

Gregg Cruickshank, Superintendent geruickshank@southpageschools.com Sherri Ruzek, Business Manager sruzek@southpageschools.com

South Page Community School District

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



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 Secretary/Adm. Asst. pbehr@southpageschools.com

South Page CSD – Board Meeting December 12, 2016 at <u>7:30 p.m.</u> – NOTE THE TIME CHANGE Vocational Agriculture Classroom

- 1. Call to order/roll call
- 2. Approve agenda
- Consent agenda
 - Minutes of the November regular meeting
 - b. Bills to be paid
 - c. Financial report
- 4. Reports

Principal

Superintendent

Maintenance and Transportation

- 5. Discussion/action
 - a. Modified supplemental amount for for at risk/drop out prevention
 - b. Policy review
- 6. Action
 - a. South Page Education Association
- 7. Board comments
- 8. Celebrations
- 9. Adjournment

Reports

Principal

• It will be shared at the meeting and emailed.

Superintendent - enclosed:

- Press release from the Iowa Department of Education on Teacher, Leadership and Compensation.
- A letter from the Charles Hockenberry Foundation.
- An overview of Smarter Balanced Assessment from the Green Hills AEA newsletter.
- A Board learning opportunity at Clarinda on January 12.

Maintenance/Transportation Director

Updates will be shared on the locker room project and the lighting efficiency project.

Discussion/action

Supplemental state aid/modified allowable growth for at risk/dropout prevention

- Enclosed is the budget for 2017 18.
- This part of the budget funds John Davis's services. It is funded entirely with property taxes.
- Motion if the Board so chooses to submit a request to the School Budget Review Committee for \$24,470 for modified supplemental amount/dropout prevention for fiscal year 2017 – 18.

Policy review

- Enclosed are sections 400 and 401 for Board review.
- Motion needed to approve if the Board so chooses.

Action

South Page Education Association – communication enclosed

- A motion is needed to recognize the South Page Education Association as the collective bargaining group for the certified (teaching) staff.
- A motion is needed to appoint two board members to the Board Negotiations Team.

Board Comments

Celebrations

Adjournment

Consent minutes

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 November 14, 2016 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 7:00pm. Roll call: Jacquelyn Autry, Chris Drennen ,Kenny Jackson, Ron Peterman, and Darin McClarnon were present. Also present were Superintendent Gregg Cruickshank, Principal Denise Green, Board Secretary Pat Behrhorst and guests.

AGENDA

K Jackson made a motion to approve the agenda. D McClarnon second. Motion carried 5-0

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

REPORTS

Denise Green Principal

- 1. Don and Chuck from KMA visited Mrs.Guthrie's class about students reporting and uploading audio and video clips to KMA. Each school in the Corner Conference will be doing a spot showcase on the KMA morning show for education.
- Omaha Zoo trip was a success for all students and staff. Monthly activities are planned for the family groups.
- 3. Mr. Davis and Mrs. Green are working on Smarter Balance preparation for next year. They are attending
- 4. Mrs. Prouty took 7 South Page students and 1 Essex student to the State FFA conference last weekend.
- 5. Christmas Concert is moved to December 5th due to a conflict with basketball games.

Gregg Cruickshank, Superintendent

- 1. School Board Convention will attend on Wednesday, November 16th
- 2. Shared a summary of the Rural School Advocates of Iowa four highest legislative priorities.
- 3. Shared the article about Davenport's challenge to inequality in the cost per pupil funding. They are an Urban 8 school district and belong to Rural School Advocates of Iowa.
- 4. Shared information on the Property Tax History and Unspent Authorized Budget for South Page.

Maintenance/Transportation Director

Board gave consensus approval to go ahead with the girl's locker room shower area update

DISCUSSION/ACTIION

Athletic Sharing

J Autry made a motion to offer Junior High Boy/Girl Students interested in Track the option of participating at South Page or Clarinda this Spring. The motion died for lack of second.

Open Enrollment out past deadline

K Jackson made a motion to deny the application for open enrollment past deadline for two students to the Sidney District. C Drennen second. Motion carried 5-0

Supplemental state aid/modified allowable growth for increasing enrollment

J Autry made a motion to ask the School Budget Review Committee for \$71,841.90 of supplemental state aid/modified allowable growth for increased enrollment for the 2016 – 17 school year. K Jackson second. Motion carried 5-0

Supplemental state aid/modified allowable growth for open enrollment out

C Drennen made a motion to ask the School Budget Review Committee for \$13,536.60 of supplemental state aid/modified allowable growth for open enrolled students on the 2016 certified enrollment but not on the 2015 certified enrollment. The total amount for both requests is \$85,378.50 and if reflected on line 18, FY 2017 of the unspent authorized budget worksheet. D McClarnon second. Motion carried 5-0

Policy review

C Drennen made a motion to approve the review of Board Policy section 300. K Jackson second. Motion carried 5-0.

Board Comments - None

Celebrations

- 1. Catherine Neihart and Lesli Gregory where inducted to NHS.
- 2. Thank you to our Booster Club for providing the funds for the whole school trip to the zoo.
- Thank you to the Coin Fire Department for hosting PK-4th grade students during Fire Prevention Week.
 Mrs. Hoskins and the Corner Conference for a successful Jr High Vocal Festival here at SP. 175 CC students were
- 5. Mrs. Hoskins, 4th -5th music students, Peyton Guthrie, and the Clarinda Post for a successful Veteran's Day Program for all students and the community.

Adjournment

K Jackson made a motion to adjourn the meeting at 7:50pm. 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.

Ron Peterman, President Pat Behrhorst, Secretary

South Page CSD 12/08/2016 2:23 PM

Board Report - Detail

Accounts Payable User ID:

Vendor Name Account Number	PO Number Invoice	Invoice Date	Amount	
Checking	1	Amount		
Checking 1		מאנדי		
BIO CORPORATION	202523		43.70	
10 3000 1000 113 0000 612	HS-SCIENCE SUPPLIES	43.70		
		Vendor	Total:	43.70
BMO MASTERCARD		12/05/2016	174.66	
10 0000 1000 100 0000 618	QUILL-OFFICE SUPPLIES	174.66		
BMO MASTERCARD	12.05.16C	12/05/2016	275.67	
10 0000 2321 000 0000 580	BAYMONT-SIDNEY VB STATE	122.10		
10 0000 2321 000 0000 580	US CELL CTR-SIDNEY VB STATE	9.75		
10 0000 2321 000 0000 580	KUM & GO-SIDNEY VB STATE	20.10		
10 0000 2321 000 0000 580	PERKINS-SIDNEY VB STATE	14.15		
10 0000 2321 000 0000 580	CASEYS-FUEL	39.24		
10 0000 2321 000 0000 580	CANDLEWOOD-IASB CONF	95.20		
10 0000 2321 000 0000 580	PITA PIT-IASB CONF	4.55		
10 0000 2321 000 0000 580	PERKINS-IASB CONF	12.01		
10 0000 2321 000 0000 580	CENEX-FUEL	10.00		
10 0000 2321 000 0000 580	PIZZA RANCH-SUPT MTG	9.62		
10 0000 2321 000 0000 580	BAYMONT-CANCELATION	(61.05)		
BMO MASTERCARD	12.05.16D	12/05/2016	737.62	
10 0000 1000 100 0000 618	WALMART-ROOM SUPPLIES	18.18		
10 0000 2237 100 0000 734	AMAZON-TECH SUPPLIES	23.90		
10 0000 2237 100 0000 734	AMAZON-TECH SUPPLIES	715.91		
10 0000 0000 100 0000	AMAZON TECH- RETURN	(22.39)		
10 0000 2510 000 0000 349	FEES	2.02		
			Total:	1,187.95
			10041.	1,107.93
CAPITAL SANITARY SUPPLY CO.	20535	12/07/2016	73.26	
10 0000 2600 000 0000 618	MISCELLANEOUS SUPPLIES	73.26		
		Vendor :	Total:	73.26

CITY OF COLLEGE SPRINGS	11.29.16	11/29/2016	416.55	
10 0000 2600 000 0000 411	WATER	409.80		
10 0000 2600 000 0000 421	GARBAGE	6.75		
		Vendor I	otal:	416.55
CITY OF ESSEX	284191	12/01/2016	88.80	
10 0000 2600 000 0000 618	MISCELLANEOUS SUPPLIES	88.80		
	Y	Vendor T	otal:	88.80
			00000000000000000000000000000000000000	50.00
DRENNEN, ROBIN	11.22.16	11/22/2016	150.00	

Vendor Name	PO Number	Invoice	Invoice Date	Amount	
Account Number	Description		Amount	-	
10 0000 1200 470 1118 810		ACT PREP	150.00		
	CLASS				
			Vendo	or Total:	150.00
EASTERS FAMILY CENTER		18792	11/30/2016	(51.06)	
		10/92	11/30/2016	(51.06)	
10 0000 2600 000 0000 430	DOUBLE PAYMENT		(51.06)		
EASTERS FAMILY CENTER			11/16/2016	40.96	
				40.50	
10 0000 2600 000 0000 430	REPAIR AND MAIN	NTENANCE	40.96		
EASTERS FAMILY CENTER			11/23/2016	119.88	
10 0000 2600 000 0000 430	REPAIR AND MAIN	ITENANCE	119.88		
			Vendo	r Total:	109.78
EDUCATIONAL TRANSITIONS		082014-0025	11/20/2016	2,530.00	
10.0000					Ť
10 3000 2120 420 1119 320	SEC GUIDANCE SE	RVICES	2,530.00		
			Vendor	Total:	2,530.00
FAREWAY		11 30 16	11/30/2016	E2 66	
		11.30.10	11/30/2010	33.00	
10 3000 1300 355 0000 612	FCS-SUPPLIES		53.66		
				Total:	53.66
			7 311432	10041.	33.00
FINE SERVICES		41920	10/31/2016	59.00	
10 0000 2600 000 0000 425	PEST CONTROL		59.00		
FINE SERVICES		42235	11/17/2016	59.00	
		95			
10 0000 2600 000 0000 425	PEST CONTROL		59.00		
			Vendor	Total:	118.00
GREEN HILLS AEA		62505	11/14/2016	F 05	
		02303	11/14/2010	5.25	
10 1900 1000 100 0000 618	LAMINATION SVC		5.25		
GREEN HILLS AEA			11/14/2016	6.65	
			,,	0.00	
10 1900 1000 100 0000 618	LAMINATION SVC		6.65		
·		*	Vendor	Total:	11.90
HARMS, TAMMY		11.12.16	11/12/2016	7.70	
·					
10 0000 2700 000 0000 580	FFA DRIVER		7.70		
			Vendor	Total:	7.70
HOSKINS, ARLAN		11 30 16	11/30/2016	174 04	
, , , , , , , , , , , , , , , , , , , ,		11.50.10	11/30/2010	1/4.24	
10 0000 2120 000 0000 580	GUIDANCE SERVICES	S TRAVET.	174.24		
	January College	- 11414 [1]		Total:	174.24
			vendor	ICCAI.	1/4.24

Vendor Name Account Number	PO Number Description	Invoice	Invoice Date Amount	Amount	
HOSKINS, DENISE		11.30.16	11/30/2016	125.40	
10 0000 1200 470 1118 580	MILEAGE REIMBU	RSEMENT	125.40 Vendo :	r Total:	125.40
IOWA COMMUNICATIONS NETWORK		491722	12/02/2016	547.84	
10 0000 2236 000 0000 536	INTERNET ACCESS	S/ICN	547.84 Ve ndo	Total:	547.84
IOWA SCHOOL FINANCE INFORMAT SERVICE	ION	8532	10/31/2016	28.50	
10 0000 2572 000 0000 349	BACKGROUND RECO	DRD CHECK	28.50 Vendor	Total:	28.50
JB PARTS AND SUPPLY		331348	11/30/2016	36.95	
10 0000 2700 000 0000 618	BUS SUPPLIES		36.95 Vendor	Total:	36.95
JENSEN, CYNTHIA		20161006	11/16/2016	850.00	
10 0000 1200 217 3303 320	SPECIAL ED LEVE	L III OTHER	850.00		
			22: 2		050 00
			Vendor	Total:	850.00
JMC COMPUTER SERVICE		48633	12/05/2016		850.00
JMC COMPUTER SERVICE 10 0000 2237 000 0000 652	MESSAGE CENTER	48633	12/05/2016	204.00	
10 0000 2237 000 0000 652	MESSAGE CENTER		12/05/2016	204.00 Total:	204.00
	MESSAGE CENTER	48633 12.12.16	12/05/2016	204.00	
10 0000 2237 000 0000 652		12.12.16	12/05/2016 204.00 Vendor 12/12/2016 3.00	204.00 Total:	204.00
10 0000 2237 000 0000 652 KENAGY, BRENDA	VAN MAINTENANCE	12.12.16	12/05/2016 204.00 Vendor 12/12/2016 3.00	204.00 Total: 3.00 Total:	
10 0000 2237 000 0000 652 KENAGY, BRENDA 10 0000 2700 000 0000 618	VAN MAINTENANCE	12.12.16	12/05/2016 204.00 Vendor 12/12/2016 3.00 Vendor	204.00 Total: 3.00 Total:	204.00
10 0000 2237 000 0000 652 KENAGY, BRENDA 10 0000 2700 000 0000 618 KING, CHRIS	VAN MAINTENANCE	12.12.16	12/05/2016 204.00 Vendor 12/12/2016 3.00 Vendor 10/24/2016 300.00	204.00 Total: 3.00 Total:	3.00
10 0000 2237 000 0000 652 KENAGY, BRENDA 10 0000 2700 000 0000 618 KING, CHRIS 10 0000 1000 100 3376 121	VAN MAINTENANCE BLS INSTRUCTION	12.12.16	12/05/2016 204.00 Vendor 12/12/2016 3.00 Vendor 10/24/2016 300.00 Vendor	204.00 Total: 3.00 Total: Total:	3.00
10 0000 2237 000 0000 652 KENAGY, BRENDA 10 0000 2700 000 0000 618 KING, CHRIS 10 0000 1000 100 3376 121 KONICA MINOLTA BUSINESS SOLUT:	VAN MAINTENANCE BLS INSTRUCTION IONS COPIER CHARGES	12.12.16 1367 242907277	12/05/2016 204.00 Vendor 12/12/2016 3.00 Vendor 10/24/2016 300.00 Vendor 11/30/2016 74.71	204.00 Total: 3.00 Total: 74.71	3.00
10 0000 2237 000 0000 652 KENAGY, BRENDA 10 0000 2700 000 0000 618 KING, CHRIS 10 0000 1000 100 3376 121 KONICA MINOLTA BUSINESS SOLUT: USA INC 10 0000 2600 000 0000 349 KONICA MINOLTA BUSINESS SOLUT:	VAN MAINTENANCE BLS INSTRUCTION IONS COPIER CHARGES IONS COPIER CHARGES	12.12.16 1367 242907277 242907605	12/05/2016 204.00 Vendor 12/12/2016 3.00 Vendor 10/24/2016 300.00 Vendor 11/30/2016 74.71 08/31/2016 37.29	204.00 Total:	3.00

Vendor Name Account Number	PO Number	Invoice	Invoice Date	Amount	
KONICA MINOLTA BUSINESS SOLUSA INC	Description LUTIONS	242907799	Amount 10/31/2016	78.27	
10 0000 2600 000 0000 349	COPIER CHARGES		78.27		
			Vend	or Total:	296.91
MATHESON		51111009	11/30/2016	40.10	
10 3000 1300 310 0000 612	VOC AG-SUPPLIES	5	40.10		
			Vend	or Total:	40.10
MID-AMERICAN ENERGY		11.23.16	11/23/2016	2,319.88	
10 0000 2600 000 0000 622	MAINTENANCE-ELE	CTRICITY	2,319.88		
			Vendo	or Total:	2,319.88
PAGE COUNTY EXTENSION		11.30.16	11/30/2016	210.00	
10 0000 1000 100 3387 618	LEGO LEAGUE		210.00		
			Vendo	r Total:	210.00
R TESTING		6024	11/30/2016	600.00	
10 0000 2700 000 0000 618	TANK TIGHTNESS	resting -	600.00		
				r Total:	600.00
RIGHT NOW HEATING & AIR		5971	11/17/2016	124.00	
10 0000 2600 000 0000 430	SWITCH REPLACEME	INT	124 00		
RIGHT NOW HEATING & AIR			11/30/2016	473.00	
10 0000 2600 000 0000 430	MAINTENANCE BUIL	DING	473.00		
			Vendor	Total:	597.00
SAPP BROS PETROLEUM		517029	11/25/2016	2,115.00	
0 0000 2600 000 0000 623	MAINTENANCE-PROP	ANE	2,115.00		
			Vendor	Total:	2,115.00
CHOOL HEALTH		3222396-00	11/17/2016	53.62	
0 0000 2134 000 0000 618	SCHOOL NURSE SUPP	PLIES	53.62		
			Vendor	Total:	53.62
HORE MOTOR CO.		12.01.16	12/01/2016	361.83	
0 0000 2700 000 0000 673			243.03		
0 0000 2700 000 0000 434			108.00		
0 0000 2700 000 0000 618	BUS SUPPLIES		10.80		
			Vendor	Total:	361.83

12/08/2016 2:23 PM					User II
Vendor Name Account Number	PO Number Description	Invoice	Invoice Date		
SOUTH PAGE COMMUNITY SCHOOL DISTRICT	<u> 200011901011</u>	6A	Amount 11/30/2016		
10'0000 1000 100 0000 618	MISCELLANEOUS	SUPPLIES	4.00		
SOUTH PAGE COMMUNITY SCHOOL DISTRICT		7A	11/30/2016	2.00	
10 0000 1000 100 0000 618	MISCELLANEOUS	SUPPLIES	2.00		
			Ven	dor Total:	6.00
SOUTHWEST SANITATION		72630	11/21/2016	390.00	
10 0000 2600 000 0000 421	GARBAGE		390.00		
			Vend	dor Total:	390.00
TEACHING STRATEGIES LLC		0289359+IN	11/08/2016	209.00	
10 1000 1100 101 3117 645	GOLD ASSESSMENT	T	209.00		
			Vend	dor Total:	209.00
UNITED FARMERS CO-OP		A067910	09/23/2016		
10 0000 2700 000 0000 672	BUS TUBES & TIF	RES	149.80		
			Vend	lor Total:	149.80
VILLISCA CLINIC		09.01.16	11/30/2016	125.00	
10 0000 2700 000 0000 271	BUS DRIVER PHYS	SICAL	125.00		
				or Total:	125.00
WHIPPLE, SAVANNAH		10.31.16	10/31/2016	97.55	
				37.33	
10 0000 1000 300 4531 580			49.57		
10 0000 1000 100 3373 580	IOWA CORE CURRI	CULUM TRAVEL		- 10 see 10	
			Vendo	or Total:	97.55
WINDSTREAM IOWA COMMUNICATIONS	3	11.30.16	11/30/2016	554.45	
10 0000 2329 000 0000 532	TELEPHONE/FAX		554.45		
			Vendo	or Total:	554.45
YOUNGER OIL		9979	11/23/2016	2,034.05	
10 0000 2700 000 0000 627	BUS TRANS-DIESEI		2,034.05		
			Vendo	r Total:	2,034.05
			Fund	Total:	17,221.42
Checking 1 Fur					/
COMMUNICATION SERVICES		66054	08/25/2016	620.95	
33 0000 4500 000 0000 490	RENAME EXTENSION	S	620.95		

Vendor Total:

User ID:

<u>Vendor Name</u> Account Number	PO Number Description	Invoice	Invoice Date Amount	Amount	
KOVAR, DAVE		SP SCHOOLS	11/21/2016	00 170 05	
**************************************		51 501100113	11/21/2016	82,172.25	
33 0000 4500 000 0000 720	NEW LIGHT FIXTU	JRE	82,172.25		
			Vend	or Total:	82,172.25
			Fund	Total:	82,793.20
Checking 1	Fund: 36 PPEL FU	IND			/
DELAGE LANDEN		52422457	11/20/2016	69.99	
36 0000 4500 000 0000 733	COPIER LEASE		69.99		
				or Total:	69.99
KONICA MINOLTA PREMIERE FI	NANCE	20401005	11/06/0016		
THE TAXABLE PARTIES OF THE PARTIES O	MANOL	25401993	11/26/2016	203.89	
36 0000 2237 000 0000 733	COPIER LEASE		203.89		
			Vendo	or Total:	203.89
MIDWEST OFFICE AUTOMATIONS	, INC.	204165	11/30/2016	50.00	
26 0000 0007 000 0000 700	and an annual control of the control				
36 0000 2237 000 0000 733	COPIER CHARGES		50.00	m-4-1	
			vendo	or Total:	50.00
NAVIANCE INC		INV00056032	10/03/2016	3,461.00	
36 0000 2237 000 0000 652	NAVIANCE FOR HIG	GH SCHOOL	3.461.00		
*				r Total:	3,461.00
NSAN, INC.		17333	11/15/2016	770.00	
		17333	11/15/2016	770.00	
36 0000 2237 000 0000 320	TECHNOLOGY PURCH	ASED	770.00		
	SHRVICES		Vendo	r Total:	770.00
					7,0.00
Checking 1	Fund: 61 SCHOOL N	מאוים וארדיידראיו		Total:	4,554.88
ANDERSON ERICKSON DAIRY	The second of th		11/30/2016	539.68	
61 0000 2110 000 0000 621					
61 0000 3110 000 0000 631	PURCHASED FOOD		539.68	Total:	530.60
			vendor	. IOCAI:	539.68
FAREWAY		11.30.16	11/30/2016	56.18	
61 0000 3110 000 0000 631	PURCHASED FOOD		56.18		
5				Total:	56.18
HY-VEE		12.01.16	12/01/2016	0 75	
		12.01.10	12/01/2010	2.75	
61 0000 3110 000 0000 631	PURCHASED FOOD		2.75		
					120 1200

Vendor Total:

21 3000 1400 950 7332 815 BPA DUES/FEES

South Page CSD		Board Repor	t - Detail		
12/08/2016 2:23 PM					User II
Vendor Name	PO Number	Invoice	Invoice Date	Amount	
Account Number	Description	an diamental	Amount		
KECK, INC.		11.14.16	11/14/2016	252.47	
61 0000 3110 000 0000 639	COMMODITIES CON	SUMED	252.47		
¥			Vendo	r Total:	252.47
MARTIN BROTHERS		6340107A	09/01/2016	27.25	
61 0000 3110 000 0000 631	PURCHASED FOOD		27.25		
MARTIN BROTHERS		6434283	11/03/2016	767.15	
61 0000 3110 000 0000 631	PURCHASED FOOD		743.99		
61 0000 3110 000 0000 618	MISCELLANEOUS S	UPPLIES	23.16		
MARTIN BROTHERS		6444936	11/10/2016	1,003.74	
61 0000 3110 000 0000 618	MISCELLANEOUS SU	UPPLIES	49.09		
61 0000 3110 000 0000 631	PURCHASED FOOD		954.65		
MARTIN BROTHERS			11/17/2016	754.64	
61 0000 3110 000 0000 631	PURCHASED FOOD		666.61		
61 0000 3110 000 0000 618	MISCELLANEOUS SU	JPPLIES	88.03		
			Vendor	Total:	2,552.78
MEYER LABORATORY, INC.		565365-IN	12/02/2016	78.30	
61 0000 3110 000 0000 618	MISCELLANEOUS SU	JPPLIES	78.30		
			Vendor	Total:	78.30
			Fund T	otal:	3,482.16
Checking	3		Checking Account	Total:	108,051.66
Checking 3 I	174				
4 SEASONS FUND RAISING		1676	11/29/2016	3,614.58	
21 3000 1400 950 7335 618	FFA EXPENSE		3,614.58		
			Vendor	Total:	3,614.58
BMO MASTERCARD		12.05.16A	12/05/2016	31.95	
21 3000 1400 950 7335 618	AQUAPONICS-FISH	FOOD	31.95		
BMO MASTERCARD		12.05.16D	12/05/2016	432.24	
21 3000 1400 920 6901 618			287.84		
21 3000 1400 950 7322 618	5 GUYS-DES MOINE	S TRIP	144.40		
			Vendor	Total:	464.19
BUSINESS PROFESSIONALS OF AME COWA ASSOC	ERICA	11.21.16	11/21/2016	25.00	

25.00

Vendor Total:

User ID:

			2		
Vendor Name	PO Number	Invoice	Invoice Date	Amount	
Account Number	Description		7		
BUSINESS PROFESSIONALS OF A	AMERICA,	S172045	11/15/2016	24.00	
21 3000 1400 950 7332 815	BPA DUES/FEES		24.00		
			Vendo	or Total:	24.00
CHAFA, KYLE		12.02.16	12/02/2016	100.00	
21 3000 1400 920 6901 345	12.02.16 HS GI	RLS	100.00		
			Vendo	r Total:	100.00
FAN CLOTH		IN260064	11/15/2016	1,014.00	
21 3000 1400 920 6901 618	FUNDRAISER ITEN	MS	1,014.00		
•	S.		Vendo:	r Total:	1,014.00
FOOTWORKS DANCE BY SHAYLEN I	LLC	30063162	10/05/2016	282.10	
21 3000 1400 950 7322 618	DANCE TEAM EXPE	NSE	282.10		
FOOTWORKS DANCE BY SHAYLEN I			0 09/20/2016	753.00	
21 3000 1400 950 7322 618	DANCE TEAM EXPE	NSE	753.00		
			Vendor	Total:	1,035.10
OWARD CLOTHING & SPORT. GOO	DDS	6402	11/10/2016	250.00	
1 3000 1400 920 6901 739	BASKETBALL RACK		250.00		
			Vendor	Total:	250.00
OWA FFA ASSOCIATION		21972	10/26/2016	453.50	
1 3000 1400 950 7335 618	MEMBERSHIP DUES		453.50		
	THE STATE OF THE S			Total:	453.50
ARTIN BROTHERS		6455918	11/17/2016	295.84	
1 3000 1400 950 7317 618	CONCESSION STANF	Pypence	225.24		
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	CONCESSION SIAND) EVLENOE		Total:	295.84
					295.84
ACE, RICK	•	12.02.16	12/02/2016	100.00	
. 3000 1400 920 6901 345	12.02.16 HS GIRL BASKETBALL	S	100.00		
¥			Vendor	Total:	100.00
PSI-COLA COMPANY	3	30110663	11/18/2016	527.89	
3000 1400 950 7317 618	CONCESSION STAND	EXPENSE	527 89		
				Total:	527.89
CHARDSON, STEPHANIE		11 10 16			
,		11.10.10	11/18/2016	21.79	

User ID:

<u>Vendor Name</u> <u>Account Number</u> 21 3000 1400 950 7223 618	PO Number Invoice Description 6TH GRADE SUPPLIES	Invoice Date Amount Amount 21.79	
		Vendor Total:	21.79
SUNDERMAN, RICH	11.22.16	11/22/2016 50.00	
21 3000 1400 920 6901 345	11.22.16 JH GIRLS BB	50.00	
		Vendor Total:	50.00
WILLIAMS, JUSTIN	11.22.16	11/22/2016 50.00	
21 3000 1400 920 6901 345	11.22.16 JH GIRLS BB	50.00	
		Vendor Total:	50.00
WOODS, DAVID	12.02.16	12/02/2016 100.00	
21 3000 1400 920 6901 345	12.02.16 HS GIRLS BASKETBALL	100.00	
		Vendor Total:	100.00

Fund Total: 8,125.89

Checking Account Total: 8,125.89

Nutrition

November 2016 MONTHLY FINANCIAL STATEMENT SOUTH PAGE COMMUNITY SCHOOL HOT LUNCH FUND

BEGINNING CASH BALANCE		-\$7,805.41
INCOME		
Student Lunches and Breakfasts	\$2,758.85	
Staff Lunches and Breakfasts	\$473.75	
Food Sold to Staff	\$0.00	
Food Sold to Daycare/Preschool	\$8.50	
Federal & State Reimbursement	\$5,785.77	
Insurance Loss	\$0.00	
Summer Breakfast and Lunch	\$0.00	
Rebates	\$0.00	
TOTAL INCOME	\$9,026.87	
TOTAL AVAILABLE		\$1,221.46
CASH EXPENDITURES		
Food	\$5,571.18	
Equipment	\$0.00	
Hot Lunch Refunds	\$94.50	
Misc. Supplies	\$216.32	
Tuition	\$0.00	
Travel/Mileage Reimbursement	\$0.00	
Salaries	\$3,302.91	
TOTAL EXPENDITURES	\$9,184.91	
END OF MONTH BALANCE		-\$7,963.45

Trend of Hot Lunch Acco	ount	nt
-------------------------	------	----

November 2015	-\$9,796.84	-\$751.05
December 2015	-\$10,454.08	-\$657.24
January 2016	-\$12,651.93	-\$2,197.85
February 2016	-\$12,336.98	\$314.95
March 2016	-\$11,288.35	\$1,048.63
April 2016	-\$11,911.71	-\$623.36
May 2016	-\$12,712.21	-\$800.50
June 2016	-\$13,461.68	-\$749.47
July 2016	-\$15,538.14	-\$2,076.46
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

		0.15% PAGE COUNTY STATE BANK ACCT AT	517 1C BAINN ACC 1 #3	53003	0.13% PAGE COUNTY STATE BANK ACCT 45	CT #1	55507	55.5.5.7.7.7.7.7.7.7.7.7.7.7.7.7.7.7.7.	20000 # LJ.	5604	7 + 100	54608	4 H		0.15% PAGE COUNTY STATE BANK ACCT #3	SINIC BAIN ACCI #3	STATE BANIV ACCT #2
	RATE BANK	O 15% PAGE COLINITY															
	INTEREST RATE	\$12.29	\$0.00	\$000	\$0.00	\$73.80	\$35.27	\$6.73	\$0.00	\$2.05	\$0.00	\$17.03	\$0.00	\$0.00	\$0.00	\$0.00	
11/30/2016	BALANCES	\$ 84,198.24	\$ 895.04	\$ 487.42	,	\$ 409,535.47	\$ 235,857.31	\$ 62,213.36	\$ 7,752.50	\$ 20,958.35	\$ 16,551.38	\$ 159,714.63			\$1,714.84	\$4,942.18	
11/30/2015	BALANCES	81,896.50	894.97	487.42	500.00	378,026.46	351,451.50	91,846.27	14,515.29	43,934.26	(5,748.25)	303,652.87	(633.51) \$	-\$9,796.84	\$1,460.72	\$4,445.53	
		\$	\$	FUND 81 \$	JND 81 \$	\$	₩	2 \$	UND 22 \$	\$	₩	\$	₩			E LEAG	
	ACCOUNT	ACTIVITY FUND 21 (PCSB)	ACTIVITY FUND 21 (ISJIT)	RON WARREN SCHOLARSHIP FUND 81	JOY JONES SCHOLARSHIP FUND 81	FUND 10 (GENERAL)	ISJIT GENERAL FUND 10	ISJIT MANAGEMENT FUND 22	BANK IOWA MANAGEMENT FUND 22	ISJIT PPEL FUND 36	BANK IOWA PPEL FUND 36	ISJIT LOSST FUND 33	BANK IOWA LOSST FUND 33	FUND 61 (NUTRITION)	NURSES FUND FUND 91	FUND 65 BRADDYVILLE LITTLE LEAG	



Gregg Cruickshank < gcruickshank@southpageschools.com>

RELEASE: Interim study of lowa's teacher leadership system shows positive results

1 message

Hupp, Staci [IDOE] <Staci.Hupp@iowa.gov>
To: South Page Comm School District <gcruickshank@southpageschools.com>

Tue, Dec 6, 2016 at 9:07 AM



Iowa Department of Education

News Release

For Immediate Release:

Dec. 6, 2016

For More Information:

Staci Hupp

515-281-5651

staci.hupp@iowa.gov

Interim study of lowa's teacher leadership system shows positive results

System supports great teaching; impact on students not yet known

DES MOINES – The first school districts to launch teacher leadership plans through Iowa's Teacher Leadership and Compensation System reported a positive impact on educators' professional climate and classroom instruction, according to an interim evaluation report released today by the Iowa Department of Education.

Teachers and administrators in the first 115 school districts chosen to launch teacher leadership plans – 39 districts in the 2014-15 school year and 76 in 2015-16 – reported greater availability, frequency and quality of teacher leadership roles, support through professional development, and collaboration among teachers compared to school districts that had not yet entered the system. Teachers and administrators also reported the system had improved instruction, teacher satisfaction and professional climate.

The interim report, conducted by American Institutes of Research (AIR), concluded it's too soon to determine how the teacher leadership system is impacting student achievement. This is because the benefits of the support structures put in place for teachers may not yet be apparent. A data analysis – focused only on the 39 districts in their second year of implementation during the 2015-16 school year – showed students improved slightly less on state assessments than their counterparts in other lowa school districts.

"lowa's teacher leadership system is about supporting the complex work of teaching so that teachers can do their best work, which will position students to do their best work," lowa Department of Education Director Ryan Wise said. "The investment we've made in lowa's Teacher Leadership and Compensation System will have a lasting return over the long term. This interim report shows we're heading in the right direction and, at the same time, a lot of work lies ahead."

Wise announced the report during a conference call with reporters. He was joined by Sioux City Superintendent Paul Gausman, teacher Kevin Ericson of the Nevada Community School District and instructional coach Andrea Townsley of the Benton Community School District.

lowa's Teacher Leadership and Compensation System taps into the expertise of teachers to improve instruction and raise student achievement. The system rewards effective teachers with leadership opportunities, attracts promising teachers with competitive starting salaries and support, and fosters greater collaboration for all teachers to learn from each other instead of operating largely in isolation.

The system is the centerpiece of the landmark education reform package adopted by the Legislature and signed by Gov. Branstad in 2013. It is the nation's most comprehensive teacher leadership system.

AIR's interim report aimed to evaluate the early progress of lowa's teacher leadership system in meeting its five goals: attracting new teachers, retaining effective teachers, promoting collaboration, rewarding professional growth and effective teaching, and improving student achievement.

The report's findings were based on teacher and administrator surveys, interviews and focus groups as well as student achievement data.

This is the first year that all 333 lowa school districts are implementing teacher leadership plans, although at varying stages. One in four lowa teachers now holds a formal, compensated teacher leadership role. The system costs \$150 million annually.

lowa's teacher leadership system was phased in statewide over three years. School districts were chosen for the system based on recommendations from the Commission on Educator Leadership and Compensation, which evaluated applications. District plans must include a vision and goals, as well as a rigorous selection process for leadership roles, plans for coaching new teachers, and a minimum teacher salary of \$33,500.

Ongoing evaluation is a key component of Iowa's teacher leadership system. In addition to AIR's interim report, the Iowa Department of Education compiles summary end-of-year reports from participating school districts and is supporting the Commission on Educator Leadership and Compensation's development of a

teacher leadership status report. The Department also is required to submit a legislative report every three years; the first will be submitted in early 2017.

"Students and schools today face higher expectations, and if we are to improve instruction and student achievement we must support the complex role of teaching," Wise said. "I'm proud that so many education stakeholders share this commitment. Together, we will facilitate changes that create a better learning environment for teachers and students alike."

To read the AIR report, visit the Iowa Department of Education's website.

#



image003.jpg 12K

The Charles Hockenberry Foundation

P.O. Box 279, Shenandoah, IA 51601

DIRECTORS

Greg Ritchey Heather Ritchey Patti Rolf Jan Billings Caroline Peters

November 28, 2016

South Page Schools Elementary Fund Attn: Pat 606 Iowa Ave College Springs, IA 51637

Dear Pat:

The Board of Directors of the Charles Hockenberry Foundation is pleased to forward the enclosed check in the amount of \$400 to help support your school's Elementary Fund.

Thank you for all you do to help children and families in our area. We are happy to assist with your endeavor. Feel free to contact me at 246-0171 with any questions.

Sincerely,

Caroline Peters

Secretary / Treasurer

Carrene Poetes

Enclosure



owa has articulated a vision of preparing all students with the knowledge and skills they need for success beyond high school. A critical part of achieving that vision is having clear, consistent statewide standards that outline expectations for what students should know and be able to do.



Colleen Anderson, assessment emeritus, was one of the trainers for the Smarter Balanced Train the Trainer model, Nov. 10 and 11, at Halverson Center.

When lowa transitions to the Smarter Balanced Assessment System in the 2017-18 school year, the assessments will provide better information to lowa teachers and parents about how students are improving from year to year. This will help set the stage for improved student achievement.

lowa will begin using the Smarter Balanced Assessment System (SBAC) in the 2017-2018 school year for students in grades 3-11. By the summer of 2017, there is an expectation that all teachers, administrators and support staff will be trained on SBAC. In an effort to facilitate this, GHAEA offered a train the trainer model on November 10 and 11. This training invited districts to send personnel to take training back to their staff supporting this requirement from the DE.

The Department of Education has provided talking points that you can access here. Additionally, parents and students can access a short video here about Smarter Balanced.

For information about the transition to Smarter Balanced, the Iowa Dept. of Education website offers details about the rationale for change, FAQs and links to practice tests and additional resources.

How does SBAC offer improvements over the current state assessment?

- It reflects the expectations outlined in our state standards for what students should know and be able to do in English language arts and mathematics.
- It asks students to demonstrate high levels of knowledge and skills.
- It provides teachers and parents with a more detailed and immediate picture of skills that their students have mastered, as well as those areas where students are struggling.
- It provides teachers with an online library of resources, including professional development and classroom resources.



For more information: Jenny Barnett, Terri Bush, Patrick Rabbitt or Joe Woracek 712-366-0503 • 844-366-0503



Gregg Cruickshank <gcruickshank@southpageschools.com>

Fwd: Action Advocacy Workshops: State Penny Sales Tax for School Infrastructure 1 message

Gregg Cruickshank <gcruickshank@sidney.k12.ia.us>

Sat, Dec 3, 2016 at 12:30 PM

To: Gregg Cruickshank <gcruickshank@sidney.k12.ia.us>, Gregg Cruickshank <gcruickshank@southpageschools.com> Cc: Alisha Ettleman <aettleman@sidney.k12.ia.us>, Erika Graham <erika-graham@hotmail.com>, Heidi Lowthorp <slowthorp@iowatelecom.net>, Matt McLaren <cyzmclaren@gmail.com>, Chris Drennen <chrisd@nwmissouri.edu>, Darin McClarnon <darinmcclarnon@gmail.com>, Jacque Autry <jjacquelyn@yahoo.com>, Kenny Jackson <powerstroke@iamotelephone.com>, Ron Peterman rpeterman@dedicatedbooks.com>

Will include in December board packets. Let me know if you want to go and I will get you signed up.

Gregg Cruickshank
Shared Superintendent
Sidney CSD and South Page CSD
gcruickshank@sidney.k12.ia.us
gcruickshank@southpageschools.com
712-374-2141 Sidney
712-582-3212 South Page
People before Policy and Paperwork
Rules without Relationships leads to Rebellion

----- Forwarded message ------

From: Iowa Association of School Boards <IASB@ia-sb.org>

Date: Sat, Dec 3, 2016 at 10:00 AM

Subject: Action Advocacy Workshops: State Penny Sales Tax for School Infrastructure

To: gcruickshank@sidney.k12.ia.us

News from the Iowa Association of School Boards

Is this email not displaying correctly? View it in your browser.



Action Advocacy Workshops

Focus: State Penny Sales Tax for School Infrastructure

Jan. 11–Feb. 16, locations across the state



The state penny sales tax for school infrastructure is a critical source of funding to ensure safe, modern school facilities and technology, while providing property tax relief. Removing the 2029 sunset of this critical funding stream is a top priority set by Iowa school boards.

This year's Action Advocacy Workshops will help you engage citizens and legislators in moving legislation to repeal the sunset and extend the funding stream, known in law as SAVE (Secure an Advanced Vision for Education).

Attend the workshop near you in order to:



- Strengthen your ability to make a persuasive case to legislators, using IASB communication and data tools as well as your own district's story.
- Understand the political dynamics at play in the 2017 legislature on this issue, and how your legislators connect to those dynamics.
- Learn how to use a "see for yourself" site visit to help legislators and citizens understand the impact of the funding stream on student learning and safety.
- Identify ways to generate local support among community leaders and organizations.
 You'll strategize how to use key resources from the community like member relationships and resources to engage on this issue, and leave with a practical plan of action.
- Share your efforts and network with other board/superintendent teams to take home useful ideas.

Workshops will run from 6:30-8:30 p.m. A light meal will be served at 5:45 p.m.

Choose from one of the following dates and locations:

January 11 - Osceola

January 12 - Clarinda

January 19 - Decorah

January 26 - Ankeny

February 7 - Lisbon

February 8 - Armstrong

February 9 - Holstein

February 15 - Parkersburg

February 16 - Mt. Pleasant

Fee: \$75 for IASB members; IASB members may bring a guest to the workshop, for a fee of \$15 to cover the cost of the meal.

For more information, contact Jessica Hulen at ihulen@ia-sb.org or by phone at (515) 247-7055.

Connect with us: Facebook Twitter YouTube www.ia-sb.org

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Forward to a Friend

11/29/2016

6097 0000 South Page Comm School District - At-Risk\Dropout District Budget - 2017-2018

https://edinfo.ed.iowa.gov/AtRiskDropout/Print/DistrictBudget?districtformId=1478&btnName=Msa
m School District - At-Risk\Dropout District Budget - 2017-2018

MODIFIED SUPPLEMENTAL AMOUNT

#	Description	Amount		
1	Total budget figure from Budget Proposal section, above	\$40,000		
2	**Maximum that can be used for building/district-wide programming for non-identified students (5% of line 1)	To a second	\$2,000	
3	Requested amount for programming targeting non-identified students (Sum General Population Service Budgets)		\$0	
4	Estimated amount to be used to pay for excess costs stipulated in IC 257.41(4) not included above	0		
5	Estimated at risk formula-generated funds for next fiscal year	\$7,013		
6	Estimated carryforward from project 1116 for the current fiscal year, from above	\$0		
7	Estimated carryforward from project 1119 for the current fiscal year, from above	\$0		
8	Estimated other resources to fund this program (e.g., donations, grants) as well as all TSS and TLC/TLS included in the Budget Proposal	0		
9	Total budget less than other sources ((line 1+line 4)-(lines 5 to 8))	\$32,987		
10	Minimum (25%) that must come from the regular district program cost (25 percent of line 9)	\$8,247		
11	Budget Balance (subtract line 10 from line 9)		\$24,740	
12	District cost per pupil	\$6,591		
13	Certified enrollment (October 1, current school year) Certified enrollment was found and certified on 10/15/2016 8:46:00 AM.	197.90		
14	Maximum modified supplemental amount possible (0.049 x line 12 x line 13)		\$63,914	
15	Amount on line 11 or line 14, whichever is less	\$24,740		
16	Requested modified supplemental amount Enter an amount greater than zero and equal to, or less than: \$24,740	24740		

Discussion 6

Code No. 400

ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

Approved 12-13-99

Reviewed 12-08-03 Reviewed 9-12-11 Reviewed 12-12-16

EOUAL EMPLOYMENT OPPORTUNITY

The South Page Community School District shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district shall take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees shall be given notice of this policy annually.

The board shall appoint an affirmative action coordinator. The affirmative action coordinator shall have the responsibility for drafting the affirmative action plan. The affirmative action plan shall be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board shall consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position, the school district will perform background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district shall contain the following statement: "The South Page Community School District is an equal employment opportunity/affirmative action employer." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, South Page Community School District, Box 98; College Springs Iowa, 51637; or by telephoning (712) 582-3212.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., St. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 211 E. Maple, Des Moines, Iowa, 50309, (515) 281-4121. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center. Legal Reference: 29 U.S.C. §§ 621-634 (1988).

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42 U.S.C. §§ 2000e et seq. (1988).
42 U.S.C. §§ 12101 et seq. (Supp. 1990).
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8 (1995).
281 I.A.C. 12.4; 95.
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Cross Reference: 102 Equal Educational Opportunity

403.5 Harassment

405.2 Licensed Employee Qualifications, Recruitment, Selection 411.2 Classified Employee Qualifications, Recruitment, Selection

Approved 12-13-99 Reviewed 12-08-03 Revised 1-12-04 Reviewed 9-12-11

Reviewed 12-12-16

EMPLOYEE CONFLICT OF INTEREST

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days notice, require the employee to cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

(1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.

Approved 12-13-99

Reviewed 12-08-03 Reviewed 9-12-11 Reviewed 12-12-16

EMPLOYEE CONFLICT OF INTEREST

- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment of or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Legal Reference: Iowa Code §§ 20.7; 68B; 279.8; 301.28 (1995).

Cross Reference: 203 Board of Directors' Conflict of Interest

402.4 Gifts to Employees

402.6 Employee Outside Employment

Code No. 401.3

NEPOTISM

More than one family member may be an employee of the school district. It shall be within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district [subject to the approval of the board].

The employment by the board of more than one individual in a family shall be on the basis of their qualifications, credentials and records.

Legal Reference: Iowa Code §§ 20; 71; 277.27; 279.8 (1995).

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment, Selection 411.2 Classified Employee Qualifications, Recruitment, Selection

Approved 12-13-99

Reviewed 12-08-03 Reviewed 9-12-11 Reviewed 12-12-16

Code No. 401.4

EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor, principal or superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy shall not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

Legal Reference: Iowa Code §§ 20.7, .9; 279.8 (1995).

Cross Reference: 307 Communication Channels

Approved 12-13-99

Reviewed 12-08-03 Reviewed 9-12-11 Reviewed 12-12-16

EMPLOYEE RECORDS

The school district shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records shall include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made except the total amount charged for all copies cannot exceed \$5.00. However, employees will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

It shall be the responsibility of the superintendent to keep employees' personnel files current. The board secretary shall be the custodian of employee records.

It shall be the responsibility of the superintendent to develop administrative regulations for the implementation of this policy.

NOTE: Under Iowa law, employee personnel records are confidential records not accessible by the public. Employees have a right to view their personnel records except letters of reference which are, by law, inaccessible by the employee. There is little legal guidance as to what constitutes a personnel file and the length of time employee records should be maintained. This policy represents a compilation of best personnel practices. The timelines for maintenance of records reflect the statute of limitations for the various legal actions that could arise based upon the contents of those records.

Legal Reference: Iowa Code chs. 20; 21; 22; 91B (1995).

Cross Reference: 402.1 Release of Credit Information

403 Employees' Health and Well-Being

708 Care, Maintenance and Disposal of School District Records

Approved 12-13-99

Reviewed 12-08-03 Reviewed 9-12-11 Reviewed 12-12-16

EMPLOYEE RECORDS REGULATION

Employee Personnel Records Content

- 1. Employee personnel records may contain the following information:
 - Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date and spouse.
 - Individual employment contract.
 - Evaluations.
 - Application, resume and references.
 - Salary information.
 - Copy of the employee's license or certificate, if needed for the position.
 - Educational transcripts.
 - Assignment.
 - Records of disciplinary matters.
- 2. Employee health and medical records shall be kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:
 - Medical professional signed physical form.
 - Sick or long-term disability leave days.
 - Worker's compensation claims.
 - Reasonable accommodation made by the school district to accommodate the employee's disability.
 - Employee's medical history.
 - Employee emergency names and numbers.
 - Family and medical leave request forms.

Applicant File Records Content

Records on applicants for positions with the school district shall be maintained in the central administration office. The records shall include, but not be limited to:

- Application for employment.
- Resume.
- References.
- Evidence of appropriate license or certificate, if necessary for the position for which the individual applied.
- Affirmative action form, if submitted.

Record Access

Only authorized school officials shall have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principal, or board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for the conducting of board business.

Employee Record Retention

All employee records, except payroll and salary records, shall be maintained for a minimum of seven years after termination of employment with the district. Applicant records shall be maintained for minimum of seven years after the position was filled. Payroll and salary records shall be maintained for a minimum of three years after payment.

Approved 12-13-99 Reviewed 12-08-03 Revised 1-12-04
Reviewed 9-12-11
Reviewed 12-12-16

Code No. 401.6 (NULL and VOID DUE TO UPDATE of Policy 904.1)

TRANSPORTING OF STUDENTS BY EMPLOYEES

Generally, transportation of students shall be in a motor vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle.

Employees who transport students for school purposes must have the permission of the superintendent.

This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center.

Legal Reference: Iowa Code chs. 285; 321 (1995).

Cross Reference: 401.7 Employee Travel Compensation

711 Transportation

904.1 Transporting of Students in Private Vehicles

Approved 12-13-99

Reviewed 12-08-03 Reviewed 9-12-11

NULL and VOID

ved 12-08-03 Revised 1-12-04

EMPLOYEE TRAVEL COMPENSATION

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel Outside the School District

Travel outside of the school district must be pre-approved. Pre-approval shall include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, shall be approved by the superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim. Failure to have a detailed receipt shall make the expense a personal expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration shall be limited to the actual cost of the registration.

Pre-approved expenses for transportation within three-hundred miles of the school district administrative office shall be by automobile. If a school district vehicle is not available, the employee will be reimbursed .33 cents per mile.

Approved 12-13-99

Reviewed 12-08-03

Revised 1-12-04

Reviewed 9-12-11

Reviewed 12-12-16

RECOGNITION FOR SERVICE OF EMPLOYEES

The board recognizes and appreciates the service of its employees. Employees who retire or resign may be honored by the board, administration and staff in an appropriate manner.

If the form of honor thought appropriate by the administration and employees involves unusual expense to the school district, the superintendent shall seek prior approval from the board.

Legal Reference: Iowa Const. Art. III, § 31.

Iowa Code § 279.8 (1995). 1980 Op. Att'y Gen. 102.

Cross Reference: 407 Licensed Employee Termination of Employment

413 Classified Employee Termination of Employment

Approved 12-13-99

Reviewed 12-08-03

Revised 1-12-04

Reviewed 9-12-11 Reviewed 12-12-16 Code No. 401.9

EMPLOYEE POLITICAL ACTIVITY

Employees shall not engage in political activity upon property under the jurisdiction of the board. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited.

Violation of this policy may be grounds for disciplinary action.

NOTE: This policy is required by federal law.

Legal Reference: Iowa Code §§ 55; 279.8 (1995).

Cross Reference: 409.5 Licensed Employee Political Leave

414.5 Classified Employee Political Leave

Approved 12-13-99

Reviewed 12-08-03 Reviewed 9-12-11 Reviewed 12-12-16

CREDIT CARDS

Employees may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

Employees and officers using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt shall make the employee responsible for expenses incurred. Those expenses shall be reimbursed to the school district no later than ten working days following use of the school district's credit card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim.

The school district may maintain a school district credit card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The superintendent may maintain a school district credit card for actual and necessary expenses incurred in the performance of the superintendent's duties. The transportation director may maintain a school district credit card for fueling school district transportation vehicles in accordance with board policy.

It shall be the responsibility of the superintendent to determine whether the school district credit card use is for appropriate school business. It shall be the responsibility of the board to determine through the audit and approval process of the board whether the school district credit card use by the superintendent and the board is for appropriate school business.

The superintendent shall be responsible for developing administrative regulations regarding actual and necessary expenses and use of a school district credit card. The administrative regulations shall include the appropriate forms to be filed for obtaining a credit card.

NOTE: School districts that have credit cards must have a board policy. School districts that have only a gasoline credit card should amend this policy to reflect their practice.

Legal Reference: Iowa Constitution, Art. III, § 31.

Iowa Code §§ 279.8, .29, .30 (1995). 281 I.A.C. 12.3(1).

Cross Reference: 216.3 Board of Directors' Member Compensation and Expenses

401.7 Employee Travel Compensation

Approved 12-13-99

Reviewed 12-08-03 Reviewed 9-12-11 Reviewed 12-12-16

Action

December 5, 2016

Ron Peterman, President Board of Education South Page Community School District College Springs, Iowa 51637

RE: INITIATION OF BARGAINING TOWARD THE 2017-2018 MASTER CONTRACT:

Dear Ron:

The South Page Education Association is notifying you of its intent to bargain. We suggest that the first bargaining session for the 2017-2018 Master Contract be held in early December 2016. The first bargaining session will be an open meeting and the Association will be prepared to make its initial offer at this time. Following the two initial open meetings, the Association expects bargaining to be closed to the public. The Association would be agreeable to having both open sessions on the same evening, with the second open session to follow directly after the first, to save time.

Neither party need be restricted in the number and identity of its team, nor its representatives. The Association's team will include Amanda Wooten, Denise Hoskins, Connie Yonker and Pat Shipley.

Early December 2016 has been selected because our mutual obligation to engage in negotiations before the February 1 date for filing impasse papers and well in advance of the May 31 completion date. (Section 20.17, <u>Code of Iowa</u>)

In an effort to accommodate schedules during this busy time of year, the Association proposed setting the first two open sessions and at least two closed sessions on the calendar at this time. Our Chief Negotiator will be contacting you to confirm dates.

Please direct further communication regarding bargaining for the 2017-2018 Master Contract to Amanda Wooten, Chief Negotiator for the South Page Education Association at South Page Community School, College Springs IA 51637.

Sincerely,

The South Page Education Association

amanda Wooten