the Board of Directors of the Adel DeSoto Minburn Community School District, Adel City Council, and the Dallas County Board of Supervisors will meet in special session at 7:00 p.m. on the 29th day April 2013, in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA  
BOARD ROOM

April 29, 2013  
7:00 P.M.

OPENING:

7:00	Call to order
	Roll call
	Emergency additions and adoption of agenda

DISCUSSION ITEMS:

7:05	Discuss county administrative facility needs
8:00	Adjournment

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

Nancy Gee  
Secretary  
Board of Directors

**Adel DeSoto Minburn Board of Education  
Special Meeting – Monday, April 29, 2013  
7:00 p.m. @ ADM MS/Board Room**

**Attendance:**

Present:

Absent:

Tim Canney

Bart Banwart

Kelli Book

Rod Collins

Kim Roby

Superintendent Greg Dufoe

Secretary Nancy Gee

**Call to Order/Roll Call:** President Tim Canney called the meeting to order. Roll call was taken. Present were Vice President Kim Roby, Kelli Book, President Tim Canney, and Bart Banwart. Rod Collins arrived at 7:01.

**Joint Meeting with Adel City Council and Dallas County Board of Supervisors to Discuss County Administrative Facility Needs:** President Canney welcomed the Dallas County Board of Supervisors, Mark Hanson, Kim Chapman, and Brad Golightly and the Adel City Administrator Brett Klein, and Council members Shirley McAdon, Jon McAvoy, Dale Swanson, and Mayor Jim Peters. Mr. Canney summarized the School Board's understanding of the timing of consideration of the old Middle School site for a new county facility beginning with the first proposal from Supervisor Chapman to Superintendent Dufoe on April 1, 2013. The scenario included the razing of the building and utilization of the land, with the gymnasium open to further discussion. Prior to this meeting, the school had only informally heard that the school building itself was not an option under consideration of the County Board and there was never any mention of the school grounds. On April 9, 2013, Supervisor Chapman met with City Council members and the proposal was presented in greater detail. At the County Board meeting on April 16, 2013, Supervisor Chapman presented the proposed scenario to the other supervisors. At that meeting, a City representative requested the County delay their referendum vote for 3 months in order for the City and School to conduct its due diligence and respond if the entities could provide the County with a "shovel ready" building site that meets the needs of the County.

In summary, both the School and City are extremely interested in pursuing the concept and will make great efforts to expedite examination of the concept and attempt to meet the needs of the County. Proper due diligence in the most expedited manner will take at least 2-3 months to consider all financial, legal, logistical and civic-related factors.

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Mr. Klein asked the County to provide the City with parameters of their needs for that site to be considered the first choice for the County's administrative offices.

Mayor Peters reminded the County that the idea brought by Mr. Chapman was less than a month ago. No one is disputing the fact that the County needs space but it's just not possible for us to have the site "shovel ready" for an August election date.

Discussion ensued.

**Adjournment:** It was moved by Banwart seconded by Book to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 7:56 p.m.

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

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

\_\_\_\_\_  
Dated

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

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

**NOTICE OF PUBLIC MEETING**

You are hereby notified that the Board of Directors of the Adel DeSoto Minburn Community School District, Adel City Council, and the Dallas County Board of Supervisors will meet in special session at 7:00 p.m. on the 29th day April 2013, in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA  
BOARD ROOM

April 29, 2013  
7:00 P.M.

**OPENING:**

7:00                      Call to order  
                              Roll call  
                              Emergency additions and adoption of agenda

**DISCUSSION ITEMS:**

7:05                      Joint meeting with Adel City Council and Dallas County Board of Supervisors to  
                              discuss County Administrative Facility Needs  
8:00                      Adjournment

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

Nancy Gee  
Secretary  
Board of Directors



## Joint Meeting – ADM School Board, Adel City Council and Dallas County Board of Supervisors

- I. Welcome and Introductions
- II. Thank you everyone for attending this joint meeting of the Dallas County Board of Supervisors, Adel City Council and ADM School Board. We are appreciative of the opportunity to have all three governmental agencies here tonight to discuss County administrative facility planning.
- III. Timeline

Because there has been very little interaction between the three separate entities over the last two years, and never a quorum of members of each governing body, I wanted to briefly summarize the School Board's understanding of the timing of this consideration of the Old Middle School site for a new county facility:

April 1, 2013

Supervisor Chapman met with Superintendent Greg Dufoe to discuss a possible scenario in reference to utilizing the old middle school site as a possible site for County administrative offices. The scenario included the razing of the building and utilization of the land, with the gymnasium open to further discussion. The School District has not been officially approached with a formal proposal from the County, but is open to exploring the possibilities. Prior to the presented scenario, we had only informally heard that the school building itself was not an option under consideration of the County Board and there was never any mention of the school grounds. Additionally, we are currently undertaking facility master planning, which should be concluded in the next 60 days.

April 9, 2013

Supervisor Chapman met with City Council members Jon McAvoy and Shirley McAdon, along with City Administrator Brett Klein and citizen and former County Board and City Council member Robert Ockerman. Apparently the scenario presented to Supt. Dufoe was presented in greater detail to the City, and Supv. Chapman was accompanied by a representative of the architecture firm the County has retained for this project.

April 16, 2013

At the regularly scheduled County Board meeting, Supervisor Chapman's proposed scenario was first discussed publicly and presented to the other supervisors, Mr. Mark Hanson and Mr. Brad Golightly. During the discussions a City representative requested the County delay their referendum vote for 3 months in order for the City and School to conduct its due diligence and respond if the entities could provide the County with a "shovel ready" building site that meets the needs of the County in accord with Supervisor Chapman's proposal.



April 20, 2013

Superintendent Greg Dufoe sent a request to Supervisor Chapman that a joint session be held with the ADM Board, Adel City Council, and the Dallas County Supervisors. Supervisor Chapman responded favorably to this idea and ultimately this meeting was set.

April 23, 2013

Following notice that the County Board would be open to meet with the City Council and School Board, representatives from the School and City met on April 23, 2013. In summary, both the School and City are extremely interested in pursuing the concept and will make great efforts to expedite examination of the concept and attempt to meet the needs of the County. Proper due diligence in the most expedited manner will take at least 2-3 months to consider all financial, legal, logistical and civic-related factors.

#### IV. Summary and Discussion

The concept of utilizing the old middle school grounds for Dallas County administrative offices is a very new idea and consideration, as demonstrated by the timeline. The County Board as a whole has yet to request that either entity examine the possibility. I would like to open this meeting up to discussion from all parties. However, I first want to reiterate that we are willing to expend School resources and I believe the City is willing to do the same to explore providing a shovel ready site for the County administrative offices on the grounds of the old middle school, if the County is realistically considering this option.

It is the position of the District that more time is needed to do the following:

1. Allow our facility masterplanning process to complete – target is June, 2013.
2. Based on the results of the masterplanning process, allow for time for the City and District to work together on the details of the County proposal

Again, we are thankful to have the opportunity to discuss in this manner and we open this meeting up for discussion.



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*Informal Ideas*  
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