



South Page Community School District

Blanchard-Braddyville-College Springs-Coin-Shambaugh
Box 98, College Springs, Iowa 51637
712-582-3211



Tim Hood, Superintendent
thood@southpageschools.com

Sheri Ruzek, Business Manager
sruzek@southpageschools.com

BOARD OF DIRECTORS
Ronald Peterman, President
Christopher Drennen, Vice President
Darin McClarnon
Jacquelyn Autry
Kenneth Jackson

Denise Green, PK-12 Principal
dgreen@southpageschools.com

Pat Behrhorst, Board Sec/Admin Asst
pbehr@southpageschools.com

South Page CSD – Regular Board Meeting Agenda

September 11, 2017 @ 6 p.m.
Vocational Agriculture Classroom

1. Call to order – roll call

1. Approve agenda

2. Consent agenda

- a. Minutes of the August meeting
- b. Bills to be paid
- c. Financial report

3. Reports

- a. Principal
- b. Maintenance and Transportation
- c. Superintendent

4. Discussion

- a. Future Athletic considerations- Brett Wennihan
- b. Audit-2016-2017- preliminary comments

5. Discussion/Action Items

- a. CC athletic participation 2018-2019- Brett Wennihan
- b. Policy Review- Tim Hood/ Pat Behrhorst

Action

- c. Level 1 and 2 child abuse investigators-
- d. Board Secretary appointment-Pat Behrhorst
- e. Board Treasurer appointment-Sherri Ruzek
- f. School Attorney appointment-Franck & Sextro PLC
- g. Financial depositories designation- PCSB-Activities /Bank Iowa- General Fund /ISJIT
- h. Official publication outlet designation- Clarinda Herald
- i. AEA Board of Directors Election for DD #6
- j. Homeless Coordinator- Denise Green
- k. 504/Equity Coordinator- Denise Green
- l. Professional Development- move Oct 2nd to Oct 6th
- m. Fundraiser calendar for 17-18 school year

6. Board comments

Tuesday, School Board Election September 12

7. Celebrations

IHSAA-2016-2017 Sport Season

8. Adjournment

**Minutes of
The Regular Board Meeting**

**The Board of Directors of
South Page Community School District**

The Board of Directors of the South Page Community School District met in regular session on August 14, 2017 in the school Vocational Agricultural Classroom at 606 Iowa Avenue, College Springs, Iowa 51637.

CALL TO ORDER- ROLL CALL

President Ron Peterman called the meeting to order at 7:02pm. Roll call: Jacquelyn Autry, Chris Drennen, Kenny Jackson, Ron Peterman, D McClarnon were present. Also present were Superintendent Tim Hood, Principal Denise Green, guests and Board Secretary Pat Behrhorst was absent.

AGENDA

K Jackson made a motion to approve the board agenda. J Autry second. Motion carried 5-0

CONSENT AGENDA

D McClarnon made a motion to approve the agenda to include previous minutes, the financial accounts, and the payments of bills. C Drennen second. Motion carried 5-0

REPORTS

Denise Green Principal

1. Before/After school program-Grant/Parent funded- Hours 7am-8am and 320pm-5pm
2. Greenhouse-automatic water system is installed
3. Mrs. McCall, Music Teacher will be 5/8 time
4. A Title Reading and Math Para were needed for the 17/18. Four were interested, Mrs. Bowman and myself interviewed. Julie Strange and LeAnn Mackey accepted the positions.
5. Back to School open house will be August 22, 5pm-7pm, with a VB game with Tarkio
6. New Staff will meet August 17, all day with Lunch provided at Ice House with mentors and Board members
7. Enrollment for 17/18 after registration- PK-14, K-4=43, 5-12=80
8. Sport decision for CC for 18/19 will be discussed at September meeting

Maintenance/Transportation Director-

- Bus and Vans are ready for 17/18.

Tim Hood Superintendent

- Thanked Custodians Phil and Sherry for the summer clean up for the upcoming school year
- Informed the Board of Meetings and Conventions for the 2017-2018 days

Discussion

1. Registration numbers are staying stable for the district
2. Teacher In-Service dates are August 21 and 22 for meetings
3. Financial update- Mr. Hood reported on the unspent authorized budget and spending authority in comparison to cash amounts.

Action Items

- a. C Drennen made a motion to amend the sharing agreement with Essex Vog AG/FFA adjustment. K Jackson second. Motion carried 5-0
- b. Clarinda SHaared Classes-J Autry made a motion to accept the agreement with shared classes with Clarinda for 2017-2018 school year. D McClarnon second. Motion carried 5-0
- c. Handbook Eligibility-D McClarnon approved the 2017-2018 Handbook with the two week eligibility policy as stated. J Autry second. Motion carried 5-0
- d. Dairy Bids-C Drennen made a motion approve the Anderson-Erickson bid for Dairy Products for the 2017-2018. J Autry second Motion carried 5-0
- e. Lunch Prices-K Jackson made a motion to approve the \$.10 Lunch price increase. C Drennen second. Motion carried 5-0
- f. Substitute Teacher pay will remain the same as last year pay of \$110.00 per day
- g. First reading of Board Policy mileage Reimbursement Policy #401.7 to \$.40/mile. No motion is needed
- h. K Jackson made a motion to accept the Sapp Bro propane contract for 2017/18. J Autry second. Motion carried 5-0
- i. J Autry made a motion to accept the Software Unlimited Hosting proposal for the 2017-2018. K Jackson second. Motion carried 5-0
- j. IASB school Improvement Needs Assessment was discussed and decision was not to take action at this time and gather more information from other Superintendents about the program
- k. Late Open Enrollment-K Jackson made a motion to deny the request for Open Enrollment. J Autry second. Motion carried 5-0

Employment of Personnel

- a. C Drennen made a motion to employ Curtis Maassen as an Elementary Teacher for 2017/18. D McClarnon second. Motion carried 5-0
- b. D McClarnon made a motion to employ Logan Boydston as a Para Professional for the 2017/18. K Jackson second. Motion carried 5-0

Resignations of Personnel

C Drennen made a motion to accept the resignation for Julia Harris for the 2017/18 year. J Autry second. Motion carried 5-0

Board Comments

Upcoming school board election will be on September 12, 2017.

Mr. Perala addressed the board about the election in September.

Celebrations-The District is excited about enrollment for upcoming school year
Several students involved in 4-H and FFA where contestants at the Page County Fair and Iowa State Fair.

Adjournment K Jackson made a motion to adjourn the meeting at 7:39 pm. C Drennen second. Motion carried 5-0

Reports, documents, and discussion items considered are on file in the Board Office, Monday-Friday, 8:00am - 4:00pm.,
by appointment.

Ron Peterman, President
Pat Behrhorst, Secretary

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>
Checking	1		
Checking	1	Fund: 10 GENERAL OPERATING FUND	
AKIN BULDING CENTER	521252	19634	45.90
10 0000 2600 000 0000 432	MAINTENANCE BLDG REPAIRS		45.90
AKIN BULDING CENTER	521694	19634	9.30
10 0000 2600 000 0000 433	MAINTENANCE EQUIPMENT REPAIRS		9.30
AKIN BULDING CENTER	522982	19634	12.99
10 0000 2600 000 0000 432	REPAIR AND MAINT		12.99
Vendor Total:			68.19
BMO MASTERCARD	09.05.17	19636	984.81
	BERHORST		
10 0000 1000 100 3373 618	TIME FOR KIDS - 2,3,4,5 GRADES		79.20
10 0000 1000 100 3373 618	SCHOLASTIC MATH - 4/5 GRADE		158.76
10 0000 1000 100 3373 618	SCHOLASTIC SCOPE		186.81
10 3000 1000 100 0000 612	HOME SCIENCE TOOLS-PETRI DISHES		62.45
10 0000 1000 100 3117 612	MARDEL BOOKS		103.90
10 0000 1000 100 3373 618	MCGRAW - GLENCOE HEALTH ONLINE		405.45
10 0000 1000 100 0000 618	AMAZON CREDIT		(11.76)
BMO MASTERCARD	09.05.17	19635	1,656.70
	GREEN		
10 0000 1000 100 3376 580	CASEYS - PD MEAL		20.68
10 0000 2237 100 0000 653	AMAZON-BAGS/CHARGERS		489.49
10 0000 2237 100 0000 653	AMAZON-CHARGERS		37.98
10 0000 1000 100 3376 580	WALMART-PD SUPPLIES		37.36
10 0000 1000 100 3376 580	HYVEE-PD SUPPLIES		48.76
10 0000 1000 100 3376 580	ICEHOUSE-NEW STAFF MEAL		177.13
10 0000 2410 000 0000 810	IA BOEE-SUB LICENSE		173.00
10 0000 1200 217 3303 618	AMAZON-EASEL		306.20
10 0000 1200 217 3303 618	AMAZON-EASEL PAPER		72.74
10 0000 2237 100 0000 653	AMAZON-CHARGERS		199.90
10 0000 1000 100 3376 580	WALMART-PD SUPPLIES		93.46
Vendor Total:			2,641.51
BROWN'S REPAIR & AUTO PARTS INC	193854	19637	14.42
10 0000 2700 000 0000 673	KEY BLANK SET		14.42
Vendor Total:			14.42
BROWNFIELD, DEANNA	1598	19630	295.50
10 0000 1000 100 3376 580	PD BREAKFAST AND MEALS		295.50
Vendor Total:			295.50
CAPITAL SANITARY SUPPLY CO.	25434	19638	188.74
10 0000 2600 000 0000 618	CUSTODIAL SUPPLIES		188.74
Vendor Total:			188.74
CITY OF COLLEGE SPRINGS	08.26.17	19639	316.82
10 0000 2600 000 0000 411	WATER		270.07
10 0000 2600 000 0000 421	GARBAGE		46.75
Vendor Total:			316.82
CLARINDA HEATING AND COOLING	104791	19640	57.60
10 0000 2600 000 0000 618	CUSTODIAL SUPPLIES		57.60

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>	
CLARINDA HEATING AND COOLING	104841	19640	112.89	
10 0000 2600 000 0000 432	WATER HEATER REPAIR		112.89	
CLARINDA HEATING AND COOLING	20170817	19624	38.50	
10 0000 2600 000 0000 618	MAINTENANCE SUPPLIES		38.50	
			Vendor Total:	208.99
CLARINDA HERALD JOURNAL	08.27.17	19641	30.34	
10 0000 2310 000 0000 540	PUBLICATIONS		30.34	
			Vendor Total:	30.34
CLARINDA REGIONAL HEALTH CENTE	08.22.17	19642	125.00	
10 0000 2700 000 0000 271	BUS DRIVER'S PHYSICALS-CHRISTENSEN		125.00	
			Vendor Total:	125.00
CROP PRODUCTION SERVICES	34172295	19643	301.62	
10 0000 2600 000 0000 424	REPAIR AND MAINT - LAWN SVC		301.62	
			Vendor Total:	301.62
EASTERS FAMILY CENTER	08.31.17	19645	81.56	
10 0000 2600 000 0000 618	CUSTODIAL SUPPLIES		81.56	
			Vendor Total:	81.56
EDUCATIONAL TRANSITIONS	082014-0033	19604	2,800.00	
10 3000 2120 420 1119 320	SEC GUIDANCE SERVICES		2,800.00	
			Vendor Total:	2,800.00
FALK, JAMES	08.28.17	19646	7.47	
10 0000 2700 000 0000 618	DUPLICATE KEYS		7.47	
FALK, JAMES	09.05.17	19646	8.23	
10 0000 2700 000 0000 580	MEAL REIMBURSEMENT		8.23	
			Vendor Total:	15.70
FINE SERVICES	43682	19647	59.00	
10 0000 2600 000 0000 425	PEST CONTROL		59.00	
			Vendor Total:	59.00
GLENWOOD COMMUNITY SCHOOL DISTRICT	08.10.17	19649	1,876.73	
10 0000 1200 217 3303 561	SPED TUITION		1,876.73	
			Vendor Total:	1,876.73
GREEVER, PHILLIP	08.31.17	19650	33.60	
10 0000 2600 000 0000 580	MILEAGE REIMBURSEMENT		33.60	
			Vendor Total:	33.60
IA H.S. MUSIC ASSOC.	2017-2018	19631	25.00	
10 3000 1000 100 0000 815	ANNUAL DUES		25.00	
			Vendor Total:	25.00
IOWA HIGH SCHOOL SPEECH ASSOCI	2017-2018	19651	50.00	
10 3000 1000 100 0000 815	MEMBERSHIP DUES		50.00	
			Vendor Total:	50.00
J.W. PEPPER	11C94765	19652	43.24	
10 3000 1000 112 0000 612	HS-VOCAL MUSIC SUPPLIES		43.24	
			Vendor Total:	43.24
JB PARTS AND SUPPLY	349295	19654	36.68	
10 0000 2600 000 0000 618	REPAIR AND MAINT		36.68	
			Vendor Total:	36.68
JW EXCAVATION INC	2815	19655	199.84	
10 0000 2600 000 0000 432	CAST IRON INTERCEPTOR		199.84	

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>	
			Vendor Total:	199.84
KENAGY, BRENDA	08.14.17	19656	128.75	
10 0000 2700 000 0000 271	BUS DRIVER'S PHYSICALS		128.75	
			Vendor Total:	128.75
MATHESON	15942267	19659	200.28	
10 3000 1300 310 0000 612	VOC AG SUPPLIES		200.28	
MATHESON	51215722	19659	44.22	
10 3000 1300 310 0000 612	VOC AG SUPPLIES		44.22	
			Vendor Total:	244.50
MID-AMERICAN ENERGY	08.24.17	19661	2,358.05	
10 0000 2600 000 0000 622	MAINTENANCE-ELECTRICITY		2,358.05	
			Vendor Total:	2,358.05
MILLER BUILDING SUPPLY CO.	08.31.17	19663	297.87	
10 0000 2600 000 0000 618	REPAIR AND MAINT		297.87	
			Vendor Total:	297.87
PEARSON EDUCATION	11304533	19666	305.50	
10 0000 1200 211 3301 612	AIMSWEB LICENSE RENEWAL		101.50	
10 0000 1200 214 3302 612	AIMSWEB LICENSE RENEWAL		101.50	
10 0000 1200 217 3303 612	AIMSWEB LICENSE RENEWAL		102.50	
			Vendor Total:	305.50
RURAL SCHOOL ADVOCATES OF IOWA	RSAIL1718	19668	750.00	
10 0000 2310 000 0000 810	2017-2018 MEMBERSHIP		750.00	
			Vendor Total:	750.00
SHORE MOTOR CO.	09.01.17	19669	602.10	
10 0000 2700 000 0000 434	BUS REPAIRS LABOR		209.00	
10 0000 2700 000 0000 673	BUS REPAIR PARTS		372.20	
10 0000 2700 000 0000 618	BUS SUPPLIES		20.90	
			Vendor Total:	602.10
SIDNEY PUBLIC SCHOOL	062317	19632	59,783.54	
10 0000 2213 100 3387 591	TLC SHARED INST COACH		16,782.29	
10 0000 2310 000 0000 340	SUPT SEARCH		6,241.25	
10 0000 2321 000 1131 591	SHARED SUPERINTENDENT		29,144.64	
10 0000 2321 000 0000 810	SUPER OFFICE DUES AND FEES		754.12	
10 0000 1000 100 1131 592	SHARED SPANISH TEACHER		6,861.24	
			Vendor Total:	59,783.54
SOUTH PAGE COMMUNITY SCHOOL DISTRICT	09.11.17	19670	15.00	
10 0000 1000 100 0000 618	TRANSFER FUNDS FROM GEN TO ACTIVITIES		15.00	
SOUTH PAGE COMMUNITY SCHOOL DISTRICT	2017-2	19670	80.99	
10 0000 1000 100 3117 612	PRESCHOOL SNACKS		80.99	
			Vendor Total:	95.99
SOUTHWEST SANITATION	08.21.17	19671	390.00	
10 0000 2600 000 0000 421	GARBAGE		390.00	
			Vendor Total:	390.00
STANTON COMMUNITY SCHOOL	06.30.17	19633	19,011.45	
10 0000 1000 100 1131 592	SHARED SVC-FCS BROOKE		19,011.45	
			Vendor Total:	19,011.45
TEACHING STRATEGIES LLC	0310066-IN	19673	156.75	

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>	
10 0000 1000 100 3117 612	PRESCHOOL GOLD PROGRAM ANNUAL SUB		156.75	
			Vendor Total:	156.75
WINDSTREAM IOWA COMMUNICATIONS	08.31.17	19675	567.35	
10 0000 2329 000 0000 532	TELEPHONE/FAX		567.35	
			Vendor Total:	567.35
WOLDRUFF, JESSICA	20170817	19625	406.26	
10 0000 2700 000 0000 516	STUDENT TRANS/PARENT		406.26	
			Vendor Total:	406.26
			Fund Total:	94,510.59
Checking	1	Fund: 22	MANAGEMENT FUND	
PETOLUEM MARKETERS MANAGEMENT	8601369	19667	1,456.00	
INSURANCE	2017-2018			
22 0000 2700 000 0000 523	FUEL SPILL/CLEANUP LIAB INS		1,456.00	
			Vendor Total:	1,456.00
SU INSURANCE COMPANY	SW3322-2	19672	4,247.00	
22 0000 2600 000 0000 521	BUILDING/PROPERTY INSURANCE		4,247.00	
			Vendor Total:	4,247.00
			Fund Total:	5,703.00
Checking	1	Fund: 33	LOCAL OPTION TAX	
CLARINDA HEATING AND COOLING	20170817	19624	41,218.65	
33 0000 4500 000 0000 720	AIR CONDITIONING		41,218.65	
			Vendor Total:	41,218.65
GLASS GUY, INC., THE	3506	19648	520.74	
33 0000 4500 000 0000 450	REPAIR DOOR		520.74	
GLASS GUY, INC., THE	3507	19648	720.00	
33 0000 4500 000 0000 720	BLACK OUT SHADES FOR WINDOWS		720.00	
			Vendor Total:	1,240.74
JAMF SOFTWARE	INV47590	19653	3,150.00	
33 0000 2237 000 0000 653	CASPER STUITE FOR MAC		3,150.00	
			Vendor Total:	3,150.00
MIDWEST OFFICE AUTOMATIONS, INC.	255468	19662	53.99	
33 0000 2237 000 0000 734	COPIER LEASE		53.99	
			Vendor Total:	53.99
MILLER CONSTRUCTION	09.02.17	19664	2,080.00	
33 0000 4500 000 0000 450	PLAYGROUND EQUIP INSTALLATION		2,080.00	
			Vendor Total:	2,080.00
OXEN TECHNOLOGY	inv00198001	19665	27,681.00	
33 0000 4500 000 0000 739	NETWORK/SERVER UPGRADE		27,681.00	
			Vendor Total:	27,681.00
TRED-MARK COMMUNICATIONS	67301	19674	663.05	
33 0000 4500 000 0000 490	RE-WORK CLASSROOM TELEPHONES		663.05	
			Vendor Total:	663.05
			Fund Total:	76,087.43
Checking	1	Fund: 36	PPEL FUND	
DELAGE LANDEN	55993850	19644	73.99	
36 0000 4500 000 0000 733	COPIER LEASE		73.99	
			Vendor Total:	73.99

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>
KONICA MINOLTA PREMIERE FINANCE	30725979	19657	203.89
36 0000 2237 000 0000 733	COPIER LEASE		203.89

Vendor Total: 203.89
Fund Total: 277.88

Checking 1 Fund: 61 SCHOOL NUTRITION FUND

MARTIN BROTHERS	6768535	19658	863.32
61 0000 3110 000 0000 631	PURCHASED FOOD		801.98
61 0000 3110 000 0000 618	MISCELLANEOUS SUPPLIES		61.34
MARTIN BROTHERS	6857158	19658	1,759.08
61 0000 3110 000 0000 631	PURCHASED FOOD		1,734.52
61 0000 3110 000 0000 618	MISCELLANEOUS SUPPLIES		24.56
MARTIN BROTHERS	6879046	19658	502.90
61 0000 3110 000 0000 631	PURCHASED FOOD		459.74
61 0000 3110 000 0000 618	MISCELLANEOUS SUPPLIES		43.16

Vendor Total: 3,125.30

MEYER LABORATORY, INC.	0599561-IN	19660	54.90
61 0000 3110 000 0000 618	KITCHEN SUPPLIES		54.90

Vendor Total: 54.90
Fund Total: 3,180.20

Checking Account Total: 179,759.10

Checking

3

Checking 3 Fund: 21 ACTIVITY FUND

BMO MASTERCARD	09.05.17	5597	1,084.92
	BERHORST		
21 3000 1400 950 7500 618	J BRUNNER-GOLF TOURNEY EXP		525.00
21 0000 1400 950 7600 618	MUSIC K8 RENEWAL		129.95
21 3000 1400 950 7325 618	ANDERSONS-HOCO SUPPLIES		44.97
21 3000 1400 950 7315 618	NASSP - NHS DUES		385.00

Vendor Total: 1,084.92

CLARINDA COUNTRY CLUB	1597	5595	312.00
21 3000 1400 950 7500 618	BOOSTER GOLF FUND RAISER		312.00

Vendor Total: 312.00

CLARINDA HERALD JOURNAL	08.28.17	5598	160.00
21 3000 1400 950 7500 618	PUBLICATIONS		160.00

Vendor Total: 160.00

HOWARD CLOTHING & SPORT. GOODS	6934	5599	9.95
21 3000 1400 920 6901 618	FLOOR TAPE FOR VB		9.95

Vendor Total: 9.95

MARRIOTT, DONNA	1596	5596	350.00
21 3000 1400 950 7500 618	BOOSTER GOLF FUND RAISER		350.00

Vendor Total: 350.00

Fund Total: 1,916.87

Checking Account Total: 1,916.87

AUGUST 2017
MONTHLY FINANCIAL STATEMENT
SOUTH PAGE COMMUNITY SCHOOL
HOT LUNCH FUND

BEGINNING CASH BALANCE **-\$1,437.97**

INCOME

Student Lunches and Breakfasts	\$0.00
Staff Lunches and Breakfasts	\$1,102.50
Vending Machine	\$0.00
Food Sold to Staff	\$0.00
Food Sold to Daycare/Preschool	\$316.43
Federal & State Reimbursement	\$0.00
Insurance Loss	\$0.00
Summer Breakfast and Lunch	\$0.00
Rebates	\$0.00

TOTAL INCOME **\$1,418.93**

TOTAL AVAILABLE **-\$19.04**

CASH EXPENDITURES

Food	\$0.00
Equipment	\$0.00
Hot Lunch Refunds	\$0.00
Misc. Supplies	\$0.00
Tuition	\$0.00
Travel/Mileage Reimbursement	\$0.00
Salaries	\$3,211.59

TOTAL EXPENDITURES **\$3,211.59**

END OF MONTH BALANCE **-\$3,230.63**

Trend of Hot Lunch Account

August 2016	-\$1,897.13	-\$3,125.20
September 2016	-\$6,204.36	-\$3,079.16
October 2016	-\$7,805.41	-\$1,601.05
November 2016	-\$7,963.45	-\$158.04
December 2016	-\$6,289.68	\$1,673.77
January 2017	-\$7,411.24	-\$1,121.56
February 2017	-\$8,967.44	-\$1,556.20
March 2017	-\$8,512.26	\$455.18
April 2017	-\$9,466.60	-\$954.34
May 2017	-\$13,761.59	-\$4,294.99
June 2017	-\$8,998.28	\$4,763.31
July 2017	-\$11,646.23	-\$2,491.25
August 2017	-\$3,230.63	

\$10,208.26 was borrowed from the General Fund to cover this balance.
 It will need paid back.

ACCOUNT	8/31/2016	8/31/2017	INTEREST RATE	BANK
ACTIVITY FUND 21 (PCSB)	\$ 81,656.53	\$ 74,119.60	\$10.64	0.15% PAGE COUNTY STATE BANK ACCT 3
ACTIVITY FUND 21 (ISJIT)	\$ 894.97	\$ 898.42	\$0.62	0.01% ISJIT 0785255605
RON WARREN SCHOLARSHIP FUND 81	\$ 487.42	\$ 489.11	\$0.31	0.01% ISJIT 0785254905
SCHOLARSHIPS 81 (PCSB)	\$ 2,028.42	\$ 2,028.42	\$0.00	0.00% PAGE COUNTY STATE BANK ACCT 3
FUND 10 (GENERAL)	\$ 72,153.97	\$ (32,008.86)	\$64.69	0.10% BANK IOWA ACCT 1
ISJIT GENERAL FUND 10	\$ 67,957.78	\$ 38,051.78	\$24.41	0.01% ISJIT 0785255597
ISJIT MANAGEMENT FUND 22	\$ 73,527.61	\$ (428.51)	\$3.61	0.01% ISJIT 0785255688
MANAGEMENT FUND 22 (BANK IOWA)	\$2,042.84	\$23,333.61	\$0.00	0.10% BANK IOWA ACCT 1
ISJIT PPEL FUND 36	\$ 732.02	\$ 2,789.67	\$1.82	0.01% ISJIT 785255696
BANK IOWA FUND 36	\$17,581.22	\$17,727.19	\$0.00	0.10% BANK IOWA ACCT 1
ISJIT LOSST FUND 33	\$ 115,764.58	\$ 111,398.66	\$94.58	0.01% ISJIT 0785254699
BANK IOWA FUND 33	\$227,449.04	\$217,941.89	\$0.00	0.10% BANK IOWA ACCT 1
FUND 61 (NUTRITION)	-\$3,125.20	-\$3,230.63	\$0.00	0.10% BANK IOWA ACCT 1
NURSES FUND 91	\$ 1,714.84	\$ 910.60	\$0.00	PAGE COUNTY STATE BANK ACCT 3
FUND 65 (Braddyville Little League)	\$ 4,942.18	\$ 7,997.24	\$0.00	0.01% PAGE COUNTY STATE BANK ACCT 3
FUND 71 (Self Funded Insurance)	\$ 8,895.50	\$ 13,253.43	\$0.00	
TOTAL CASH	\$ 674,703.72	\$ 475,271.62	\$200.68	

Volleyball	Football (Clarinda)	B Basketball (Clarinda)	Wrestling	G Basketball	B Track	G Track	Baseball (Clarinda)	Softball (Clarinda)
Bailey	Chase	Mason	Blaine D.	Bailey	Chase	Kathryn	Chase	Bailey
Jessalee	Jacob			Kayla	Jacob	Bailey	Mason	
Shalee	Blaine D.			Kaitlynn	Drake	Catherine	Eli	
Angelina	Mason			Sarah	Mason	Erin		
Autumn				Angelina	Blaine D.	Leslie		
Anne				Jessalee		Sarah		
Paris				Shalee		Jessalee		
Nikki				Catherine		Shalee		
Catherine				Erin		Angelina		
Erin				Sierra				
Sierra								
Lesli G.								
Emma								
JH Volleyball (Clarinda Lutheran)	JH Football (Clarinda)	JH B Basketball (Clarinda)		JH G Basketball	B Track	G Track		
Cheyenne	Bryan	Blaine H.		Chanda	Bryan	Chanda		
Peyton	Eli	Bryan		Cheyenne	Blaine H.	Cheyenne		
Jadeyn		Eli		Peyton	Isaac	Peyton		
Chanda				Draven	Eli	Draven		
Emaley				Brooke		Brooke		
Brooke				Ice'Us		Britney		

*Discuss
b.*

	INITIALS	DATE
PREPARED BY		
APPROVED BY		
MANAGER		

Exit Conference

Auditors:

Client:

Disaster recovery plan:

Comments:

Segregation of Duties (Journal Entry addition)

Noted the District has checks outstanding in the General (6 checks, \$106.24 in total o/s since FY13) and Student Activity Fund Bank (3 checks, \$120.00 o/s) reconciliations which have been outstanding for over a year. Chapter 556.1(1) and 556.11 of the Code of Iowa require the District to report unclaimed property to the State Treasury annually by November 1st. (Repeat of PY)

Noted the District paid for a Martin Bros invoice at the end of the year from the General Fund instead of the School Nutrition Fund. Each District fund is intended to stand on its own and not be propped by any other fund. School Nutrition expenses are the responsibility of the School Nutrition Fund. Any such expenditures paid by another fund must be repaid by the School Nutrition Fund through the Interfund Loan process.

Noted District paid for a scholarship out of the Booster Club account within the Student Activity Fund. (Check #5498) Scholarships are not an allowable expense within the Student Activity Fund. Student activity groups cannot arbitrarily decide to award scholarships unless specifically fundraised for. If District wishes to award scholarships to students it should be fundraised specifically for that purpose and then receipted and expensed from the District's private purpose trust fund (Fund 81).

Noted the District appears to have purchased prizes from the Music Booster Club within the Student Activity Fund. (Check #5530) Top H.A.T. Productions appears to have provided prizes of \$87 half of which was paid for by the District. District should not give prizes to students for being top sellers in fundraisers as each student does not have the same ability or opportunities to fundraise.

Noted the Bus lease with Bluebird dated June 9, 2017 was signed by the Business Manager and not the Board President. According to Chapter 291.1 of the Code of Iowa the Board President is required to sign all contracts entered into by the District.

Noted that check 5508 & 5509 was not signed by board secretary or president. Chapter 291.1 requires the board president or designee to sign all checks. Chapter 291.8 requires the board secretary to sign all checks

ORAL - Noted the District paid for 100 Folding Chairs from Sams Club (Check #5388 \$2,674.47) from the Booster Club account within the Student Activity Fund. These chairs appear to be used for assembly and classroom purposes per discussion with Principal, Denise Green. This expenditure does not appear to be extra-curricular in nature and would more appropriately have been paid from the General Fund.

ORAL - We noted during our audit instances of health insurance expenses coded to TSS. This is not listed as an allowable expense to the grant. Oral comment since the District over expended the grant and had adequate allowable expenses to fully expend the grant.

ORAL – Noted the District’s ISJIT accounts do not appear to be reconciled to the Balance Sheet on a monthly basis. District should review its reconciliation process and reconcile ISJIT statements to the Balance Sheet in order to provide more reliable and accurate financial statements.

ORAL – Noted 2 out of 20 Student Activity Fund Disbursements selected for audit sampling had purchase orders which were dated after the invoice date. This would indicate the purchase was made prior to approval by the District and its appropriate channels. (Check #5530 and 5441).

ORAL – We noted during our audit that the Superintendents travel was not approved by an independent person, better controls would be to have an independent person review and sign off on his travel.

ORAL- We noted that the business manager was signing the checks, not the board secretary from July-September 2016. This was later fixed.

ADDITIONAL ITEMS:

Support for Any A/R or A/P booked prior to CAR certification.

MEMORANDUM

August 22, 2017

TO: Mr. Peter Franks, Board President, East Mills CSD
Ms. April Scott, Board President, Essex CSD
Ms. Samantha Wilson, Board President, Fremont-Mills CSD
Mr. Dave Mincer, Board President, Hamburg CSD
Mr. Paul Griffen, Board President, Red Oak CSD
Mr. Dwight Mayer, Board President, Shenandoah CSD
Ms. Heidi Lowthorp, Board President, Sidney CSD
Mr. Ron Peterman, Board President, South Page CSD

FROM: Linda Perdue, Board Secretary
Green Hills AEA

RE: Green Hills AEA Board Election for DD 6

Pursuant to Section 273 of the *Code of Iowa*, enclosed is the official Ballot for the election of a Green Hills AEA board member to Director District #6. This board member shall serve on the Green Hills AEA Board of Directors for a term of four years, beginning with the first regular meeting of October 2017.

On candidate filed the *Statement of Candidacy* by the August 15 deadline for election to the office. Please complete the Ballot by checking the box for the candidate for whom **your Board casts its vote**, filling in your school district name, signature, date, and weighted vote. (Even though there is only one candidate, please still check the box.)

To be counted, your board must take action on the ballot; and, the ballot must be received by me by the end of the normal business day on September 29 or be clearly postmarked by an officially authorized postal service not later than September 29 and received by me not later than noon on the first Monday following September 30, 2017.

Thank you for your support of this process. If you have questions, please contact me at lperdue@ghaea.org or 712-366-0503 or 1-800-432-5804.

Encs: Ballot and Weighted Vote

C: ***Superintendents and Board Secretaries of:***
Essex CSD
Fremont-Mills CSD
Hamburg CSD
East Mills CSD

Red Oak CSD
Shenandoah CSD
Sidney CSD
South Page CSD

BALLOT

For Area Education Agency
Board of Directors Election

Green Hills AEA

Director District Number 6

Candidate(s) for Election

☐ John Gambs

I, _____, being a member of the Board of Directors and
(Name)

being duly authorized by the _____ Community
(Local School District)

School Board of Directors, hereby cast the weighted vote of that Board for

_____ as director of District Number 6 for the
(Candidate's Name)

Green Hills Area Education Agency Board of Directors.

Date: _____, 2017

Weighted Vote 5.34

A school districts weighted vote must be cast for one (1) candidate, and may not be divided among several candidates. The weighted votes, as determined by the Department of Education are listed on the enclosed Population and Voting Data document.

To be counted, this Ballot must be received by the end of the normal business day on September 30 or be clearly postmarked by an officially authorized postal service not later than September 29 and received not later than noon on the first Monday following September 30, by: Linda Perdue, Board Secretary, Green Hills AEA, 24997 Highway 92, P.O. Box 1109, Council Bluffs, Iowa 51502.

Director District 6 – Percentage Vote

Director District 6 consists of the following community school districts: East Mills, Essex, Fremont-Mills, Hamburg, Red Oak, Shenandoah, Sidney, and South Page

<u>School District</u>	<u>Percentage Vote</u>
East Mills	12.30
Essex	4.94
Fremont-Mills	9.02
Hamburg	6.32
Red Oak	26.18
Shenandoah	26.78
Sidney	9.12
South Page	<u>5.34</u>
	100.00%

Action - item M

[illegible]



IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

P.O. BOX 10 • BOONE, IA 50036-0010 • (515) 432-2011 • FAX (515) 432-2961 • www.iahsaa.org

ALAN BESTE, Executive Director • BRETT NANNINGA, Associate Director

TODD THARP, Assistant Director • CHAD ELSBERRY, Assistant Director • JARED CHIZEK, Assistant Director

August 25, 2017

TO: School Administrators

FROM: Alan Beste, Executive Director - IHSAA

RE: IHSAA Member Schools With No Ejections During 2016-2017 Sport Season

It is with great pride that I can send this letter to your school regarding coach and student-athlete conduct during the 2016-2017 school year.

You are one of 165 schools, which calculates to 45% of the IHSAA membership, who had no student-athletes or coaches ejected during the 2016-2017 school year.

So many times we dwell on the negative but this is an opportunity for me to convey to you from the Iowa High School Athletic Association that you should take pride in notifying your coaches and your student-athletes how proud you are of their overall conduct during the 2016-2017 school year.

We continue to see good conduct from our coaches and our student-athletes every year. I realize many times an ejection deals with an emotional outburst and the individual involved regrets what has occurred, but to go through an entire year and not have one flagrant, unsportsmanlike act during any of your competitions, is certainly something to be proud of.

I am proud I can send you this letter about the great conduct and sportsmanship by you student-athletes and coaches. With the start of the 2017-2018 school year I hope you can use this as a springboard to another great year.

Keep up the good work. Keep the emphasis where we need to have it as it relates to your students and coaches representing your school, community and patrons. We do appreciate your leadership.

At every competition venue and in the stands - - - **CONDUCT COUNTS!!**

Sincerely,

Alan Beste
Executive Director

AB:cc