

Red Oak Community School District
604 S Broadway
Red Oak, Iowa 51566
712.623.6600
www.redoakschooldistrict.com

Regular Board of Directors Meeting

Meeting Location: Red Oak Jr./Sr. Virtual Learning Center OR
VIA Internet and phone -visit website for information
Go To Meeting Link: <https://meet.goto.com/495343117>

Wednesday, July 19, 2023 – 5:30 pm

- Agenda -

**Public Hearing on Continued Participation in the Instructional Support
Program for a Period of Five Years Commencing with the Fiscal Year Ending
June 30, 2025 at 5:35 p.m.**

- 1.0 Call to Order – Board of Directors President Bret Blackman
 - 1.1 Administer Oath of Office to New Board Secretary/School Business Official Heidi Harris
- 2.0 Roll Call – Board of Directors Secretary Heidi Harris
- 3.0 Approval of the Agenda – President Bret Blackman
- 4.0 Communications
 - 4.1 Good News from Red Oak Schools
 - 4.2 Visitors and Presentations

Janelle Erickson will review the development and implementation of the district's new work-based learning (WBL) program
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from June 21, 2023
 - 5.2 Review and Approval of Monthly Business Reports
 - 5.3 Personnel Considerations
 - 5.3.1 Hiring of Jada Schwindt as Jr/Sr High ELA effective for the 2023-2024 school year (pending licensure)
 - 5.3.2 Hiring of Chris Koontz as Inman Elementary Para-professional for the 2023-2024 school year
 - 5.3.3 Hiring of Tracy Vannausdle as Jr/Sr High Student Council Sponsor for the 2023-2024 school year
 - 5.3.4 Hiring of Trisha LaValleur as Jr/Sr High Para-professional for the 2023-2024 school year
 - 5.3.5 Hiring of Janelle Erickson as Jr/ Sr High TLC Instructional Lead for the 2023-2024 school year
 - 5.3.6 Hiring of Brett Eubank as Jr/ Sr High TLC Instructional Lead for the 2023-2024 school year

- 5.3.7 Hiring of Tracy Vannausdle as Jr/ Sr High TLC Instructional Lead for the 2023-2024 school year
- 5.3.8 Hiring of Sharon Allison as Jr/ Sr High TLC Mentor Teacher for the 2023-2024 school year
- 5.3.9 Hiring of Jen Wilcoxson as Jr/ Sr High TLC Mentor Teacher for the 2023-2024 school year
- 5.3.10 Hiring of Tiegen Podliska as Jr/ Sr High TLC Intervention Lead for the 2023-2024 school year
- 5.3.11 Hiring of Kelsey Mangold as Jr/ Sr High TLC Assessment Lead for the 2023-2024 school year
- 5.3.12 Resignation of Allie Allison as Paraprofessional effective June 20, 2023
- 5.4 Contract Renewals
 - 5.4.1 Renewal of Brightly IT Ticketing, Maintenance Ticketing, and Trip Direct System for the 2023-2024 School Year (\$7,329.39)
 - 5.4.2 Renewal of Microsoft Licensing Renewal and Office 365 Subscription for the 2023-2024 School Year (\$10,487.38)
 - 5.4.3 Renewal of Student Accident/Catastrophic Injury Insurance with Student Assurance Services for the 2023-2024 School Year (\$550)
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business (none)
 - 6.2 New Business
 - 6.2.1 Discussion/Approval of Resolution to Continue Participation in the Instructional Support Program for a Period of Five Years Commencing with Fiscal Year Ending June 30, 2025
 - 6.2.2 Discussion/Approval of 2023-2024 Teacher Handbook
 - 6.2.3 Discussion/Approval of Red Oak Preschool Handbook
 - 6.2.4 Discussion/Approval of 2023-2024 Inman Elementary Handbook
 - 6.2.5 Discussion/Approval of 2023-2024 Red Oak Jr-Sr High Handbook
 - 6.2.6 Discussion/Approval of Purchasing Google Workspace for Education Plus (\$5,000)
 - 6.2.7 Discussion/Approval of Go Bound Agreement with ASPi Solutions Inc.
 - 6.2.8 Discussion/Approval of 2023-2024 fuel bid
 - 6.2.9 Discussion/Approval of 2023-2024 trash removal bid
 - 6.2.10 Discussion/Approval of 2023-2024 snow removal bid
 - 6.2.11 Discussion/Approval of 2023-2024 pest control bid
- 7.0 Reports
 - 7.1 Administrative
 - 7.2 Future Conferences, Workshops, Seminars
 - 7.3 Other Announcements
 - 7.4 Board Member Requested Item(s) for next meeting agenda
- 8.0 Next Board of Directors Meeting (Worksession):
Wednesday, August 2, 2023 – 5:30 pm
 - Red Oak Virtual Learning Center
 - Red Oak Jr./Sr. High
- 9.0 Adjournment

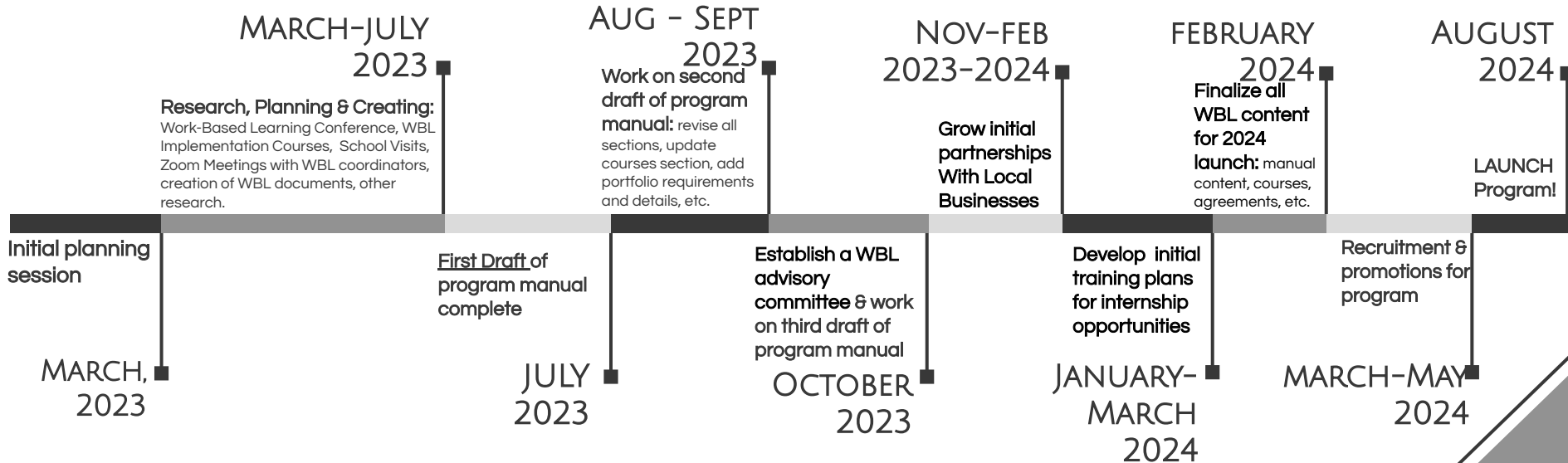
Board Secretary Oath of Office
Iowa Code § 277.28

Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of the office of School Board Secretary in the Red Oak Community School District as now or hereafter required by law?

WORK-BASED LEARNING



WBL PROGRAM DEVELOPMENT TIMELINE



TIMELINE ESTABLISHED BY
WBL COORDINATOR - JANELLE ERICKSON

PROGRAM PURPOSE

The purpose of the Red Oak Work-Based Learning program is to provide a strong academic program with opportunities for career exploration and preparation and a focus on a post-secondary education where needed. Our work-based learning program is designed to help develop the following core competencies:

1. **Communication:** Communicate and work productively with others, incorporating different perspectives and cross-cultural understanding, to increase innovation and the quality of work.
2. **Adaptability:** Adapt to various roles and responsibilities and work flexibly in climates of ambiguity and changing priorities.
3. **Leadership:** Demonstrate leadership skills, integrity, ethical behavior, and social responsibility while collaborating to achieve common goals.
4. **Initiative and Self Direction:** Demonstrate initiative and self-direction through high achievement and lifelong learning while exploring the ways individual talents and skills can be used for productive outcomes in personal and professional life.
5. **Productivity:** Demonstrate productivity by meeting high expectations.
6. **Perseverance** - Demonstrate persistence in doing something despite difficulty or delay in achieving success.
7. **Accountability:** Demonstrate accountability by meeting high expectations.
8. **Creative Thinking:** Demonstrate creative thinking, construct knowledge, and develop innovative products and processes.
9. **Critical Thinking:** Demonstrate critical thinking skills using appropriate tools and resources to plan and conduct research, manage projects, solve problems and make informed decisions.
10. **Collaboration:** Collaborate and work with others in a way that respects others and acknowledges their perspective, follows team agreements, organizes team work, and works as a whole team to accomplish goals.



OUR WBL PROGRAM WILL PROVIDE STUDENTS
OPPORTUNITIES TO DEVELOP AND APPLY THE CORE
COMPETENCIES THROUGH:

1. **School-Based Learning:** A strong academic program with opportunities for interest identification, career exploration and focus. Students gain professional knowledge and skills with the facilitation of a skilled teacher.
2. **Career Knowledge:** Awareness, investigation, exploration, preparation for job seeking and job sustainability skills. Students pursue projects related to career pathways of their choosing.
3. **Work-Based Learning:** Relevant career experiences with structured training and mentoring from local partners. Students take part in meaningful work experiences that engage them in the workplace while building professional connections and relationships.

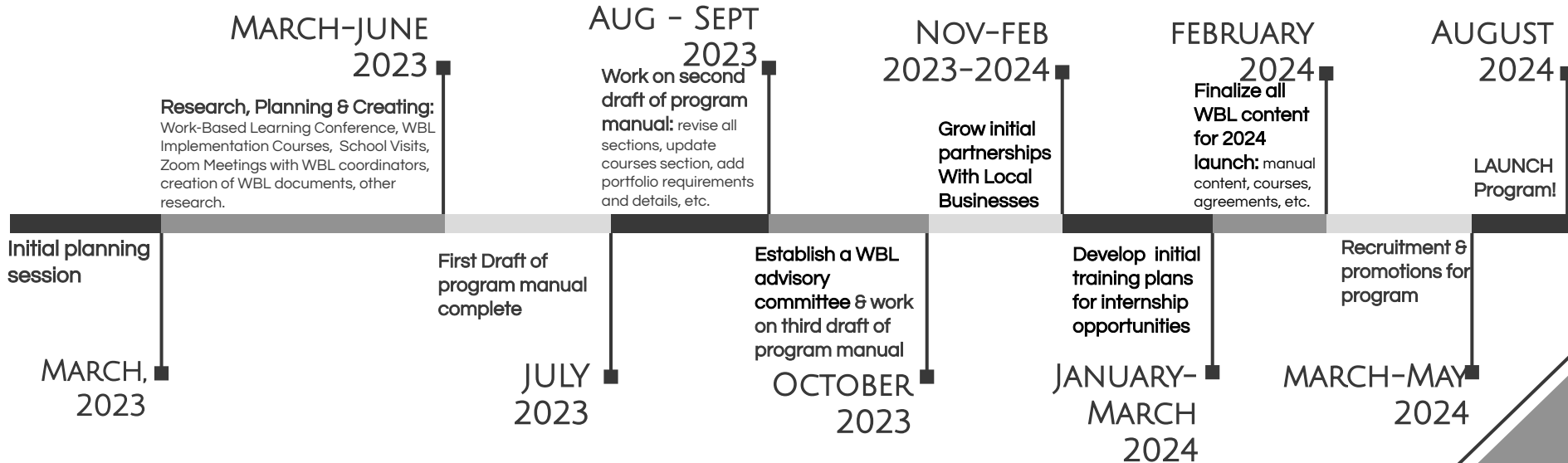
PROGRAM OBJECTIVES

- ❑ Students learn about themselves and build a positive personal brand by learning how to:
 - ❑ strengthen their internal and external self-awareness
 - ❑ set goals
 - ❑ leverage social media to their advantage
 - ❑ assemble an online portfolio and profile
- ❑ Expose students to career fields in an effort to help them find their passion.
- ❑ Create an agile learning environment where students can learn, practice, and refine employability skills like the ability to: work in teams, communicate effectively, identify problems and seek solutions, organize work flow, manage work pace, adapt and adjust quickly, etc.
- ❑ Strengthen student leadership skills and abilities
- ❑ Engage community partners to create real-world experiences for students in partnership with Red Oak Jr.-Sr. High School.
- ❑ Create a pipeline of talented individuals with skill and experience to work in a variety of career fields within and around the Red Oak community.

PHILOSOPHY

Work-based learning in Red Oak consists of a meaningful partnership between our school and local industry that is focused on the **development of thoughtful leaders for tomorrow**. We strive to increase classroom engagement and help our students **take ownership of their learning and future path** by providing meaningful opportunities where they can acquire the skills and tools necessary to make more informed decisions around their future plans as they transition away from high school. Through our work-based learning program, we provide structured opportunities for **career focused learning**, which are achieved through planning & reflection activities, authentic activities and projects both within the school walls and in supervised workplace environments. The philosophy of the Work-based Learning Program at Red Oak Jr.-Sr. High School directly aligns with our district mission statement: “Excellence for all... Whatever it takes!” Through work based learning and career exposure, **students take ownership of their learning in pursuit of achieving excellence**.

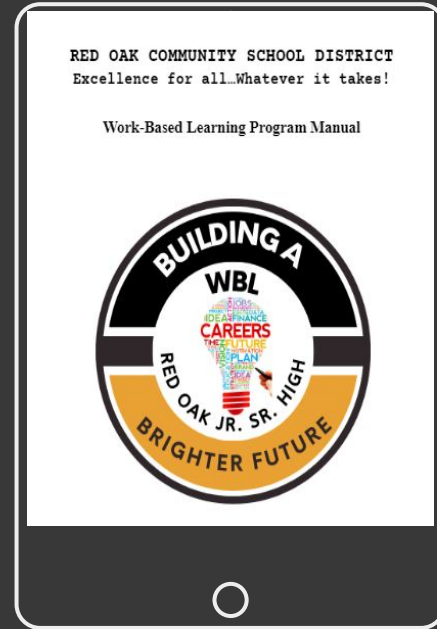
WBL PROGRAM DEVELOPMENT TIMELINE



TIMELINE ESTABLISHED BY
WBL COORDINATOR / TEACHER - JANELLE ERICKSON

1ST DRAFT OF OUR WBL MANUAL

Click on the manual and you will see the link



THANKS!

HAVE QUESTIONS OR IDEAS
YOU WOULD LIKE TO SHARE?

CONTACT:

Janelle Erickson: Work-Based Learning Coordinator
Email: ericksonj@redoakschools.org
LinkedIn: Janelle Erickson

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Virtual Classroom/ Phone/Internet
Red Oak Junior Senior High School Campus
June 21, 2023

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by Vice President Jackie DeVries at 5:30 p.m. at the Red Oak Junior Senior High School Virtual Classroom.

Present

Directors: Jackie DeVries, Roger Carlson

Virtually: Bryce Johnson

Superintendent Ron Lorenz, Assistant Board Secretary Heidi Harris

Approval of Agenda

Motion by Director Carlson, second by Director Johnson to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

Good News from Red Oak Schools

Congratulation to Aiden Bruce and Landon Couse for receiving Academic All-State recognition from the Iowa Association of Track Coaches for maintaining a 3.8 or higher cumulative grade point average.

Consent Agenda

Motion by Director Johnson, second by Director Carlson to approve the consent agenda as presented including meeting minutes, monthly business reports, personnel considerations, and software contract renewals for the 23-24 school year.

Board Policies 700 – 705

Motion by Director Carlson, second by Director Johnson to approve the second reading of the Board Policies 700 – 705. Motion carried unanimously.

Board Policy 905.1

Motion by Director Johnson, second by Director Carlson to approve the second reading of Board Policy 905.1. Motion carried unanimously.

Creation of Flexibility Account

Motion by Director Carlson, second by Director Johnson to approve the creation of a flexibility account and transfer of unexpended and unobligated Professional Development (\$50,000), Home School Assistance Program (\$48,544.25), and Before/After School Program (\$8,049.79) funds in accordance with Iowa Code 298A.2. Motion carried unanimously.

Continued Participation Instructional Support Program

Motion by Director Carlson, second by Director Johnson to approve continued participation in the Instructional Support Program. Motion carried unanimously.

2023-2024 Property and Casualty Insurance Renewal

Motion by Director Carlson, second by Director Johnson to approve the renewal of the district's property and casualty insurance with United Group Insurance for the 2023-2024 school year for \$409,113. Motion carried unanimously.

Continuation of June 21, 2023 Meeting Minutes – Page 2

2023-2024 Registration Fees

Motion by Director Johnson, second by Director Carlson to approve the setting of registration fees for the 2023-2024 school year at \$40 for Kindergarten through Sixth grade and \$60 for Seventh grade through Twelfth grade. Motion carried unanimously.

SAVVAS Literacy Curriculum

Motion by Director Carlson, second by Director Johnson to approve the purchase of SAVVAS Preschool Literacy Curriculum for \$22,340.97. Motion carried unanimously.

Marzano Instructional Empowerment Training

Motion by Director Johnson, second by Director Carlson to approve the purchase of Marzano Instructional Empowerment Training for \$5,500. Motion carried unanimously.

Pikmykid Dismissal Management System

Motion by Director to approve the purchase of Pikmykid Dismissal Management System for \$6,650. Motion carried unanimously.

2024 Legislative Priorities

Motion by Director Carlson to table the discussion of 2024 Legislative Priorities to the July 19, 2023, board meeting.

Adjournment

Motion by Director Carlson, second by Director Johnson to adjourn the meeting at 6:22 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Wednesday, July 19, 2023 – 5:30 p.m.
Virtual Classroom/Phone/Internet
Red Oak Junior Senior High School Campus

Jackie DeVries, Vice President

Heidi Harris, Asst Board Secretary

RED OAK COMMUNITY SCHOOLS 2023

JUNE 2023 RECONCILIATION REPORT

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT/EQUIP LEVY	DEBT SERVICE	SAVE TAXES/REV BONDS	BEFORE/AFTER SCHOOL
Beg. Balance 06-01-2023	\$6,403,641.32	\$1,317,751.11	\$3,207,098.18	\$1,105,842.15	\$2,766,763.49	\$8,049.79
Revenue	\$881,031.61	\$7,813.87	\$8,807.15	\$101,044.14	\$120,551.22	
Expenditure	\$1,479,518.58	\$1,500.00	\$6,467.72	\$1,023,920.00	\$73,611.66	
Balance 06-30-2023	\$5,805,154.35	\$1,324,064.98	\$3,209,437.61	\$182,966.29	\$2,813,703.05	\$8,049.79

Balance 06-30-2022	\$5,511,815.37	\$1,442,394.92	\$13,343,376.07 \$3,315,263.20	\$178,248.87	\$2,254,567.17	\$8,049.79
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Checking Account .80%	Checking Account	\$13,507,363.36
	Adjustment	(\$10,606.17)
	ISJIT	
	Petty Cash	\$100.00
	Outstanding Checks	\$153,481.12
		<u>\$13,343,376.07</u>

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 06-01-2023	\$108,083.92	\$686,940.56
Revenue	\$5,528.94	\$55,886.50
Expenditure	\$23,452.39	\$81,637.81
Balance 06-30-2023	\$90,160.47	\$661,189.25

Capital Projects Fund

	2020-2021		2021-2022		2022-2023
Beg Balance (July 1)	\$1,888,719	Beg Balance (July 1)	\$1,830,921	Beg Balance (July 1)	\$2,264,484
Add: Revenue		Add: Revenue		Add: Revenue	
1¢ Sales Tax	\$950,493	1¢ Sales Tax	\$1,247,814	1¢ Sales Tax	\$1,447,127
Interest	\$3,688	Interest	\$4,218	Interest	\$14,279
Subtotal	\$2,842,900	Subtotal	\$3,082,954	Subtotal	\$3,725,890
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures	
Chrome Book Lease	\$10,097	Chromebook Lease	\$10,097	Revenue Bond Payment	\$73,612
ROECC Construction Exp	\$7,768	Record FB/BB Fields Deed	\$22	FY22 Expense Paid in FY23	\$3,500
Admin Office Const Exp	\$7,696	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
District Signage	\$28,312	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
Trans Office Const Exp	\$1,998	Revenue Bond Payment	\$73,801	Revenue Bond Payment	\$73,612
Trans Office Const Exp	\$5,600	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
Rev Bond Pymt Transfer	\$221,920	District Signage	\$9,895	Alley Poyner-Bldg Master Plar	\$9,717
Jerry's Basement Waterproof	\$821	Revenue Bond Payment	\$73,807	Alley Poyner-Bldg Master Plar	\$6,000
Trans Office Const Exp	\$984	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
Rev Bond Pymt Transfer	\$73,973	Revenue Bond Payment	\$73,807	Alley Poyner-Bldg Master Plar	\$7,596
Trans Office Const Exp	\$1,521	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
ROECC Abstract	\$345	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
ROECC Construction Exp	\$5,785	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
Chrome Book Lease	\$30,620	Revenue Bond Payment	\$73,807	Revenue Bond Payment	\$73,612
Rev Bond Pymt Transfer	\$147,946	Track Incorrectly Coded	-\$3,500	Revenue Bond Payment	\$73,612
Boyd Jones-Admin Center	\$6,755			Revenue Bond Payment	\$73,612
Rev Bond Pymt Transfer	\$73,973				
ROECC Lighting	\$822				
Consession Stand Breaker	\$852				
Rev Bond Pymt Transfer	\$73,973				
Rev Bond Pymt Transfer	\$73,973				
Rev Bond Pymt Transfer	\$73,973				
ASI Signage	\$1,236				
Rev Bond Pymt Transfer	\$73,973				
ASI Signage	\$13,090				
Rev Bond Pymt Transfer	\$73,973				
Subtotal	\$1,011,979	Subtotal	\$828,387	Subtotal	\$910,152
Fund Balance	\$1,830,921	Fund Balance	\$2,254,567	Fund Balance	\$2,815,738

PHYSICAL PLANT AND EQUIPMENT LEVY

	2020-2021		2021-2022		2022-2023
Beginning Balance (July 1)	\$2,329,854.73	Beginning Balance (July 1)	\$ 2,726,998.24	Beginning Balance (July 1)	\$ 3,193,485.61
Add: Revenue		Add: Revenue		Add: Revenue	
Property Taxes	\$137,149.56	Property Taxes	\$ 130,392.46	Property Taxes	\$ 174,097.05
Voted PPEL	\$420,570.90	Voted PPEL	\$ 446,494.67	Voted PPEL	\$ 420,024.91
Voted PPEL Surtax	\$493,222.30	Voted PPEL Surtax	\$ 174,559.79	Voted PPEL Surtax	\$ 45,787.95
Utility Replacement Tax	\$3,864.00	Utility Replacement Tax	\$ 3,566.87	Utility Replacement Tax	\$ 3,776.43
Utility Replacement Tax (SAVE)	\$13,925.08	Utility Replacement Tax (SAVE)	\$ 16,751.07	Utility Replacement Tax (SAVE)	\$ 13,371.56
Mobile Home Tax	\$61.01	Mobile Home Tax	\$ 45.81	Mobile Home Tax	\$ 88.96
Voted PPEL Mobile Home	\$188.87	Voted PPEL Mobile Home	\$ 269.31	Voted PPEL Mobile Home	\$ 88.06
Military Credit	\$41.22	Military Credit	\$ 31.27	Military Credit	\$ 27.29
Military Credit (SAVE)	\$115.82	Military Credit (SAVE)	\$ 0.56	Military Credit (SAVE)	\$ 98.69
Commercial Industrial tax	\$2,160.74	Commercial Industrial tax	\$ 2,101.92	Commercial Industrial tax	
Commercial Ind. Voted PPEL	\$7,786.86	Commercial Ind. Voted PPEL	\$ 3,814.88	Commercial Ind. Voted PPEL	
Interest	\$5,392.12	Interest	\$ 5,991.65	Interest	\$ 17,061.65
		Sale of Vacant Lot	\$ 2,000.00		
Prior Year Expenditure					
ERATE Reimbursement					
Subtotal	\$1,084,478.48	Subtotal	\$ 786,020.26	Subtotal	\$ 674,422.55
TOTAL AVAILABLE	\$3,414,333.21	TOTAL AVAILABLE	\$ 3,513,018.50	TOTAL AVAILABLE	\$ 3,867,908.16
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures	
Chrome Book Lease	\$84,589.28	Frontline License Renewals	\$ 17,052.94	Chrome Book Lease (Double Payment)	\$ 169,794.56
Frontline Software	\$16,264.13	US Bank-Chromebook Lease Payment	\$ 84,897.28	Frontline Slicense Renewals	\$ 41,560.28
Forecast5	\$22,158.00	Forecast5	\$ 14,426.00	FY22 Expenses Paid in FY23	\$ 18,715.00
School Bus Lease	\$61,602.40	Software Unlimited	\$ 8,195.00	Boiler Construction Documents	\$ 7,000.00
RO Chrysler-Ford Transport Van	\$33,987.85	Heartland Insealators	\$ 5,120.00	Portable Rental	\$ 34,356.02
Chrome Book Lease	\$308.00	Bus Lease	\$ 61,602.40	Bus Lease	\$ 61,602.40
Rent Council Bluffs Sp Ed	\$728.08	Rent Council Bluffs Sp Ed	\$ 259.08	Garage Doors-Bus Barn	\$ 11,608.00
Rent Council Bluffs Sp Ed	\$732.80	Rent Council Bluffs Sp Ed	\$ 2,202.60	Chrome Book Lease (Double Pymt Refund)	\$ (84,897.28)
Rent Council Bluffs Sp Ed	\$759.74	Track Resurfacing	\$ 4,000.00	Portable Rental	\$ 3,015.34
Rent Council Bluffs Sp Ed	\$791.55			Press Box Chairs	\$ 419.93
Rent Council Bluffs Sp Ed	\$1,346.07			Track Resurfacing	\$ 82,000.00
Infinite Campus Software Renewal	\$23,233.00			Portable Rental	\$ 2,978.20
Rent Council Bluffs Sp Ed	\$803.32			Boiler Construction Documents	\$ 3,500.00
Rent Council Bluffs Sp Ed	\$805.35			Portable Rental	\$ 2,968.20
Rent Council Bluffs Sp Ed	\$803.80			Rent Council Bluffs Sp Ed	\$ 2,484.44
				Portable Rental	\$ 2,968.20
				Lunch Van	\$ 57,186.00
				Gym Floor Resurfacing	\$ 5,678.50
				Portable Rental	\$ 2,968.20
				Rent Council Bluffs Sp Ed	\$ 2,272.87
				Portable Rental	\$ 2,968.20
				HS Boiler	\$ 178,070.00
				Software Subscription	\$ 3,100.00
				Rent Council Bluffs Sp Ed	\$ 1,947.40
				Portable Rental	\$ 2,968.20
				K-12 Docs	\$ 1,435.00
				Gym Floor Resurfacing	\$ 3,920.00
				Rent Council Bluffs Sp Ed	\$ 2,003.36
				Portable Rental	\$ 2,958.20
				Architect Svcs	\$ 6,000.00
				Rent Council Bluffs Sp Ed	\$ 7,112.92
				Architect Svcs	\$ 9,042.55
				Portable Rental	\$ 2,958.20
				Rent Council Bluffs Sp Ed	
Subtotal	\$248,913.37	Subtotal	\$ 197,755.30	Subtotal	\$ 652,662.89
Cash Balance	\$3,165,419.84	Cash Balance	\$ 3,315,263.20	Cash Balance	\$ 3,215,245.27

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AHLERS & COONEY	847082	275.00
10 9010 2310 000 0000 342	June 2023 Legal Fees	275.00
Vendor Name AHLERS & COONEY		<u>275.00</u>
AMAZON CAPITAL SERVICES, INC.	112-0091501-7221851	223.12
10 9010 2620 000 0000 618	Karcher Electric Pressure Washer	223.12
AMAZON CAPITAL SERVICES, INC.	112-0531089-2867457	281.08
10 0418 1000 100 0000 618	3rd Grade - 112-0531089-2867457	179.68
10 0418 1000 100 0000 618	4th Grade - 112-5508950-7252216	101.40
AMAZON CAPITAL SERVICES, INC.	112-8140228-9071424	293.95
10 0418 1000 100 0000 618	1st Grade Classroom Supplies	293.95
AMAZON CAPITAL SERVICES, INC.	1VN1-FKYW-4M6W	82.59
10 0109 2620 000 0000 618	Light Switches 4 Ct.	82.59
Vendor Name AMAZON CAPITAL SERVICES, INC.		<u>880.74</u>
ATLANTIC COMM SCHOOLS	71023ACSDOER	716.45
10 9010 1324 211 3301	Lvl 1 OE Refund	716.45
Vendor Name ATLANTIC COMM SCHOOLS		<u>716.45</u>
BATTEN SANITATION SERVICE	BattenJune2023	6,486.57
10 9010 2630 000 0000 421	Admin/District Sanitation 06/2023	95.01
10 0109 2630 000 0000 421	HS Sanitation 06/2023	2,130.52
10 0418 2630 000 0000 421	IES Sanitation 06/2023	2,130.52
10 0445 2630 000 0000 421	ROECC Sanitation 06/2023	2,130.52
Vendor Name BATTEN SANITATION SERVICE		<u>6,486.57</u>
CAPITAL SANITARY SUPPLY CO.	o064941B	108.18
10 9010 2620 000 0000 618	District Trash Bags	108.18
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>108.18</u>
CENTURY LINK	712 623-6390680	109.50
10 9010 2490 000 0000 530	District Internet	109.50
CENTURY LINK	712 623-6393688	109.50
10 9010 2490 000 0000 530	District Internet	109.50
CENTURY LINK	712 623-6809576	109.50
10 9010 2490 000 0000 530	District Internet	109.50
CENTURY LINK	712 623-6817133	109.50
10 9010 2490 000 0000 530	District Internet	109.50
CENTURY LINK	712 623-8016651	109.50
10 9010 2490 000 0000 530	District Internet	109.50
CENTURY LINK	712 F43-0022152	176.00
10 9010 2490 000 0000 530	July Transmitter	176.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
CENTURY LINK	712-F43-0022 152	176.00
10 9010 2490 000 0000 530	June Transmitter	176.00
CENTURY LINK	712623-6394 697	109.50
10 9010 2490 000 0000 530	District Internet	109.50
Vendor Name	CENTURY LINK	<u>1,009.00</u>
CHEMSEARCH	8282932	399.95
10 0109 2640 000 0000 433	HS Boiler Treatment	399.95
CHEMSEARCH	8298282	507.72
10 0109 2640 000 0000 433	07/2023 HS Boiler Treatment	507.72
Vendor Name	CHEMSEARCH	<u>907.67</u>
CITY OF RED OAK	June23	1,442.90
10 0109 2620 000 0000 411	HS Water 6/23	426.44
10 0418 2620 000 0000 411	IES Water 6/23	416.24
10 0445 2620 000 0000 411	ROECC Water 6/23	294.59
10 9010 2620 000 0000 411	Admin/Bus Barn/FB Field Water 6/23	305.63
Vendor Name	CITY OF RED OAK	<u>1,442.90</u>
COMPUTER INFORMATION CONCEPTS, INC	PSI35948	26,763.00
10 9010 1000 100 0000 358	Infinite Campus Renewal	26,763.00
Vendor Name	COMPUTER INFORMATION CONCEPTS, INC	<u>26,763.00</u>
CORNING RENTAL	R20354-1	375.00
10 9010 2620 000 0000 432	Scissor Lift Rental	375.00
Vendor Name	CORNING RENTAL	<u>375.00</u>
COUNCIL BLUFFS COMM SCHOOLS	2023689	12,675.66
10 9010 1200 217 3303 320	Sped Lvl III 05/2023	12,675.66
Vendor Name	COUNCIL BLUFFS COMM SCHOOLS	<u>12,675.66</u>
CREXENDO BUSINESS SOLUTIONS, INC	106162	1,417.62
10 9010 2510 000 0000 532	06/2023 Internet Phone Svcs	1,417.62
Vendor Name	CREXENDO BUSINESS SOLUTIONS, INC	<u>1,417.62</u>
DES MOINES PUBLIC SCHOOLS	AR070229	3,706.20
10 9010 1000 420 1119 561	2nd Semester PMIC	3,706.20
Vendor Name	DES MOINES PUBLIC SCHOOLS	<u>3,706.20</u>
DES MOINES STAMP MFG. CO.	1220286	37.00
10 9010 2321 000 0000 618	SBO Stamp	37.00
Vendor Name	DES MOINES STAMP MFG. CO.	<u>37.00</u>
DICKEL DUIT OUTDOOR POWER, INC.	62756	125.53
10 9010 2630 000 0000 618	StringTrimmer Repair	125.53
Vendor Name	DICKEL DUIT OUTDOOR POWER, INC.	<u>125.53</u>
EAST MILLS COMMUNITY SCHOOLS	EMCSD071323	23,439.43
10 9010 1200 211 3301 567	Sped lvl 1 2nd Semester 22- 23	23,439.43
Vendor Name	EAST MILLS COMMUNITY SCHOOLS	<u>23,439.43</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
FASTENAL COMPANY	IARED92033	2.32
10 9010 2620 000 0000 618	Drill Bits	2.32
Vendor Name FASTENAL COMPANY		<u>2.32</u>
FES	000870	405.00
10 9010 2236 000 0000 536	06/23 Web Hosting	405.00
Vendor Name FES		<u>405.00</u>
FIRST BANKCARD - HEIDI HARRIS	112-1718337-0764250	256.39
10 0418 1000 100 8001 612	PTO - Supplies	256.39
FIRST BANKCARD - HEIDI HARRIS	112-2516265-6344222	214.15
10 9010 1000 100 0000 618	Books for Counseling Classes	214.15
FIRST BANKCARD - HEIDI HARRIS	112-2967738-3879433	25.90
10 9010 2321 000 0000 618	Name Plates - Central Office	25.90
FIRST BANKCARD - HEIDI HARRIS	112-6256485-3561836	21.40
10 9010 2630 000 0000 618	Wire	21.40
FIRST BANKCARD - HEIDI HARRIS	112-7581015-7825800	233.32
10 0418 1000 100 8001 612	Chelsvig PTO - Amazon	233.32
FIRST BANKCARD - HEIDI HARRIS	112-9863464-8553820	450.69
10 0418 1000 100 8001 612	Nelson PTO	450.69
FIRST BANKCARD - HEIDI HARRIS	15644530	303.60
10 0418 2620 000 0000 618	Drain Valves	303.60
FIRST BANKCARD - HEIDI HARRIS	20230714	295.54
10 0418 1000 100 8001 612	PTO Amazon - Supplies	295.54
FIRST BANKCARD - HEIDI HARRIS	20230714-0002	31.98
10 9010 2620 000 0000 618	Supplies	31.98
FIRST BANKCARD - HEIDI HARRIS	4160521424	1,425.71
10 0418 2620 000 0000 618	ACOUSTIC PANELS FOR LUNCHROOM	1,425.71
FIRST BANKCARD - HEIDI HARRIS	449783113	631.35
10 9010 2630 000 0000 618	Rug Replacement	631.35
Vendor Name FIRST BANKCARD - HEIDI HARRIS		<u>3,890.03</u>
FIRST BANKCARD - OFFICE CARD 1	1105285637	8.15
10 0418 2620 000 0000 618	Samples Shipping Charge - IES	8.15
FIRST BANKCARD - OFFICE CARD 1	94332	341.01
10 9010 2640 000 0000 618	Irrigation Parts	341.01
Vendor Name FIRST BANKCARD - OFFICE CARD 1		<u>349.16</u>
GRISWOLD COMMUNITY SCHOOLS	071323GCSD	40,442.70
10 9010 1200 211 3301 567	Sped Level 1 2nd Semester	40,442.70
Vendor Name GRISWOLD COMMUNITY SCHOOLS		<u>40,442.70</u>
HERRICK, KEVIN	HERRICK06/23	118.31
10 9010 2235 000 0000 580	Mileage Reimbursement	118.31
Vendor Name HERRICK, KEVIN		<u>118.31</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
ijAG, INC.	27936	50,000.00
10 9010 2213 420 1119 330	2023-2024 ijAG Fees	50,000.00
Vendor Name ijAG, INC.		<u>50,000.00</u>
IOWA ASSOCIATION OF SCHOOL BOARDS	IASBMBR00831	4,056.00
	8	
10 9010 2310 000 0000 340	IASB 23-24 Membership Dues	4,056.00
IOWA ASSOCIATION OF SCHOOL BOARDS	POLREF003110	775.00
10 9010 2310 000 0000 358	IASB Policy Renewal 23-24	775.00
Vendor Name IOWA ASSOCIATION OF SCHOOL BOARDS		<u>4,831.00</u>
IOWA TESTING PROGRAM	232238	2,774.25
10 9010 2240 100 0000 325	IA Statewide ISASP 22/23	2,774.25
Vendor Name IOWA TESTING PROGRAM		<u>2,774.25</u>
ISFIS, INC.	FY2023-24	2,240.59
10 9010 2310 000 0000 810	23-24 ISFIS Renewal	2,240.59
Vendor Name ISFIS, INC.		<u>2,240.59</u>
JAN-PRO OF OMAHA	16001	2,250.00
10 9010 2630 000 0000 340	07/2023 Portable Cleaning	2,250.00
JAN-PRO OF OMAHA	16056	37,500.00
10 9010 2630 000 0000 340	7/2023 Janitorial Services	37,500.00
JAN-PRO OF OMAHA	16138	2,330.00
10 9010 2630 000 0000 340	08/23 Portable	2,330.00
JAN-PRO OF OMAHA	16141	2,415.00
10 9010 2630 000 0000 340	06/23 Additional Janitorial	2,415.00
JAN-PRO OF OMAHA	16234	40,000.00
10 9010 2630 000 0000 340	08/23 Janitorial	40,000.00
Vendor Name JAN-PRO OF OMAHA		<u>84,495.00</u>
JOHNSON AUTO PARTS	6177-274864	21.10
10 0418 2620 000 0000 618	Metal Filler	21.10
Vendor Name JOHNSON AUTO PARTS		<u>21.10</u>
JONES MECHANICAL	24412723	790.00
10 9010 2600 000 0000 432	IES - McQuay Unit Repair	790.00
JONES MECHANICAL	24640767	477.64
10 9010 2600 000 0000 432	IES - Boiler Repair	477.64
Vendor Name JONES MECHANICAL		<u>1,267.64</u>
JOSTENS	31627635	22.25
10 0109 2410 000 0000 618	LEGAL NAME CHANGE ON DIPLOMAS OF 2 STUDE	12.30
10 0109 2410 000 0000 618	PACKAGING, HANDLING & DELIVERY	9.95
Vendor Name JOSTENS		<u>22.25</u>
KABEL BUSINESS SERVICES-FLEX	W27741	210.00
10 9010 2510 000 0000 340	Kabel Annual Fee	210.00
Vendor Name KABEL BUSINESS SERVICES-FLEX		<u>210.00</u>
KAPLAN EARLY LEARNING CO	0006632670	781.77
10 0445 1000 460 3117 612	C4L Classroom Consumable	781.77

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	Pack - 4 packs	
KAPLAN EARLY LEARNING CO		781.77
LAKELAND BEHAVIORAL HEALTH SYSTEM	5018116	4,160.00
10 9010 1200 214 3302 567	Sped Level II OE Out	4,160.00
Vendor Name	LAKELAND BEHAVIORAL HEALTH SYSTEM	4,160.00
LEWIS CENTRAL COMMUNITY SCHOOL	OE2-2022	3,958.48
10 9010 1000 100 0000 567	OE 2nd Semester	3,613.50
10 9010 1000 100 3116 567	TLC 2nd Semester	344.98
Vendor Name	LEWIS CENTRAL COMMUNITY SCHOOL	3,958.48
MIDAMERICAN ENERGY	541623572	685.63
10 0109 2620 000 0000 622	06/23 Fieldhouse	685.63
MIDAMERICAN ENERGY	June20190-87007	28,978.59
10 0109 2620 000 0000 621	6/2023 HS Electricity	16,707.31
10 0418 2620 000 0000 622	6/2023 IES Electricity	8,317.82
10 0445 2620 000 0000 622	6/2023 ROECC Electricity	3,205.18
10 9010 2620 000 0000 621	6/2023 District Gas	24.98
10 9010 2620 000 0000 622	6/2023 District Electricity	723.30
Vendor Name	MIDAMERICAN ENERGY	29,664.22
MONTGOMERY CO. MEMORIAL HOSP.	06152023	40.00
10 9010 2700 000 0000 346	Mandatory Drug Testing	40.00
Vendor Name	MONTGOMERY CO. MEMORIAL HOSP.	40.00
NSIP, SAM PROCESS	2024-48	2,995.00
10 0418 2310 000 0000 320	SAM Renewal 2023-2024	2,995.00
Vendor Name	NSIP, SAM PROCESS	2,995.00
ONESOURCE THE BACKGROUND CHECK COMPANY	2022128143	75.00
10 9010 2310 000 0000 320	Background Checks	75.00
Vendor Name	ONESOURCE THE BACKGROUND CHECK COMPANY	75.00
OREILLY AUTO PARTS	0298-213469	16.99
10 9010 2630 000 0000 618	Mower Switch	16.99
OREILLY AUTO PARTS	0298-213956	74.99
10 9010 2700 000 0000 618	Rhino Ramp	74.99
Vendor Name	OREILLY AUTO PARTS	91.98
PIKMYKID	INV-20996	6,200.00
10 0418 2670 000 0000 490	IES	3,100.00
10 0445 2670 000 0000 490	ROECC	3,100.00
Vendor Name	PIKMYKID	6,200.00
PRECISION DIESEL INC.	1008013	121.76
10 9010 2700 000 0000 434	Flex Tubing and Clamps for Bus #8	121.76
Vendor Name	PRECISION DIESEL INC.	121.76
REA, CHRISTY	REA06/23	58.13
10 9010 2235 000 0000 580	Mileage Reimbursement	58.13

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
Vendor Name	REA, CHRISTY		58.13
RED OAK HARDWARE HANK	171729	115.98	
10 0418 2620 000 0000 432	Paint IES Cafeteria		115.98
RED OAK HARDWARE HANK	172174	117.98	
10 0418 2620 000 0000 618	Paint - IES		117.98
RED OAK HARDWARE HANK	172590	117.98	
10 0418 2620 000 0000 618	Paint- IES		117.98
RED OAK HARDWARE HANK	172715	15.90	
10 0418 2410 000 0000 611	Book Rings		15.90
RED OAK HARDWARE HANK	172786	68.99	
10 0418 2620 000 0000 618	Door Paint		68.99
RED OAK HARDWARE HANK	173659	2.02	
10 0418 2620 000 0000 618	O Rings		2.02
RED OAK HARDWARE HANK	173711	1.34	
10 0418 2620 000 0000 618	O Rrings		1.34
Vendor Name	RED OAK HARDWARE HANK		440.19
RED OAK PUBLISHING LLC	68060	142.83	
10 9010 2572 000 0000 540	6/2023 Board Publications		142.83
Vendor Name	RED OAK PUBLISHING LLC		142.83
RENAISSANCE LEARNING INC	INV5289797	2,184.00	
10 0109 2240 100 0000 325	FASTBridge Assessments		2,184.00
Vendor Name	RENAISSANCE LEARNING INC		2,184.00
RIVERSIDE TECHNOLOGIES, INC	0391251-IN	1,400.00	
10 9010 2235 000 0000 359	7/2023 Managed Services		1,400.00
RIVERSIDE TECHNOLOGIES, INC	0392290-IN	58,164.34	
10 0109 2235 000 4045 618	Server Equipment With MSA Storage Equipm		49,164.34
10 0109 2235 000 4045 618	Physical Install Services and Configurat		9,000.00
Vendor Name	RIVERSIDE TECHNOLOGIES, INC		59,564.34
RTR KIDS RUGS	33451	682.45	
10 0418 1000 100 8001 612	PTO - Rug		416.46
10 0418 1000 100 8001 612	PTO - Rug		265.99
Vendor Name	RTR KIDS RUGS		682.45
RURAL SCHOOL ADVOCATES OF IOWA	RSAI2023-24	750.00	
10 9010 2310 000 0000 810	23-24 Rural Advocates Membership		750.00
Vendor Name	RURAL SCHOOL ADVOCATES OF IOWA		750.00
SAVVAS LEARNING CO, LLC	7028438484	3,415.15	
10 0418 1000 100 8017 641	MyView Literacy		3,415.15
Vendor Name	SAVVAS LEARNING CO, LLC		3,415.15
SCHOOL NURSE SUPPLY, INC	0957473-IN	813.84	
10 0418 1000 108 0000 612	Nurse Supplies 23-24 year		813.84
Vendor Name	SCHOOL NURSE SUPPLY, INC		813.84
SCHOOL SPECIALTY LATTA DIV.	208132512032	352.30	

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0418 1000 100 0000 618	Fourth Grade-Class Supplies 23-24 Year	352.30
SCHOOL SPECIALTY LATTA DIV.	208132529264	149.14
10 0418 1000 100 0000 618	Kindergarten - Class Supplies r 23-24	149.14
SCHOOL SPECIALTY LATTA DIV.	208132545721	173.40
10 0418 1000 100 0000 618	5th Grade Classroom Supplies	130.05
10 0418 2222 000 0000 618	Media Supplies	43.35
SCHOOL SPECIALTY LATTA DIV.	308104306760	1,926.23
10 0418 1000 100 0000 618	Fifth Grade - Class Supplies 23-24 Year	1,926.23
SCHOOL SPECIALTY LATTA DIV.	308104308614	288.42
10 0418 1000 100 0000 618	First Grade - Class Supplies 23-24 Year	288.42
SCHOOL SPECIALTY LATTA DIV.	308104308615	506.91
10 0418 1000 100 0000 618	Third grade- class supplies 23-24 year	506.91
SCHOOL SPECIALTY LATTA DIV.	308104308619	1,193.74
10 0418 1000 100 0000 618	Sixth Grade - Supplies 23-24 year	1,193.74
SCHOOL SPECIALTY LATTA DIV.	308104309541	596.51
10 0445 1000 100 0000 618	PK Class Supplies	596.51
Vendor Name	SCHOOL SPECIALTY LATTA DIV.	<u>5,186.65</u>
SELLERS PEST CONTROL-ART SELLERS	31664	175.00
10 9010 2620 000 0000 425	06/2023 Pest Control	175.00
Vendor Name	SELLERS PEST CONTROL-ART SELLERS	<u>175.00</u>
SHENANDOAH COMMUNITY SCHOOLS	ShenCSD06132	21,513.91
10 9010 1000 100 0000 567	OE 2nd Semester	20,356.05
10 9010 1000 100 3116 567	TLC 2nd Semester	1,157.86
Vendor Name	SHENANDOAH COMMUNITY SCHOOLS	<u>21,513.91</u>
SW IA TIRE & SERVICE	132061	50.94
10 9010 2650 000 0000 618	New Tire - Lawnmower	50.94
Vendor Name	SW IA TIRE & SERVICE	<u>50.94</u>
SWANK MOVIE LICENSING	3396696	1,478.00
10 9010 2235 000 0000 358	2023-2024 District Movie Licensing	1,478.00
Vendor Name	SWANK MOVIE LICENSING	<u>1,478.00</u>
TIMBERLINE BILLING SERVICE LLC	27706	350.42
10 9010 2510 217 3303 359	6/2023 Medicaid Services	350.42
Vendor Name	TIMBERLINE BILLING SERVICE LLC	<u>350.42</u>
UNITED FARMERS COOPERATIVE	UFC0623	3,418.94
10 9010 2700 000 0000 623	Propane 6/2023	1,305.26
10 9010 2700 000 0000 626	Gas 6/2023	1,231.47
10 9010 2700 000 0000 626	Utility 6/2023	322.03
10 9010 2700 000 0000 627	Diesel 6/2023	141.56
10 9010 2700 000 0000 627	Truck 6/2023	153.89
10 9010 2700 217 3303 626	Sped Gas 6/2023	161.23
10 9010 2700 217 3303 627	Sped Diesel 6/2023	103.50

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	UNITED FARMERS COOPERATIVE	3,418.94
UPPER EDGE TECHNOLOGIES INC	13655	10,300.00
10 9010 2235 000 0000 618	Lenovo 300e 1st Gen Touch Chromebook Mot	1,200.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen touch MTK Chromebook	720.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen touch MTK Chromebook	720.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen MTK Touch Pad	20.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen Touch AMD/AST Chrome	1,620.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen Touch AMD/AST Chrome	2,415.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen Touch AMD/AST Chrome	640.00
10 9010 2235 000 0000 618	Lenovo 300e 2nd Gen Touch AMD/AST Chrome	60.00
10 9010 2235 000 0000 618	HP ProBook x360 11 G5 EE Windows Device	2,730.00
10 9010 2235 000 0000 618	HP ProBook x360 11 G5 EE Windows Device	175.00
Vendor Name	UPPER EDGE TECHNOLOGIES INC	10,300.00
US CELLULAR	0586080040	895.88
10 0418 2410 000 0000 532	SAM'S 6/2023	46.61
10 0109 2410 000 0000 532	Principal 6/2023	93.22
10 9010 2510 000 0000 532	SBO 6/2023	46.61
10 9010 2510 000 0000 532	FBF/BBF MIFI	290.45
10 9010 2490 000 0000 532	Maintenance 6/2023	186.44
10 9010 2490 000 0000 532	Technology 6/2023	93.22
10 9010 2490 000 0000 530	Bus Barn 6/2023	92.72
10 9010 2490 000 0000 530	Nurse 6/2023	46.61
Vendor Name	US CELLULAR	895.88
VISUAL EDGE IT dba COUNSEL	24AR950541	488.88
10 0109 1000 100 0000 359	Jr/Sr HS Clicks 06/23	96.75
10 0418 1000 100 0000 359	IES Clicks 06/23	229.88
10 0445 1000 100 0000 359	ROECC Clicks 06/23	93.04
10 9010 2520 000 0000 618	Steady Serve 06/23	12.99
10 9010 2520 000 0000 618	Admin Office Clicks 06/23	56.22
Vendor Name	VISUAL EDGE IT dba COUNSEL	488.88
WELLS FARGO LEASING	5025526858	1,215.50
10 9010 2520 000 0000 618	Admin Copier Lease 6/2023	110.50
10 0445 1000 100 0000 359	ROECC Copier Lease 6/2023	221.00
10 0418 1000 100 0000 359	IES Copier Lease 6/2023	331.50
10 0109 1000 100 0000 359	HS Copier Lease 6/2023	552.50
Vendor Name	WELLS FARGO LEASING	1,215.50
WEST CENTRAL VALLEY CSD	71023WCVCS DR	97.90
10 9010 1324 217 3303	OE Refund	97.90
Vendor Name	WEST CENTRAL VALLEY CSD	97.90
WESTLAKE ACE HARDWARE	10543452	57.97

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2700 000 0000 618	Cleaner, lock, cutters. Original charge	57.97
WESTLAKE ACE HARDWARE	2665702	836.85
10 9010 2700 000 0000 618	TRANSPORTATION	57.97
10 9010 2620 000 0000 618	DISTRICT	108.25
10 0445 2620 000 0000 618	ROECC	47.08
10 0109 2620 000 0000 618	HS SUPPLIES	156.67
10 0418 2620 000 0000 618	IES	466.88
Vendor Name WESTLAKE ACE HARDWARE		<u>894.82</u>
YOUNG AUTO PARTS INC.	250601	227.63
10 9010 2700 000 0000 618	Oil, Oil Filters,Code Reader	227.63
Vendor Name YOUNG AUTO PARTS INC.		<u>227.63</u>
Fund Number 10		<u>433,868.91</u>
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
IOWA LGRP	2024	100,304.57
22 9010 2620 000 0000 621	Natural Gas Program 23-24	100,304.57
Vendor Name IOWA LGRP		<u>100,304.57</u>
SPECIALTY UNDERWRITERS LLC	sw4211-1	27,415.25
22 9010 2310 000 0000 520	Quarterly Insurance Premium	27,415.25
Vendor Name SPECIALTY UNDERWRITERS LLC		<u>27,415.25</u>
UNITED GROUP INSURANCE	889	299,452.29
22 9010 2700 000 0000 522	Business Auto Premium 23-24	32,739.00
22 9010 2310 000 0000 525	Umbrella Policies 23-24	5,190.00
22 9010 2620 000 0000 521	Building/Property Insurance 23-24	166,794.00
22 9010 2620 000 0000 524	General Liability/Workmans Comp 23-24	94,729.29
Vendor Name UNITED GROUP INSURANCE		<u>299,452.29</u>
Fund Number 22		<u>427,172.11</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
COUNCIL BLUFFS COMM SCHOOLS	2023689	1,922.04
36 9010 2620 000 0000 441	Rent 05/2023	1,922.04
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>1,922.04</u>
FRONTLINE EDUCATION	INVUS18469	6,749.94
36 9010 2235 000 0000 653	Absence/Substitute Mgmt Renewal 23-24	6,749.94
FRONTLINE EDUCATION	INVUS184701	16,360.89
36 9010 2510 000 0000 358	Forecast5 Analytics Renewal 23-24	16,360.89
Vendor Name FRONTLINE EDUCATION		<u>23,110.83</u>
SOFTWARE UNLIMITED	20230131- FC717	12,550.00
36 9010 2510 000 0000 358	Accounting Software Renewal 23-24	12,550.00
SOFTWARE UNLIMITED	20230620-19	650.00
36 9010 2510 000 0000 358	Annual Hosting Fee 23-24 SY	650.00
Vendor Name SOFTWARE UNLIMITED		<u>13,200.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
USBANK	504180233	84,897.28
36 9010 2235 000 0000 358	Chrombook Lease 23/24	84,897.28
Vendor Name USBANK		<u>84,897.28</u>
WILLIAMS SCOTSMAN INC	9018048113	2,958.20
36 9010 2620 000 0000 441	July Portable Rental	2,958.20
Vendor Name WILLIAMS SCOTSMAN INC		<u>2,958.20</u>
Fund Number 36		<u>126,088.35</u>
Checking Account ID 1	Fund Number 40	DEBT SERVICES FUND
UMB BANK N.A.	952340	500.00
40 9010 5000 000 0000 349	Administrative Fee Jan - June 2023	500.00
Vendor Name UMB BANK N.A.		<u>500.00</u>
Fund Number 40		<u>500.00</u>
Checking Account ID 1		<u>987,629.37</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
JONES, ANTHONY	JonesA23	18.94
61 483 000 0000 000	Lunch Account Reimbursement	18.94
Vendor Name JONES, ANTHONY		<u>18.94</u>
Jones, Claire	Jones23	115.00
61 483 000 0000 000	Lunch Account Reimbursement	115.00
Vendor Name Jones, Claire		<u>115.00</u>
Fund Number 61		<u>133.94</u>
Checking Account ID 2		<u>133.94</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ASPI SOLUTIONS, INC	16463	108.00
21 0109 1400 920 6840 810	Track Meet Software	108.00
Vendor Name ASPI SOLUTIONS, INC		<u>108.00</u>
ATLANTIC COMMUNITY SCHOOLS	AD062023	290.00
21 0109 1400 920 6600 810	SB, VB, WR Fees	290.00
Vendor Name ATLANTIC COMMUNITY SCHOOLS		<u>290.00</u>
BOND, DAWSON	Bond062223	125.00
21 0109 1400 920 6730 340	9th Baseball Official	125.00
Vendor Name BOND, DAWSON		<u>125.00</u>
DAVIS, DAVID	Davis062623	175.00
21 0109 1400 920 6730 340	V DH Baseball Official	175.00
Vendor Name DAVIS, DAVID		<u>175.00</u>
FIRST BANKCARD - HEIDI HARRIS	0009	750.00
21 0109 1400 920 6720 810	Football Camp Registration	750.00
FIRST BANKCARD - HEIDI HARRIS	20230714-0001	135.00
21 0109 1400 950 7407 810	FFA State Fair Entries	135.00
Vendor Name FIRST BANKCARD - HEIDI HARRIS		<u>885.00</u>
FIRST BANKCARD - OFFICE CARD 2	IABB23	35.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0109 1400 920 6730 810	IHSBCA Dues	35.00
Vendor Name	FIRST BANKCARD - OFFICE CARD 2	<u>35.00</u>
FIRST BANKCARD - OFFICE CARD 3	Band0723	403.71
21 0109 1400 910 6220 618	Band Curriculum	403.71
Vendor Name	FIRST BANKCARD - OFFICE CARD 3	<u>403.71</u>
FIRST BANKCARD - OFFICE CARD 4	51221	288.96
21 0109 1400 950 7407 580	FFA Hotel	288.96
Vendor Name	FIRST BANKCARD - OFFICE CARD 4	<u>288.96</u>
GLENWOOD COMMUNITY SCHOOLS	Glenwood0423	100.00
21 0109 1400 920 6840 810	HS Boys Track Fee	100.00
Vendor Name	GLENWOOD COMMUNITY SCHOOLS	<u>100.00</u>
HEARTLAND AEA #1	131499	60.00
21 0109 1400 920 6600 618	Statement of Claim Forms	60.00
Vendor Name	HEARTLAND AEA #1	<u>60.00</u>
IA HIGH SCHOOL SPEECH ASSOC.	Speech02/23	65.00
21 0109 1400 910 6120 810	State Speech Banner	65.00
Vendor Name	IA HIGH SCHOOL SPEECH ASSOC.	<u>65.00</u>
IHSADA	AD2324	305.00
21 0109 1400 920 6600 810	IHSADA Membership	305.00
Vendor Name	IHSADA	<u>305.00</u>
IOWA HIGH SCHOOL MUSIC ASSOC	IAMUSIC23	25.00
21 0109 1400 910 6210 810	IHSMA Membership	25.00
Vendor Name	IOWA HIGH SCHOOL MUSIC ASSOC	<u>25.00</u>
JOHNSON, CHRIS	Johnson06262 3	175.00
21 0109 1400 920 6730 340	V DH Baseball Official	175.00
Vendor Name	JOHNSON, CHRIS	<u>175.00</u>
MCDERMOTT, MIKE	McDermott062 223	125.00
21 0109 1400 920 6730 340	9th Baseball Official	125.00
Vendor Name	MCDERMOTT, MIKE	<u>125.00</u>
MONTGOMERY CO. MEMORIAL HOSP.	MCMH061923	210.00
21 0109 1400 920 6600 618	Tennis Host - Coaches Lunches	210.00
Vendor Name	MONTGOMERY CO. MEMORIAL HOSP.	<u>210.00</u>
PETRY, BYRON	Petry062623	175.00
21 0109 1400 920 6730 340	V DH Softball Official	175.00
Vendor Name	PETRY, BYRON	<u>175.00</u>
RIDDELL ALL AMERICAN SPORTS CORP	60486188	11,406.11
21 9010 1400 920 6720 738	Football Helmet Reconditioning	2,107.66

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 9010 1400 920 6720 738	Football Helmets	9,298.45
Vendor Name	RIDDELL ALL AMERICAN SPORTS CORP	<u>11,406.11</u>
RIVERSIDE COMMUNITY SCHOOLS	Wrestle120923	45.00
21 0109 1400 920 6790 810	Girls Wrestling	45.00
Vendor Name	RIVERSIDE COMMUNITY SCHOOLS	<u>45.00</u>
STADIUM 34 INC	1029	2,193.75
21 0109 1400 950 7413 618	Prom Dinner	2,193.75
Vendor Name	STADIUM 34 INC	<u>2,193.75</u>
STUDENT ASSURANCE SERVICES INC	Assurance2324	550.00
21 9010 1400 920 6600 320	Student Accident/Catastrophic Insurance	550.00
Vendor Name	STUDENT ASSURANCE SERVICES INC	<u>550.00</u>
SWEENEY, JEFF	Sweeney062223	160.00
21 0109 1400 920 6730 340	JV/V Softball Official	160.00
Vendor Name	SWEENEY, JEFF	<u>160.00</u>
TURNER, PHIL	Turner062623	175.00
21 0109 1400 920 6730 340	V DH Softball Official	175.00
Vendor Name	TURNER, PHIL	<u>175.00</u>
VEJVODA, John	Vejvoda062223	160.00
21 0109 1400 920 6730 340	JV/V Softball Official	160.00
Vendor Name	VEJVODA, John	<u>160.00</u>
WEISENBORN, TERRY	Weisenborn062223	160.00
21 0109 1400 920 6730 340	JV/V Baseball Official	160.00
Vendor Name	WEISENBORN, TERRY	<u>160.00</u>
WOOD, RAY	Wood062223	160.00
21 0109 1400 920 6730 340	JV/V Baseball Official	160.00
Vendor Name	WOOD, RAY	<u>160.00</u>
Fund Number	21	<u>18,560.53</u>
Checking Account ID	3	<u>18,560.53</u>



Invoice

Tax ID: 56-2174429
Phone: 877-639-3833
Email: accountsreceivable@brightlysoftware.com

Invoice #: INV-216723
Invoice Currency: USD
Invoice Date: 07/06/2023
Terms: Net 30
Due Date: 08/05/2023
Client ID: 1224209

Bill To:
Red Oak Comm School District
Heidi Harris
1901 N Broadway Street, Suite A
Red Oak, IA 51566
United States

Ship To:
Red Oak Comm School District
Kevin Herrick
2011 North 8th Street
Red Oak, IA 51566
United States

Client PO #:

Reference:

Table with 6 columns: Description, Site, Start Date, End Date, Quantity, Amount. Rows include Admin Fee, MaintenanceEssentials Pro, TechnologyEssentials Help Desk, TripDirect, and summary rows for SUBTOTAL, SALES TAX, and TOTAL.

Summary table with 2 columns: Label, Value. Rows include TOTAL APPLIED (USD \$0.00) and TOTAL DUE (USD \$7,329.39).

Tax exemption certifications can be sent to accountsreceivable@brightlysoftware.com.
Need a copy of our W-9? Click here to get a copy from our SharePoint site.
Need updated vendor information regarding our name change? Click here.

TO PAY BY CHECK
Brightly Software, Inc.
PO Box 360717
Pittsburgh, PA 15251-6717
OR 15250-6717

TO PAY BY ACH
HSBC Bank USA, N.A.
95 Washington St. 4 South
Buffalo, NY 14203
Account #: 879026464
Routing #: 022000020

TO PAY BY WIRE
HSBC Bank USA, N.A.
452 5th Ave.
New York, NY 10018
Account #: 879026464
Fed #: 021001088
Swift #: MRMDUS33

TO PAY BY CREDIT CARD
Call 877-639-3833
(3% surcharge applies)

This Invoice and its Services are governed by the terms of the Brightly Software Master Subscription Agreement found at https://www.brightlysoftware.com/terms ("Terms"), unless Subscriber has a separate written agreement executed by Brightly Software for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

Review and Complete Purchase

KEVIN HERRICK,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NLKB273	7/1/2023	MS RENEWAL (7/31)	6038614	\$10,487.38

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft Desktop Education - license & software assurance - 1 license Mfg. Part#: 2UJ-00011 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	148	2320205	\$62.88	\$9,306.24
Microsoft SQL Server Standard Edition - license & software assurance - 1 se Mfg. Part#: 228-09538 UNSPSC: 43232304 Electronic distribution - NO MEDIA Contract: MARKET	2	2320228	\$90.14	\$180.28
Microsoft Windows Server Datacenter Edition - license & software assurance Mfg. Part#: 9EA-00310 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	3	4609126	\$333.62	\$1,000.86

SUBTOTAL	\$10,487.38
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$10,487.38

PURCHASER BILLING INFO	DELIVER TO
Billing Address: RED OAK COMMUNITY SCHOOL DISTRICT 604 S BROADWAY ST RED OAK, IA 51566-2639 Phone: (712) 623-6600 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: RED OAK COMMUNITY SCHOOL DISTRICT KEVIN HERRICK 604 S BROADWAY ST RED OAK, IA 51566-2639 Phone: (712) 623-6600 Shipping Method: ELECTRONIC DISTRIBUTION

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Lindsey Takaoka | (877) 685-8891 | lindsey.takaoka@cdwg.com

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

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2023-2024 VOLUNTARY COVERAGE

Student Accident Insurance



- **SPECIALIZING IN STUDENT INSURANCE FOR OVER 50 YEARS**
- **MULTIPLE COVERAGE OPTIONS AND RATES**

See Details Inside

ADMINISTERING AGENT



STUDENT ASSURANCE SERVICES, INC. is an agency specializing in student accident insurance. The agency is owned by Mark Desch who has specialized exclusively in student insurance for over 50 years. We have over 1,600 school districts using our coverages.

UNDERWRITING COMPANY



Ameritas Life Insurance Corp. is a part of the Ameritas Mutual Holding Company. The company is domiciled in Lincoln, Nebraska and has been in business for over 100 years. The company is rated "A" (Excellent) by A.M. Best and "A+" (Strong) by Standard & Poor's. The Best's Rating Report and Standard and Poor's full analysis report are available in the insurance ratings section of ameritas.com. Ameritas Life is licensed in all states except New York.

Policy GA-2200Ed.11-16(ID)(KS)(LA)(MN)(MT)(NC)(ND)(OH)

..... STUDENT ACCIDENT INSURANCE

Coverage Options

Medical Benefits and Exclusions apply to the Coverage Options listed below.

FULL-TIME COVERAGE

Covers the student 24 hours a day until school starts next year. Students are covered while at home or school, on weekends, and during summer vacation.

SCHOOL-TIME COVERAGE

Covers the student while:

- a) attending regular school sessions;
- b) participating in or attending school-sponsored and supervised extracurricular activities;
- c) traveling directly to and from school for regular school sessions, and while traveling to and from school-sponsored and supervised extracurricular activities in school provided transportation.

School-Time and Full-Time Coverage DOES NOT include participation in interscholastic sports for students in grades 7-12.

INTERSCHOLASTIC SPORTS COVERAGE GRADES 7-12 AND FOOTBALL COVERAGE GRADES 9-12

Covers the student while:

- a) practicing for or competing in interscholastic sports, which are scheduled by the school, and while the student is under the direct supervision of a school employee; and
- b) traveling to and from such practices or competition in school provided transportation.

EXTENDED DENTAL ACCIDENT COVERAGE

Provides benefits up to a maximum of \$5,000 for any dental injury. Covers the student 24 hours a day until school starts next year. Treatment must begin within 60 days from the date of the injury and must be performed within one year from the date of injury. However, if within the one year period following the date of injury the student's attending dentist certifies that dental treatment and/or replacement must be deferred beyond one year, the policy pays the estimated cost of such deferred treatment, but not to exceed \$200 for each tooth. Benefits for prostheses are limited to \$500 per injury, including procedures performed to install them. Dental prostheses include, but are not limited to: crowns, dentures, bridges, and implants. Extended Dental does not cover treatment for orthodontics and dental disease, or expenses that exceed the dental prosthesis maximum benefit limit.

Effective and Expiration Dates

Coverage becomes effective the later of: the Master Policy Effective Date; or for "online purchases", 12:01AM following the date the transaction was completed; or for "school return enrollment" forms, 12:01AM following the date the envelope containing the enrollment form and premium is received by the School, the Company or its authorized agent; or for "the mailback enrollment" form, 12:01AM following the date the envelope containing the enrollment form and premium is postmarked by the U.S. Postal Service. Interscholastic sports coverage will expire on the last day of the authorized season of the current school year. School-Time and Full-Time Coverages end the first day of school next year.

This provides a very brief description of some of the important features of the insurance policy. It is not the insurance policy and does not represent it. A full explanation of benefits, exceptions and limitations is contained in the Group Accident Insurance Policy Form GA-2200Ed.11-16 (and any state specific), and any applicable endorsement(s). This policy is considered term accident insurance (except in ID) and is non-renewable. This product may not be available in all states and is subject to individual state regulations. The Master Policy is issued to the School District/School. A copy of the Privacy Notice and Certificate of Coverage may be obtained on the website www.sas-mn.com.



VOLUNTARY COVERAGE PLAN

Medical Benefits - unless otherwise stated all amounts listed below are per injury

When injury covered by this policy results in treatment by a Licensed Physician within 60 days from the date of accident, the Company will pay the Usual and Customary Charges (U&C) incurred for covered services as listed below, for charges actually incurred within one year from the date of injury up to the specified **Maximum Medical Benefit of \$50,000 per injury**. (In MT and NC benefits are payable after the deductible per injury is satisfied, the deductible is the amount paid or payable for the same injury by Other Valid Coverage)
 This policy will pay benefits regardless of Other Valid Coverage if the covered claim expense is less than \$200. If the covered claim expense exceeds \$200, benefits shall be paid first by Other Valid Coverage. (This coverage is excess in KS, and this coverage is primary in MT and NC after the deductible, and primary in ID, IL) (In NC, other valid coverage does not include automobile or third party liability coverage)

PHYSICIAN'S SERVICES

- a) **Surgical Care (surgeon, assistant surgeon, anesthesia)** 80% U&C, up to \$2,500
- b) **Nonsurgical care (includes physiotherapy performed other than in a hospital, 1 visit per day)** U&C, up to \$50 per visit, maximum 6 visits

HOSPITAL CARE

- a) **Inpatient Care**
 - 1) **Hospital Semi-Private Room**..... U&C, up to \$500 per day
 - 2) **Hospital Miscellaneous Services**..... 80% U&C, up to \$2,500
- b) **Outpatient Care**
 - 1) **Facility Charges for Day Surgery**..... U&C, up to \$2,500
 - 2) **Emergency Room**..... 80% U&C, up to \$500

Note: Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under Medical Benefits.

X-RAY SERVICES (includes charges for reading) U&C, up to \$250

LABORATORY SERVICES U&C, up to \$250

DIAGNOSTIC IMAGING (MRI, CT scan, bone scan, includes charges for reading)..... U&C, up to \$500

DENTAL TREATMENT (in lieu of all other medical benefits)..... U&C, up to \$250 for repair and/or replacement of each sound and natural tooth (In SD, sound and natural is deleted)

AMBULANCE SERVICES U&C, up to \$500

ORTHOPEDIC APPLIANCES (when prescribed by a physician)..... U&C, up to \$250

PRESCRIPTION DRUGS (take home) U&C, up to \$250

REPLACEMENT OF EYEGLASSES, CONTACT LENSES, HEARING AIDS (when medical treatment is required for a covered injury)..... U&C, up to \$250

MOTOR VEHICLE INJURY..... Same as any injury, up to \$2,500
 (In KS \$2,500 limit does NOT apply)

ACCIDENTAL DEATH AND DISMEMBERMENT

When injury covered by this policy results in Accidental Death or Dismemberment within 180 days from the date of accident, the following benefits will be payable.

Loss of Life	\$ 2,500	Double Dismemberment	\$10,000
Loss of an Eye	\$ 2,500	Single Dismemberment	\$ 2,500

Exclusions

This Policy does not provide benefits for expenses resulting from:

1. Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, orthodontics.
2. Injuries for which benefits are payable under Workers' Compensation or Employer's Liability Laws. (In NC, benefits are excluded if the employee, employer or carrier is responsible or liable according to final adjudication or settlement order under state law)
3. Any Injury involving a two or three-wheeled motor vehicle or snowmobile or any motorized or engine driven vehicle not designed primarily for use on public streets and highways, unless the insured is participating in an activity sponsored by the Policyholder. (In ID, Insured must be participating as a professional)
4. The practice or play of interscholastic sports including travel to or from such activity, practice, or play for students in the 7th grade or above, unless such premium is paid.
5. In Kansas - No benefits are payable for accidental bodily Injuries arising out of a motor vehicle accident to the extent such benefits are payable under any medical expense payment provision (by whatever terminology used including such benefits mandated by law) of any automobile policy.
6. In Ohio - Reinjury if the the insured participated in a covered activity against medical advice.

IT IS NOT THE INTENT OF THIS POLICY TO PROVIDE BENEFITS FOR AN EXISTING MEDICAL PROBLEM. A re-injury will be covered if the insured has been treatment free for a period of 180 days prior to the effective date of the policy. (in OH, this provision does not apply)

The policy contains a provision limiting coverage to usual and customary charges. This limitation may result in additional out-of-pocket expenses for the insured.

The Voluntary Coverage Plan

This plan allows the School District to offer student accident insurance coverage to parents on a voluntary basis. Each student in the District is provided with plan information to take home to their parents.

- For school return enrollment form (1511), the parents are to either sign a "Waiver" indicating that they have adequate insurance, or purchase the student accident insurance by returning the enrollment form and premium to the school. (Waiver does not apply in SD)
- For mailback enrollment form (1513), the parents will mail the enrollment form and premium directly to our office.

This plan will give the School Board and Administration a method to inform parents that the District is not responsible to pay for medical expenses caused by a school injury.

Common Questions Answered

1. The Full-Time and School-Time Coverage does not include participation in interscholastic sports for students in grades 7-12.
2. Interscholastic sports coverage must be purchased with either Full-Time Coverage or School-Time Coverage. It covers all sports injuries except football for students in the 9-12th grades. A separate one time policy year premium payment of \$250.00 is required for 9-12th grade football coverage. Football for 7th and 8th grade students is included in the Interscholastic Sports Coverage.
3. Extended Dental Coverage may be purchased separately.

How To Apply for Coverage

1. **FOR IMMEDIATE QUESTIONS PLEASE CALL** Student Assurance Services, Inc. at (800) 328-2739 or (651) 439-7098.
2. Complete the enclosed application and mail to:
STUDENT ASSURANCE SERVICES, INC.
PO BOX 196 • STILLWATER, MN 55082

3. Only one student accident plan will be offered by the School District.
4. A billing for group premium will be made in July.
5. A supply of claim forms, solicitation envelopes and other materials will be sent to the School District in July.

Claims Handling Procedure

1. When selecting an insurance plan, the availability to promptly settle claims is essential. School Administration will benefit by having the same agents who sell the coverage and staff who service the claims in the same office location.
2. For claim questions, contact Student Assurance Services, Inc. at (800) 328-2739 or (651) 439-7098.
3. A supply of claim forms and return envelopes will be sent to the School District in July.
4. When a student is injured, a School official (coach, secretary, nurse, etc.) must complete Part A of the claim form.
5. Next the claim form must be sent home to the parents for completion of Part B.
6. Parents must attach the student's medical bills and other insurance plan EOBs (if applicable) to the completed claim form and send to:

STUDENT ASSURANCE SERVICES, INC.

PO BOX 196

STILLWATER, MN 55082

Internet Access

Access to plan information is available at www.sas-mn.com. School Official will be given an administrator website access code and will have immediate access to:

Master Policy
Roster
Claim Status
Claim Forms

PREMIUMS

One time policy year premium

Full-Time Coverage (Grades PK - 12) Does NOT Include Interscholastic Sports Coverage	\$ 99.00
Full-Time Coverage (Grades 7 - 12) Includes Interscholastic Sports Coverage Except Football Grades 9 - 12	\$ 174.00
School-Time Coverage (Grades PK - 12) Does NOT Include Interscholastic Sports Coverage	\$ 16.00
School-Time Coverage (Grades 7 - 12) Includes Interscholastic Sports Coverage Except Football Grades 9 - 12	\$ 91.00
Football Coverage (Grades 9 - 12)	\$ 250.00
Extended Dental Coverage (Grades PK - 12)	\$ 9.00



STUDENT ASSURANCE SERVICES, INC.
P.O. BOX 196
STILLWATER, MN 55082-0196

2023-2024 BILLING INVOICE

**Red Oak Community School District
604 South Broadway St.
Red Oak, IA 51566**

CATASTROPHIC INSURANCE

CLASS 1 – 7 th – 9 th Grade	Student Enrollment (101-250)	=	\$ 200.00
CLASS 1 – 10 th – 12 th Grade	Student Enrollment (201-400)	=	\$ 350.00

TOTAL PREMIUM DUE = \$ 550.00
(\$500 Minimum Required)

Invoice is determined by last year's provided enrollment number.

Student Assurance Services would appreciate if premium can be submitted prior to the policy beginning for the new school year (August 1st, 2023).

THANK YOU

RESOLUTION TO PARTICIPATE IN THE INSTRUCTIONAL SUPPORT PROGRAM

WHEREAS, the Board of Directors has approved a five year finance plan, which anticipates the level of funding that will be possible to continue the current level of services and to fund the ongoing programs of the School District; and

WHEREAS, the Board of Directors has given consideration to continue participation in the Instructional Support Program as provided in Iowa Code sections 257.18 through 257.21; and

WHEREAS, the Board has published notice of the time and place of a public hearing on the resolution; and

WHEREAS, a hearing has been held upon the proposal to continue to participate in the Instructional Support Program and any objections are overruled:

NOW, THEREFORE, IT IS RESOLVED:

1. The Board of Directors determines that it is consistent with the five year finance plan to fund the ongoing programs and services of the School District and it is in the best interest of the School District to participate in an Instructional Support Program as provided in Iowa Code sections 257.18 through 257.21, and to provide additional funding therefor for a period of five years commencing the fiscal year ending June 30, 2025.
2. The additional funding for the Instructional Support Program for a budget year will be determined annually, and will not exceed ten percent (10%) of the total regular program district cost for the budget year and moneys received under Iowa Code section 257.14 as a budget adjustment for the budget year.
3. Moneys received by the District for the Instructional Support Program may be used for any general fund purpose.
4. The Instructional Support Program shall be funded by instructional support state aid and a combination instructional support property tax levied annually upon the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2025, and an instructional support income surtax imposed annually, the percent of income surtax to be determined by the Board for each budget year to be imposed upon the state individual income tax of each individual income taxpayer resident in the School District on December 31, 2024, and each year thereafter.
5. Unless, within twenty-eight days following the adoption of this resolution, the Secretary of the Board receives a petition containing the signatures of eligible electors equal in number to not less than one hundred or thirty percent of the number of voters at the last preceding regular school election, whichever is greater, asking that an

election be called to approve or disapprove this action of the Board adopting the Instructional Support Program, this action of the Board is final and the Secretary is authorized and directed to certify a copy of this resolution to the Department of Management.

In the event a petition containing the required number of signatures is filed with the Secretary of the Board within twenty-eight days of the adoption of this resolution, the President shall call a meeting of the Board to consider rescission of this resolution, or to direct the county commissioner of elections to submit the following question to the qualified electors of the School District at a special election.

If the Board determines to submit the question to the electors, the proposition to be submitted shall be as follows:

Shall the Board of Directors of the Red Oak Community School District in the County of Montgomery, State of Iowa, be authorized for a period of five (5) years to levy and impose an instructional support tax in an amount (after taking into consideration instructional support state aid) of not exceeding ten percent (10%) of the total of regular program district cost for the budget year and moneys received under Iowa Code section 257.14 as a budget adjustment in the budget year, and be authorized annually, in combination, as determined by the Board, to levy a combination of an instructional support property tax upon all the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2025, and to impose an instructional support income surtax upon the state individual income tax of each individual income taxpayer resident in the School District on December 31 for each calendar year commencing with calendar year 2024, or each year thereafter, the percent of income surtax to be determined by the Board for each fiscal year, to be used to for any general fund purpose.

Passed and approved this 19th day of July, 2023.

President

ATTEST:

Secretary

2023-2024 Teacher Handbook Revisions

Table Content

Update page numbers

Steven Green ~~Justin Williams~~, 504/Equity Coordinator. (pg. Table of Contents)

Steven Green ~~Justin Williams~~, 504/Equity Coordinator. (pg. 4)

School Calendar (pp. 5-6)

The district operates a school calendar that includes at least 1080 hours of instruction for students and 190 teacher work days. The calendar includes an additional ~~13.24~~ **21.24** hours or ~~2~~ **3** instructional days to hedge against cancellations, postponements and/or early dismissals due to inclement weather. Any additional instructional time that is missed will be made up at the end of the regular school year. The school year will not be cut short if no cancellations, postponements, or early dismissals are required.

Insert Board approved (March 25, 2023) **2023-2024 District Calendar**

District Contacts (pg. 7)

Central Office		Office Phone:	(712) 623-6600
604 S. Broadway St			
Contact	Role	Extension	
Deb Drey Heidi Harris	School Business Official	1003	
Heidi Harris Lisa Joint	Accounts Payable/ Receivable	1002	
Tammi Van Meter Jessie Brunning	Administrative Assistant/ Payroll	1001	
Leanne Fluckey	TLC/Curriculum Coordinator	4008	
Red Oak Early Childhood Center		Office Phone:	(712) 623-6630
400 W 2nd			
Heather Hall Megan Adams	District Nurse	2005	
Lisa Joint Val Tracy	Secretary	3001	
Inman Elementary		Office Phone:	(712) 623-6635
900 Inman Dr			
Taylor Clark	Counselor	2007	
Heather Hall Megan Adams	District Nurse	2005	
Tony Jones Jamie Sherley	Dean of Students Assistant Principal	2001	
Jr/Sr High School		Office Phone:	(712) 623-6610
2011 N 8th St			
Jamie Sherley Steven Green	Assistant Principal	4001	
Jessie Brunning Felisha Wingfield	Secretary	4002	
Leanne Fluckey	TLC/Curriculum Coordinator	4008	
Heather Hall Megan Adams	District Nurse	2005	
Food Service		Office Phone:	(712) 623-6635
900 Inman Dr			
Katie Van Meter Liz Jones	Director	2008	

Group Insurance Benefit (pg. 11)

The district provides a **defined contribution** to full-time staff with single to **purchase** medical insurance, long-term disability (LTD) insurance, and \$30,000 of group life insurance, including **and other supplemental** accidental death and dismemberment coverage. ~~Employees have the option to purchase additional life insurance, dental insurance, vision coverage for glasses or contacts, a critical illness plan, and a flexible benefit plan.~~ **Temporary and/or part-time employees may request a defined contribution toward insurance coverage based on a prorated amount. The district does not pay employees cash in lieu of health insurance. Doing so would make the defined contribution taxable benefit that would impact the tax liability of all other employees.**

Documents detailing the insurance plan design and enrollment period will be provided to all eligible employees prior to their effective start date. New employees should make arrangements to meet with the district's benefits specialist immediately following board approval of their hiring. Benefits begin on the first of the month following the employee's effective start date (e.g., September 1). Questions regarding insurance benefits should be directed to ~~Valerie Tracy~~ **Jessie Brunning** at (712) 623-6600, extension 1004 or tracyv@redoakschools.org. brunningj@redoakschools.org

Travel Compensation-Inside the District (pg. 12)

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position will be reimbursed at the current IRS standard mileage rate of ~~53.5~~ **65.5** cents per mile and must have the travel pre-approved by the Superintendent or designee.

Background Checks (page 14)

Effective July 1, 2023, school districts are required to conduct a review of a potential employee's employment history by contacting previous employers and checking BOEE license information to determine if there are potential employment issues, cases pending, licensure sanctions. Districts must maintain reference information on employees and respond to requests from potential employers.

Subsequent to their employment, All district employees are subject to criminal, dependent adult abuse and child abuse background checks at least every five years as part of their licensure renewal.

Qualifications, Recruitment and Selections (page 23)

All job openings shall be submitted to the Iowa Department of Education **Workforce Development** for posting on TeachIowa **lowaWORKS**, www.teachiowa.gov/lowaworks.gov, the online state job posting system. ~~Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position.~~ **A link to all job postings will be included on the district homepage, redoakschooldistrict.com, under "careers."**

Disruptive Students (page 42)

The Board must adopt policies for different grade levels that describe how to discipline a student for making a threat of violence or causing an incident of violence that results in injury, property damage, or assault. These policies include:

- **Strategies designed to correct behavior;**
- **Parent/guardian conferences, counseling, or mental health counseling (with parent consent), where appropriate;**

- Escalating levels of discipline;
- School district must be allowed to select the level of discipline that corresponds to the severity of the incident;
- School district must be allowed to suspend, permanently remove from a particular class, expel, or place the student in an alternative learning environment, including a therapeutic classroom, where appropriate;
- The policies must require an IEP meeting if the student has an IEP.

These policies must be consistent with Iowa Code Chapter 256B, the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act.

Classroom teachers must report any threat of violence or incident of violence that results in injury, property, damage, or assault by a student to the school principal or lead administrator within 24 hours. Classroom teacher may notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed. The building principal or lead administrator must notify the parent or guardian of each student within 24 hours after receipt of the teacher’s report.

Classroom teachers who choose to contact parents directly should be aware that differing versions of events may lead to uncertainty and erode trust. Teachers should inform principals when contact has been made and what information has been shared. When contacting parents directly, teachers should limit their accounts to factual information devoid of emotional terms. They should describe the behavior in objective terms and describe the impact of the behavior. Teachers should refrain from using terms and phrases such as “out of control” or “extremely disrespectful” that may mean different things to different people.

Employee Holidays (page 60)

No employee is required to work on employee holidays. The employee holidays for the 2023-2024 school year are as follows:

Labor Day.....	Monday, September 4
Thanksgiving Day	Thursday, November 23
Christmas Day	Monday , December 25
New Year’s Day.....	Monday , January 1
Good Friday.....	Friday, March 29

Termination (page 68)

The superintendent or designee has authority to suspend the services of any employee, for just cause or as permitted under law. The superintendent or designee shall make a recommendation to the board regarding the employee’s employment with the district. The

board shall take action whether or not to terminate the employee's employment with the district, as required and/or permitted under law.

The superintendent, the superintendent's designee and the board shall follow all applicable procedures and provide appropriate due process as required under the law and/or as required in a negotiated labor contract, if any. (Board Policy 401.9)

School districts are required to disclose documents, reasons, and rationales relating to employee discharge, resignation in lieu of termination, and demotion under Iowa's Open Records Law. Effective July 1, 2023, school districts are prohibited from entering into agreements that prevent them from disclosing information about an incident, past performance, actions, or allegations leading to discipline of an employee with prospective future employers.

Inman Elementary School

Handbook

Grades K-6th

2023-2024 School Year



MISSION STATEMENT

The Red Oak Community School District enables itself to provide the best opportunities for all students to academically, socially, and ethically prepare themselves for global citizenship.

Dr. Jane Chaillie, Principal
900 Inman Drive
Red Oak, IA 51566

Email: chailliej@redoakschools.org

Phone: 712-623-6635

Fax: 712-623-6638

Equal Educational Opportunity

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society.

Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability.

Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

RED OAK COMMUNITY SCHOOLS
INMAN ELEMENTARY STUDENT HANDBOOK 2023-2024
Mission Statement

School Information at a Glance

www.redoakschooldistrict.com

Red Oak Preschool
Jane Chaillie, Principal
400 W. 2nd Street
Red Oak, Iowa 51566
(712)623-6630
(Wednesday)

Red Oak Preschool Schedule
Drop Off begins @ 7:45 AM
Full Day Session: 8:00 AM - 2:50 PM
(Monday, Tuesday, Thursday)
8:00 AM - 1:50 PM

Inman Elementary (K-6)
Jane Chaillie, Principal
Jamie Sherley, Assistant Principal
Debbie Graber, Student Success Coordinator
900 Inman Drive
Red Oak, Iowa 51566
(712)623-6635

Inman Elementary Schedule
Arrival/Breakfast: 7:40 AM
Tardy: 8:00 AM
Dismissal: 3:10 PM (Wednesday 1:40 PM)

Jr/Sr High School (7-12)
Nate Perrin, Principal
2011 N 8th Street
Red Oak, IA 51566
(712)623-6610

Jr/Sr High Schedule
Arrival/Breakfast: 7:40 AM
Tardy: 8:00 AM
Dismissal: 3:10 PM (Wednesday 1:40 PM)

Red Oak District Administration
Mr. Ron Lorenz - Superintendent
Mrs. Heidi Harris - Board Secretary
Mr. Kevin Herrick - Technology Director
Ms. Barb Lombard - Transportation Director

Board of Education
Brett Blackman - President
Jackie DeVries - Vice President
Roger Carlson
Bryce Johnson
Kathy Walker

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INMAN ELEMENTARY
Administration and Faculty Listing:

Jane Chaillie	PK-6 Principal
Jamie Sherley	K -6 Assistant Principal
Debbie Graber	Inman Student Success Coordinator and SAM
Steve Ferree	GHAEA School Based Interventionist
Megan Adams	School Nurse
Janelle Erickson	K-12 Teacher Librarian
Leanne Fluckey	K-12 Curriculum Director
Elaine Pelzer	Inman Administrative Assistant
Lori Vanderhoff	Inman Administrative Assistant
Barb Lombard	Transportation Supervisor

Guidance Department:

Kathy Linke	Inman Guidance Counselor
Melissa Godfread-Hobbie	Mental Health School Social Worker

Kindergarten -	Miranda Vannausdle Julie Johnson Meshell Billings Josie Wiser	Title I:	Connie Dentlinger Beth Rehbein Brandi Blackman
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First Grade -	Kay Soden Alix Carlson Melinda Smits Elizabeth Koontz	SPED:	Jacki Viner R'Donya Nelson Monica Nicholas Courtney Madison Amy McClintock
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Second Grade -	Abby Weeks Anna Ramaker Rebecca Figurelli
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Third Grade -	Brooke Doyle Alex Nelson Kristina Chilton Sue Chelsvig	SPECIALS:	Jesse Taylor - PE Kelsie Schmidt - Music Jacque Stephens - Art
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Fourth Grade -	Karla Davis Angie Montgomery Deb Robertson	ELO:	Beth Burgess
		ELL:	Miriam Hoeksema

Fifth Grade -	Sonia Kunze Dillon Wiser Mark Haufle
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Sixth Grade -	Lisa Artherholt Phil Turner SueAnn Crouse
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ACCIDENT AND EMERGENCY INFORMATION

In the event of a serious accident or illness at school, a parent will be called. If a parent cannot be reached, the emergency contact that has been provided will be called. Emergency contacts are usually family members or close friends who have agreed to care for your child in your absence. Please make sure they are aware that you have listed them, and they are willing to take responsibility for your student. Please, always keep contact numbers updated in your parent portal in Infinite Campus.

ADMISSION REQUIREMENTS

Children wishing to enroll in Kindergarten must be at least 5 years of age on or before September 15th of the year in which they wish to enroll. Parents must present evidence of age before the child may enroll. It will be within the discretion of the school administration to determine what is satisfactory evidence for proof of age.

ANIMALS/ PETS

Children are allowed to bring pets to school only with advance permission from the teacher and/or office staff. Parents must be present to walk the animal/pet to the classroom and when leaving the building. Any animal brought to school must be housed in a proper cage, and restrained so they can not harm anyone. Please take into consideration other students in the classroom (allergies, etc.)

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. All students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies will remain in the office during assemblies.

ATTENDANCE

School Arrival/Dismissal

The Inman doors will open at 7:40 am each day. Students will eat breakfast in the cafeteria or participate in a club such as walking club or yoga. At 7:50 am students will be allowed to enter classrooms. School will begin at 8:00 am.

To ensure the safety of our students and to keep traffic to a minimum in the hallways, all parents dropping off their children will do so at the designated drop off sites, not at classroom doors.

Inman Elementary will begin dismissal at 3:10 pm. All walkers will be dismissed through the West entrance. Once walkers have been dismissed, we will begin dismissing students for busses and car pick-ups. Parents should pick their students up at their designated pick-up locations.

All students should leave for home within 5 minutes after dismissal unless under the direct supervision of school personnel or a parent. Occasional early pickups are allowed for appointments as necessary, but parents are discouraged from picking up their child early just to avoid car and bus traffic. Students are engaged in learning and classroom activities until the school is dismissed, early pick-ups are discouraged.

To ensure the safety of our students, the parking area in front of Inman Elementary is reserved for bus traffic at the end of the day. All parents should remain in their vehicles during dismissal, or wait by the ramp on the west side of the building if walking with your child(ren).

Leaving School Early

For the protection of our students, and to prevent unauthorized and unwanted persons from taking children from school prior to dismissal or at the close of school, please follow this procedure

- 1) If you want your child to leave school at the end of day other than the usual routine, please send a note with your child stating the change. Since your child will not be part of the regular dismissal routine, you will not need to update the dismissal app to reflect the change.
- 2) Persons picking up children should report to the office, and wait for students at the main entrance.

School Closings

If school will be closed, delayed, or dismissed early due to inclement weather conditions, announcements will be made on KCSI and KMA radio stations. The district will send out notifications on Infinite Campus messenger based on the preferences you set in the parent portal. Make sure your information is current.

In case of severe weather conditions or other emergency situations, cancellations can occur at any time. It is the parent's responsibility to inform children what they are to do and where they are to go when early dismissals occur, particularly when parents will not be home. Your child should understand his/her alternative emergency plan.

Compulsory Attendance

Parent/Guardian within the school district who have children over age six (6) and under age sixteen (16) by September 15th, in proper physical and mental condition to attend school, will have the children attend the school District at the appropriate center.

Student Attendance & Absences

What happens in class every day and the activity or interaction between teacher and student can never be duplicated, thus the Red Oak Community School District values attendance. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school. Attendance at school on a regular basis is extremely important for success in school. Only through attendance and class participation do students achieve the benefits of the education program. Participation in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Excessive absence has been labeled one of the major factors leading to school failure. Learning lost, due to an absence, can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares for adulthood.

Students are expected to attend school regularly and be on time to receive maximum benefit from the instructional program to develop habits of punctuality, respect, self-discipline, and responsibility, and to assist in keeping disruption of the educational environment to a minimum.

The Importance of Regular School Attendance

Red Oak Community School District values attendance. After a 12th unexcused absence or 20th total absence, school administration may involve juvenile court authorities, Montgomery County attorney and/or other officials as appropriate. Families receiving FIP benefits may also be reported to DHS.

Legal Obligation Regarding Attendance Regulation

- The responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce that state of Iowa mandatory attendance laws, and the excessive absence regulation.
- Our state legislators have created an important law(code) that addresses student attendance in schools. Iowa CODE 299.1 reads as follows:
 - The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public-school district shall set the number of days of required attendance for the schools under its control.
 - The board of directors of a public school may, by the resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy relating to the reasons considered to be valid or acceptable excuses for absence from school.
 - To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board of directors, have designed these rules so that all students may receive an excellent education.

It is our legal obligation to work with the County Attorney to uphold Iowa Chapter 299. Therefore, students of compulsory attendance age who exhibit attendance deficiencies will be required to attend a mandatory mediation session with our local county attorney.

Processes and Procedures to Combat Excessive Absences/Tardies

Reporting Student Absences

- When children are sick, they should stay home from school. If your child will be absent or tardy, please call the school office before 8:15 am. Our primary concern is for each student's safety and well-being, parents calling helps us be assured that students are safe. Please help us by making this phone call so there will be no misunderstanding about the type of absence.
- Please make every attempt to have your child at school on time. Inman Elementary School begins class at 8:00 am. This means your child should be in their classroom before that time, not just entering the building. [Our day is scheduled and when a student is late, they miss out on learning and cause disruption by entering classrooms late.](#)

Excessive Absences

- After a student experiences a 4th unexcused absence or 8th total absence a letter of concern is sent to the parents. After an 8th unexcused absence, or 12th total absence a second letter is sent, and a meeting is convened to determine [barriers to consistent attendance](#). During this meeting, an attempt to develop an individual plan to improve attendance will transpire. [After 12th unexcused absence or 20th total absence school administration may involve juvenile court authorities, Montgomery County attorney and/or other officials as appropriate. Families receiving FIP benefits may be reported to DHS.](#)

- If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations

Tardy consequences

- Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom when school begins at 8:00 a.m..
- Work and/or instruction missed may be made up at recess and or after school.
- After the 8th tardy a letter will be sent home.
- After the 14th tardy a second letter will be sent home and a conference with the parent, student and building administrator will be set up.
- After the 20th tardy the student may be referred to the Montgomery County Attorney, [juvenile court authorities](#), and other officials as appropriate.

Absences

- A. The following absences may be excused, providing the excuse has been provided by the parent or guardian in advance of the absence, or at the time of personal illness or by the next school day:
- Personal Illness;
 - Family death or emergency;
 - Medical appointments that must be made during school time;
 - Court appearance is validated by the assigned time on the ticket, and the appearance is validated by the clerk of the Magistrate Court and/or District Court.
 - Family trips up to 3 days, and other extended absences which can be justified from an educational standpoint. These must be approved by the principal well in advance and arrangements made with each teacher involved for the make-up work to be missed.
 - School initiated absence (no parent excuse required).
- B. The following absences may be treated as unexcused:
- Any absence not properly excused before the occurrence, or at the time in the case of personal illness. It is the responsibility of the parent/guardian to notify the school if a student is to be absent and the absence is to be excused. However, to satisfy a mutual concern of parents/guardians and the school for the welfare of unaccounted-for students, the office will contact parent/guardian should a student be found absent for whom no parent/guardian excuse has been received. This call will be to confirm the whereabouts of the student but will be considered after the fact for attendance purposes. The absence will not be considered excused if the school has to call to find a student;
 - Leaving the building during the day without parental excuse and authorization from the principal's office.
 - Family trips that are in excess of 3 missed school days or not pre-approved.
- C. Chronic Absenteeism
- Chronic absenteeism is closely monitored and tracked by Red Oak Community School District and the Iowa Department of Education. Students will be considered attendance at-risk if they meet any of the following criteria.
 - ❖ Missing 8 or more days of previous school year
 - ❖ 5 or more tardies in previous school year

- ❖ 2 absences in first 2 weeks of school
- ❖ 2-3 absences in first 4 weeks of school
- ❖ 4 absences in first 8 weeks of school

Tardiness

Tardies are unexcused absences that are thirty (30) minutes or less in nature. After the eight (8) tardy, parents/guardians will be notified. After the 14th tardy a meeting will be held between school administration, parent/guardian, student, and teacher to attempt to resolve the tardy issue.

Unexcused tardies beyond twenty (20) will be considered truant. Those children who are truant MAY be considered in violation of the state's mandatory attendance laws. These cases will be referred to the County Attorney for mediation or prosecution.

Students are expected to be in class on time. A student spending a half-day (or more) in the nurse's office will be counted absent from the classroom for the half day. Students arriving at school after 8:30 am or leaving before 2:30 pm will be marked absent for that half day. Students arriving to school late, between the time of the tardy bell and 8:30 am will be counted tardy.

A student who is absent from school, for any part of all the class day, when there is an evening event/activity (i.e. concerts, sports events, family nights) shall be ineligible to participate or perform unless the cause of his/her absence is of the type for which it is authorized by the principal. Examples may include: funeral or serious family emergency.

Truancy

Truancy is the act of being absent from school without an acceptable reason or without parental or school knowledge. The state has set penalties for parents of truant children. The Principal or designee shall investigate the cause for a student's truancy. If the family and the school are unable to partner to improve attendance the case shall be referred to the county attorney for mediation or prosecution.

Families can contact Mrs. Debbie Graber, Student Success Coordinator, or [Steve Ferree, School Based Interventionist](#), for assistance and resources for attendance concerns. They can be reached by calling the Inman Elementary Office at 712-623-6635.

BEHAVIOR - "Tiger Matrix"

Although we believe most of our students "do the right thing" on a consistent basis, it is our belief that a building-wide behavior plan will support the best learning environment for all students. In addition to providing students with clear, consistent expectations, our staff believes every student at Inman Elementary has the right to a classroom free of distraction, inappropriate behavior, and disrespect. We also believe...

- All students are entitled to a safe and harassment free learning environment.
- Learning will increase when all students know that consistent expectations for behavior exist in their school.
- Student, parent, and teacher frustration will decrease when a clear plan for behavior expectations and consequences has been outlined.
- High expectations for respect for self and others build character and develop strong future citizens.

We also know students respond much better when every adult a child encounters throughout the day is consistent with the other adults in the building. Every adult at Inman Elementary School will follow the disciplinary process listed below when dealing with inappropriate behavior.

Expectation:

- Learn in a class free of disruption
- Learn in a classroom free of put downs and harassment
- Learn individually and within groups in a positive environment
- Expect that their peers will follow the rules of the classroom and school

Students who fail to abide by this and other school district policies, rules, and administrative regulations supporting the school district policies may be disciplined for any of the following:

- Conduct which disrupts or interferes with the educational program;
- Conduct which disrupts the orderly and efficient operation of the school district or school activity;
- Conduct which disrupts the rights of other students to obtain their education or participate in educational activities;
- Conduct that is violent or destructive; or
- Conduct which interrupts the maintenance of a disciplined atmosphere.

BICYCLES

Riding a bicycle to and from school is a privilege and not a right. Students who do not follow these guidelines will have the privilege of bike riding to and from school terminated and may also be subject to additional discipline.

- Bicycles will be parked in the racks provided or in a designated area.
- Bicycles must be walked through school crosswalks.
- Bicycles will be walked while on the sidewalks or school grounds.
- Bicycles will not be ridden or tampered with during the school day
- Bicycle riders are expected to use bicycle safety rules. Such as: always yielding to pedestrians; riding single file in a straight line; using the proper hand signals; and obeying all traffic rules.

BIRTHDAY TREATS AND PARTY INVITATIONS

Treats for students have been part of recognizing a student's birthday at school for many years. We realize this is an individual preference type of activity and some students do this while others do not. If your child wishes to bring treats for his/her birthday or a room party, please coordinate with the classroom teacher. All treats need to be prepackaged, store bought items. No homemade treats are allowed.

We discourage the giving of gifts (from parents to their child) for birthdays. It can be difficult for students to manage balloons or flowers walking home and on the bus. We ask that you give birthday gifts at home instead.

Distributing party invitations at school creates problems because of who is and who is not invited. Please do not send invitations to school to be distributed.

BOOK CHARGES

Students losing or damaging school books/materials or media books beyond use will be expected to pay for them. The replacement cost of new and/or used books will be based on the costs obtained from new or used book catalog pricing information. Charges will be assessed for other misuse of books in relation to its severity.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed, stolen or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement.

CELL PHONE POLICY

We recognize that cell phones have become a common tool for communication. We know that parents want to be in contact with their students but we have the responsibility to provide an appropriate academic environment within our school. Cell phones and smartwatches can be a major distraction for the learning environment and are vulnerable to theft. We ask that students carry a cell phone only if absolutely necessary. Students can carry a cell phone to school. However, phones must be turned off or silenced and stored in the student's backpack in their locker/cubby from the time a student enters the building until they leave the building so that classrooms are not disturbed. Smartwatches should be in school mode. If you need to get a message to your child or to talk to your child during school hours please call the Inman office. Cell phones may not be used to talk, take pictures, play games, record, or text during school hours, including recesses. If a student violates the cell phone policy, they will have the following consequences:

- First Infraction-Students will have their cell phone taken away and locked up in the office and returned at the end of the day.
- Second Infraction-Students will have their cell phone taken away and locked up in the office until a parent can come to school and retrieve it.
- Third Infraction-Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

We are not responsible for lost, damaged or stolen phones or personal items.

CHILD SAFETY

If a student is going to have a change in their normal routine, we need to update dismissal plans on the parent dismissal portal, parent note or phone call that states what the student is to do before 2:30 pm. Without updating your regular dismissal plans, your child will be instructed to do their normal routine: ride the bus home, walk to the sitter, be picked up, etc. It is very important for us to know this information for the welfare and safety of your child(ren).

CLASSROOM RULES AND POLICIES

In addition to the rules and policies stated in this handbook, classroom teachers have established rules and policies for their classrooms. Each teacher will supply the parents a copy of their classroom policies. If you have a concern about a policy, parents are asked to contact the classroom teacher, before talking with the principal.

CLOTHING AND DRESS FOR SCHOOL

Student dress or personal grooming is not to interfere with the normal classroom education process. Students are expected to adhere to standards of cleanliness. Clothing or other apparel promoting or referring to products illegal for use by minors, (ie.e. alcohol, tobacco, drugs) and/or clothing displaying obscene material or profanity or referring to inappropriate or prohibited conduct are not allowed. Low riding pants and low cut tops are not acceptable. Bare midriffs will not be acceptable for boys or girls. Clothing with holes or tears in inappropriate places is not acceptable. Hats, caps, or any hoods may not be worn in the building during school time. Any accessories deemed unsafe (such as chains or jewelry/accessories with spikes) will not be allowed.

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the educational program will not be tolerated. When, in the judgment of administration, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. The administration or designee makes the final determination of the appropriateness of the student's appearance.

Caps, hats, or hoods are not to be worn in the school building unless the administration has approved a special activity such as "Hat Day". Due to the safety precautions and building maintenance, "skate shoes" should not be worn during the school day. Flip flops are discouraged as they often break or fall off while children play, and are not suitable for running or climbing at recess.

Students should wear appropriate clothing for outdoor play. The children will have recess outside whenever possible and should dress accordingly (coats, mittens, snow pants, boots, etc.). Snow boots are not to be worn all day indoors; students are to wear regular shoes in the school building to prevent tracking mud, snow, etc. into the building. During inclement weather adequate outer garments should be worn. Recesses will continue to be outside unless the administration and staff determine the weather is inappropriate for all students to be outside via guidance provided by Iowa Department of Health and Human Services.

CONCERNS

If parents have a concern regarding a classroom and/or teacher situation in school they are urged to first contact the teacher involved to discuss the situation and possible solutions. If their concern cannot be resolved, the parent can then request a conference with the principal or assistant principal. Students may be included in the conference if deemed necessary.

DELIVERIES

We know that holidays are a time for celebration, and at times, families enjoy giving gifts to celebrate. Due to the age of our students, we will **NOT** accept deliveries of balloons, candy, flowers for students.

DISCIPLINE

Effective discipline is necessary for quality education. To guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. The teacher is responsible to support a quality learning environment and exercise classroom discipline to ensure that all students receive an appropriate education. When serious or persistent problems arise, discipline may become the joint responsibility of the principal, the guidance counselor, the teacher, and parent/guardian. The principal in accordance with Board Policy, State Statutes, and announced rules will select actions necessary to correct misbehavior. Student discipline may involve:

- Removal from the classroom- a student is sent to the office and it will be within the discretion of the person in charge of the classroom to remove the student. Students will be removed from the classroom until administration can process the situation and determine next steps including a re-entry plan.
- Detention - a student is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. The imposition of a detention and the length of the detention shall be within the discretion of the employee disciplining the student or the building administration.
- Parent contact and conference- a parent will be contacted to discuss student behavior. A conference to generate solutions to the student behavior may be required where administration, teacher, family, and student collaborate to problem solve.
- Suspension- a student can be given either an in-school suspension or an out-of-school suspension. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed five consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten school days.
- Referral to Student Assistance Team- a student may be referred to the building Student Assistance Team (SAT) to study patterns of behavior including but not limited to time, location, and/or intensity. SAT may recommend interventions or classroom accommodations for the student.
- Referral to non-school agencies and law enforcement- a student may be referred to non-school agencies and law enforcement due to the nature of the discipline issue.
- Expulsion from school- a student will be removed from school and not allowed to attend school or school events.

EMERGENCY PLAN

Emergency Drills and Emergency Response

Students will be informed of the appropriate action to take in an emergency. We will conduct lockout, lockdown, fire evacuation, severe weather and other emergency drills. Emergency procedures and proper exits are posted in all rooms. All students must take part in these drills for everyone's safety. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in a false alarm, in addition to being disciplined under the school policies, rules and regulations, may be reported to law enforcement officials.

If our elementary buildings must be evacuated for any reason, Red Oak Community Schools emergency plans will be followed and students will be evacuated in an orderly manner to a safe area.

With any emergency situation, students will not be released to parents until school officials have determined it is safe to do so.

FIELD TRIPS

Educational field trips are part of our instructional program and allow students to see things first hand. The teacher plans and is responsible for the activities involved on the field trip. When a field trip is planned, other than those within walking distance of school, parents will be notified in advance. Parental permission for school related field trips is given when you register online with the school each year. If you don't want your child to attend, please let the teacher know immediately.

HARASSMENT/BULLYING

Harassment and bullying of students are against federal, state and local policy, and are not tolerated. Inman Elementary is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Red Oak Community school board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived protected trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or

- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances which create an objectively hostile school environment:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing substantial injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an objectively intimidating, offensive, or hostile learning environment.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such

report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal, or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

HOMEWORK/MAKE-UP WORK

No schoolwork is assigned for the purpose of keeping students busy at home. When students make good use of their time, most assignments can be done during the school day. Assignments not completed during the school day may need to be completed at home and returned with the child when he/she returns to school.

Students are expected to make up work missed because of an absence as early as possible after they return to school. A good rule of thumb is "3 days allowed for make-up for each day missed." The teacher may assign work that is different from that assigned to the class during the time the student was absent. For long-term absences, students may receive a time extension to complete the work. Students may be held in from recess or other special activities to complete work.

Parents who want to pick up make-up work from the school should contact the school by 9 am to allow sufficient time for teachers to get materials. Please do not "drop in" and ask for make-up work from the teacher. We don't want to stop the learning process for the rest of the class while the teacher takes time to get the work ready. It is the teacher's responsibility to give the student make-up work. It is the student's responsibility to see that the work is completed and given to the teacher.

HOURS

School begins at 8:00 A.M. and ends at 3:10 P.M. each day. Students are welcome on school grounds after 7:40 A.M. All students should be in classrooms before classes start at 8:00 A.M. each day. Walkers and pick ups will begin dismissal at 3:10 P.M. On Wednesdays students are dismissed at 1:40 P.M. The Inman playground is closed to students before school and will not be open to the public until all students have been dismissed from school.

LOST AND FOUND

Lost and found articles are placed in the elementary main hallway. Parents and students are encouraged to check for lost items. Every effort will be made to return identifiable items. Articles that are not claimed by the end of the semester will be given to a charitable organization.

FOOD SERVICE/LUNCHROOM PROCEDURES

Breakfast will be served from 7:40 am - 7:55 am. Grab and go breakfast will be available for students from 7:55 am-8:00 am. Inman lunches will be served between 11 am and 1 pm. Lunch menus will be posted on the weekly newsletter and the food service app. Children are not required to eat hot lunches. They may bring sack lunches but they are not allowed to bring pop or any carbonated beverage to school in cold lunches unless the teacher gives the class permission for a special occasion. Students will not be allowed to share/trade/sell food items provided by the school or brought from home. If a child wants school milk with cold lunch, they will be charged for the milk.

Parents are welcome to come to school to eat lunch with their child. Parents that want to eat a hot lunch should call the school prior to 9:00 A.M. to reserve a lunch if possible. When parents join their student for lunch, they will be asked to eat in a [designated area](#). We ask parents who bring lunch to eat with their child not to bring pop also. Items sent in a cold lunch should be “child friendly.” Your child should be able to open items sent in their lunch.

LUNCH MONEY:

You may add lunch money to your child’s account online. If you want to send a check or money to school, please send in a sealed envelope to the school office. Write on the outside of the envelope the child’s name, teacher’s name and the amount enclosed. This money will go into your child’s account. You will be notified when your child’s account has a negative balance. Our automated dialing system will call you every day until the balance is brought up to date.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Families will be notified by an automated calling system and e-mail notification. Negative balances of more than \$50 not paid prior to the end of the month will be turned over to the Superintendent or Superintendent’s designee for collection. Negative balances of more than \$15 not paid prior to the end of the school year will be turned over to the Superintendent or Superintendent’s designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

Free/Reduced Priced Meals

Free and reduced priced meals are available to those families who qualify.

Information regarding free or reduced priced meals will be provided at least twice annually to the parents or guardians of all enrolled students.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

If a student owes money for five or more meals, school personnel may contact the student's parent or guardian to provide information regarding the application for free or reduced priced meals or to provide information on other options or assistance available.

MEDICATION

A parent at home must administer the initial dose of all medicines.

Prescription Medication:

- A signed medical prescription must be brought to the school by the parent or faxed by the prescribing physician's office before medication is given.
- The label on the container from the pharmacy must include the child's name, medication name, dosage, route to be administered, and time(s) to be administered. Any special instructions should be included in a note from the prescribing physician.
- Changes in administration times or dosage must be made by parent contact along with a new prescription from the physician and label from the pharmacy.
- Parents should deliver prescription medicine to the school personally, please do not send it with the student.

Non-Prescription Medication:

- Over the counter and prescription medications that need to be taken at school, must be sent in the original container/prescription bottle.
- The parent/guardian also must include a signed note giving permission for the staff to administer the medication along with **name, amount, and time medication is to be administered.**

MONEY

Only money needed to conduct authorized sponsored activities should be brought to school. These might include hot lunch, insurance, etc. Cash should be brought in a sealed envelope with the student's name, amount of money and what it is to be used for on the outside of the envelope. Students should pay amounts due upon arrival at school to eliminate the possibility of loss or theft. Inman Elementary and its staff are not responsible for money lost.

MULTICULTURAL/GENDER FAIR EDUCATION

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for all students. The education program will foster knowledge of and respect the appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and supply equal opportunity to both sexes.

NON-DISCRIMINATION NOTIFICATION STATEMENT

The board will not discriminate in its educational activities based on race, color, national origin, creed, religion, sex disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational

activities based on race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

PARENT/TEACHER CONFERENCES

Formal Parent-Teacher conferences are held in the Fall and Spring. It is important that parents meet with their student's teacher(s). Teachers and parents are encouraged to request additional conferences at any time during the school year when there are concerns about a student's progress.

The primary purpose of parent/teacher meetings to aid families and the teachers in providing the best possible education for your child. Conferences may include scheduled personal visits as well as telephone consultations and should be used not only to communicate areas of concern but also to report student growth and success. These conferences should not be scheduled when a teacher has supervision duties or other assigned duties.

PARENT/TEACHER REQUESTS

We understand that every child is unique and special; therefore, every attempt will be made to meet each student's individual needs. The building principal and elementary teaching staff will take careful consideration in placing each child into a classroom that will best benefit the individual. Should a parent feel that there is a need to communicate with the principal regarding their child's specific classroom placement, they will need to complete a "Classroom Placement Consideration Form" (attached at the back of the handbook) by May 1st of the school year prior to the request. Please make sure that through completion of this form, all requests are educational in nature and reflect specific information regarding a child's learning needs.

PARTIES

Parties are planned each year for Halloween, Winter Holiday, and Valentine's Day. Parents may be asked to serve on a committee for treats. Parents who do not want their child to participate in these holiday celebrations or activities should notify their child's teacher or the office. Supervised activities will be provided for those not wishing to participate or they may be excused to go home. Room parties are held to celebrate various occasions and class successes, but no more than one per month in conjunction with the birthday celebration if they involve unhealthy foods. Arrangements for these parties will be made cooperatively between teacher, parents and pupils as the situation allows.

All treats need to be prepackaged, store bought items. No homemade treats are allowed.

- HALLOWEEN PARTY- October 31st, 2023
- HOLIDAY PARTY- December 22nd, 2023
- VALENTINE'S DAY PARTY- February 14th, 2024

PEDICULOSIS (LICE) MANAGEMENT

The play habits of younger children make them more likely than older children to have head lice. Head lice spreads almost completely from hair to hair contact, and are not a sign of being dirty. They are not dangerous and do not spread disease. Children with head lice may complain of itchy scalp or they may show no symptoms. The Iowa Department of Public Health recommends that all parents check their child's head regularly for head lice.

School Role – Prevention:

- Educate staff, parent, and student on ways to prevent head lice

- Keep mats, pillows and belongings separated (coats will be kept in bags)
- Avoid stacking/piling or hanging coats on top of each other
- Encourage students to keep hats scarves and coats in their sleeves
- Remind students not to share combs, brushes, hats, and other hair accessories
- Avoid sharing earphones and helmets
- Watch for signs of frequent head scratching
- Remind parents to do careful weekly inspections of their child's hair
- Notes will be sent home with students when a case has been found
- Encourage that long hair is pulled up in ponytail
- Check classrooms where cases are found within one working day of case

Identified Case Management

Children will not be excluded from school on the day that head lice is detected. Children can be excluded from school if live lice are observed after treatment, and the progression to remove nits is not evident. Readmittance of the child to school nurse, or other appointed school official will be at the discretion of the school nurse and after the child has been re-treated.

Exclusion from school is not punitive but is intended to respect the right of an individual to be louse free, and for the learning environment to be free from interruptions for all students.

1. The school nurse will contact the child's family by phone. If unable to reach the family, a note will be sent home with the child, and a copy will be kept in the nurse's office. The school nurse or designated personnel will provide information for the family on the treatment and prevention of head lice.
2. A family may opt to take the student home to treat or, depending on the severity, a child may be sent home for immediate treatment and to prevent the spread of the head lice. This will count as an excused, medical absence. If the family has not received a lice treatment kit twice during the semester, one may be sent home with the child.
3. Upon return to school the next day, the child's hair will be checked. Student may return to class if there are not any live louse present in the hair. If nits (eggs) are present hair will be rechecked frequently to ensure proper combing of hair at home. Signs of proper combing will result in the reduction of nits (eggs). If, at any time, live lice are evident, the family may be asked to pick up the child and re-treat.
4. After 14 days, and the completion of the treatment plan (checklist), if there are still nits or louse present, a family may be asked to keep their child home at the school nurse's or administrative designee's discretion until hair is nit free.
5. A child's hair will be checked two weeks after they are nit free to ensure the child is still free of lice.
6. In severe and recurrent cases, a family may be given information related to a medical referral.

PERSONAL PROPERTY AT SCHOOLS

Students should NOT bring toys or other objects from home unless the classroom teacher has given them permission. [Personal items cause disruptions to the learning environment](#). The school cannot assume responsibility for the loss or breakage of things brought from home. [Music players, recording devices, cameras](#), cell phones, [smartwatches \(other than for telling time\)](#), electronic games and comparable items are not to be used in school. They are expensive, and the school cannot guarantee their safety.

Students may bring water bottles that have lids to school. Water bottles should only have water in them. Students may fill bottles at drinking stations in the building. No pop or other liquids should be in the water bottles.

PHYSICAL EDUCATION REQUIREMENTS

The physical education department requests that proper shoes (no flip flops) be worn for physical education class. This is for safety as well as health reasons. Students should wear clothing that does not restrict movement on P.E. days. If a girl wants to wear a dress, she should wear shorts under her dress. If a student needs to be excused from participation in physical education for one class period due to injury or illness, a written parental request needs to be given to the P.E. teacher the day the student is to be excused. We encourage parents to write notes restricting only the types of activities that will aggravate the injury or illness rather than notes that eliminate the student from participating in all activities. If a student needs to be excused for two or more consecutive class periods, a written medical request from a doctor must be given to the P.E. teacher.

RECESS

Research studies have shown that taking a break from a task and moving around to get oxygen to the brain will increase one's readiness to learn. Our students go outside (weather allowing) to get fresh air and work off some of their energy. Recesses are part of the scheduled school day. All students are expected to take part in recess. A child who is too sick to go out for recess is too sick to be in school. During winter months, students will go outside for recess unless the temperature or wind-chill is below zero degrees. [School staff will use Accuweather-Red Oak to monitor local temperatures to make final decisions about recess.](#) Please dress students appropriately during the winter months. We will be happy to honor a one-day request for a child to stay in from recess after an extended illness. However, a request from your family physician will be needed for a child to remain inside for an extended period. [A teacher may keep a student in for a portion of recess to practice routines, make up work, provide additional instruction or as a form of discipline.](#)

IES Recess Rules - See "Tiger Matrix"

At recess, student health and safety are our primary concern. Always follow directions of playground supervisors.

- Students must be escorted by staff from the classroom or lunchroom to the recess doors.
- Students must be escorted from recess to the classrooms.
- Sidewalks are for walking only.

[Inappropriate behavior or failure to follow established playground rules may result in a student being removed from the activity. On occasion, a teacher may limit a child to playing in a more limited area of the playground as part of a plan for successful re-entry. Students may also be removed from the playground for further disciplinary action.](#)

RETENTION

The grade placement of any student at the end of the school year for the next school year will be based on the determination of what is best for each child [but will follow the Iowa Code Regulations related to reading achievement.](#) Parents, teachers, and the principal work together to ensure that

students achieve their maximum potential in their school- work. In case of any conflict with placement, the principal will meet with the parents to decide what is in the best interest of the student.

Retention means repeating the entire grade for the entire year. The practice of retention has become increasingly controversial in recent years. Students will only be retained when there is evidence that the student is likely to benefit socially and/or academically. Retention is not to be used as punishment, nor is it to be used to supplant other educational services such as remedial instruction or special education.

SCHOOL NURSE/HEALTH SERVICES

School health services are provided and managed by our school nurse. Student health involves a wide variety of services. If you have any questions or concerns regarding school health services or your child's health, please don't hesitate to contact the school.

A record of your child's immunization must be on file before they may be registered for school. Students should be current on all immunizations. Exemptions for this immunization requirement will be allowed only for medical or religious reasons. The students must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

SCHOOL VISITS

Visitors are welcome at Inman Elementary School! Please feel free to visit your child's classroom at any time, however, we would suggest that you wait until after the first two weeks of school. If possible, call ahead of time to make sure there are no conflicts with your visit. We discourage student's siblings from visiting school with parents, as their presence can become a distraction to learning. Please make appointments with your child's teacher when class is not in session. School-age children unaccompanied by an adult must have prior approval from the teacher and principal before visiting.

For the safety of the students, only enter the school at the front entrance on Inman Drive. All visitors must sign in at the office when they arrive at the building. A visitor's badge will be given to wear while you are in the building. Upon leaving the building, we ask visitors to sign out and to return the badge to the office.

SOLICITATION

Flyers for distribution to students or staff need prior approval from the principal. Distribution of the flyers is the responsibility of the organization.

STUDENT ASSISTANCE TEAM

Inman Elementary School recognizes that students can experience several personal, behavioral, or medical problems, which can have an adverse effect on their behavior, conduct or academic performance in school. The Student Assistance Team (SAT) program is designed to help students experiencing any of these problems. Our program has been designed to identify and utilize school, family, and community resources in aiding students to achieve their educational potential. SAT will involve appropriate personnel to provide interventions at the earliest possible stage while maintaining the confidentiality of the student. The SAT team is composed of teaching staff, other school staff as appropriate and a member of the administrative team.

STUDENT RECORDS, RIGHTS & PRIVACY

ACCESS TO STUDENT RECORDS Parents may review their student's records upon written request. If they disagree with any part of the school records, they may request a conference to discuss concerns with the principal.

STUDENT PRIVACY AND FERPA Student privacy and rights will be protected at school under all local and federal laws. Further information about student rights and privacy are included in the School District Handbook for your review.

CHILD CUSTODY A copy of any court order that limits the rights of one parent about visitation or custody should be provided to the school. The District must follow court orders. During parent/teacher conferences, each parent is entitled to all information provided by the teacher and the school. Copies of grades, academic and social programs will be provided upon request.

CHILD ABUSE AND NEGLECT Schools have a legal and moral obligation to report all suspected cases of child abuse. Any adult employed by the District who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the Department of Human Services.

TECHNOLOGY

Technology is an important tool that can be used to enhance student learning. We have a variety of technologies that are available for students to use for learning purposes. Students must follow district policies related to technology usage. If students are not following district policies, they may temporarily or permanently lose the privilege of using district technology.

TELEPHONE USAGE AND TELEPHONE MESSAGES

The office telephone is a business telephone. If a child has a legitimate reason to use the telephone, the school secretary, teacher or principal will grant permission. Because of the number of calls the school receives, it is necessary that conversations by students be kept to a minimum. Students are discouraged from using the phone to make personal arrangements (such as requesting permission to go to another child's home after school.) Except in an emergency, neither students nor teachers will be called from the classroom for a phone call. Office staff will be happy to deliver important messages to the student involved rather than interrupt valuable instructional time.

All teachers and administrators have school email accounts. These are excellent tools for parents to use to communicate with teachers and administrators.

TRAFFIC/DISMISSAL PROCEDURES

- Our school day ends at 3:10 p.m.. If you are picking up your child(ren), we ask that you stay in your car and follow the flow of traffic. The number of cars parking along the streets has become an issue and is starting to be of safety concern for students and staff.
- All dismissal changes should be made on the dismissal parent portal before 2:30 pm each day.
- It is truly safest and quickest to stay in the flow of traffic versus park and walk to your child. If you must park and walk to meet your child outside, please use the crosswalk area in the front of the building. Cutting in between cars is unsafe. We do not want to teach children to walk in between moving cars, even with adult supervision.

- Students will be dismissed to car loading areas through the use of the dismissal app. All parents should use the dismissal program to update pick up information and to check in for quick dismissal.
- Walkers will be dismissed and then car pick ups will begin.

TRAFFIC SAFETY

Please help us to prevent the risk of severe injury by carefully adhering to all rules of traffic safety:

- **DO NOT** park in the bus loading zones of each school.
- All students should be dropped off and picked-up in the appropriate areas.

TRANSPORTATION/BUS RIDING

Parents can help in the safe transportation of students by instructing their students that:

- The driver oversees pupils on the bus. Students must obey the driver cheerfully and promptly.
- Students must be on time at their pick-up point.
- Students should not stand in the roadway while waiting for the bus.
- Classroom conduct is to be practiced by pupils while riding in the bus, except for ordinary conversation. No “horseplay” allowed.
- Unnecessary conversation with the driver is prohibited.
- Students must always remain seated.
- Students will not extend arms or heads out of the bus windows.
- The drivers will not discharge riders at places other than a student’s regular drop off point unless the parent authorizes the school to do so.

Failure to follow the above regulations may result in suspension from the school bus. The bus driver will handle disciplinary problems when possible. The driver may refer the student to the transportation director when necessary.

VOLUNTEERS: GENERAL INFORMATION

We welcome and appreciate your interest and involvement in our schools! A volunteer always works under the direction of a teacher or other staff member of the school. The volunteer does not substitute for a staff member but provides supplemental and supportive services as directed by the teacher/staff member. A volunteer should:

- Sign the volunteer form in the office upon arriving at the school.
- Wear a volunteer badge from the office and return it when finished.
- Be dependable and punctual, according to the schedule that you have arranged with the teacher/staff member.
- Please notify the school should there be a reason for your schedule to be altered.
- Make sure you understand your role and responsibilities when working with a teacher/staff member.
- Dress appropriately and comfortably for working with children.
- Use appropriate comments and language while in the school setting.

- Personal opinions regarding staff members and/or children in the classroom should be kept to themselves. Please treat **ALL** information encountered related to the staff, students and their families **CONFIDENTIAL**.
- We would also request that volunteers not bring their preschool age children when volunteering at school.

VOLUNTEERS: PARENT-TEACHER ORGANIZATION

The elementary PTO supplies outstanding support to the students and staff at the PK-6th grade level. There are three fundraisers that are held annually and directly help the elementary programs, which enhance and enrich the opportunities for our elementary students in Red Oak. Your involvement and support of the PTO is appreciated! If you are interested in becoming involved with the PTO, please contact the Inman Elementary School office for more information.

TIGER BEHAVIOR EXPECTATION MATRIX

	T	I	G	E	R	S
	Teamwork	Integrity	Goals	Empathy	Responsibility	Safety
Classroom	<p>We are active team members.</p> <p>We use positive body language.</p>	<p>We own our behavior.</p> <p>We take pride in a job well done.</p> <p>We honor personal space and belongings.</p>	<p>We do our best.</p>	<p>We treat ourselves and others with respect.</p> <p>We have patience with others.</p>	<p>We are prepared.</p> <p>We are good listeners.</p> <p>We respect the rules.</p>	<p>We follow directions.</p> <p>We use walking feet.</p>
Hallways	<p>We walk.</p> <p>We keep it moving.</p> <p>We are respectful of classrooms.</p>	<p>We use appropriate volume.</p>	<p>We take pride in our building.</p>	<p>We help others in need.</p>	<p>We are on time.</p> <p>We put trash in its place.</p>	<p>We keep our hands and feet to ourselves.</p>
Arrival & Dismissal	<p>We move with purpose.</p> <p>We keep paths clear.</p> <p>We help others.</p>	<p>We use appropriate volume, language, and tone.</p>	<p>We are prepared and on time for school.</p>	<p>We show respect to others.</p>	<p>We are responsible for our personal actions.</p> <p>We respect school property.</p>	<p>We follow crossing guard instructions.</p> <p>We use walking feet.</p> <p>We use the sidewalk.</p>
Lunchroom	<p>We work together to keep the area clean.</p> <p>We follow the expectations of the lunchroom.</p>	<p>We are cool with our place in line and at the table.</p> <p>We take what we need.</p>	<p>We use our time to fuel our bodies.</p>	<p>We use polite table manners.</p> <p>We use polite words.</p>	<p>We clean up after ourselves.</p>	<p>We stay in our seats until dismissed.</p>
Bathroom	<p>We leave the area better than we found it.</p>	<p>We use the area appropriately.</p>	<p>We flush.</p> <p>We wash.</p> <p>We return to class.</p>	<p>We are courteous.</p> <p>We help stop unkind behavior.</p>	<p>We treat others with respect.</p>	<p>We report issues to an adult.</p>
Recess	<p>We include others.</p> <p>We solve problems.</p> <p>We follow directions of the playground monitors.</p>	<p>We use appropriate language.</p> <p>We own our behavior.</p>	<p>We have fun.</p>	<p>We have patience with others.</p> <p>We help stop behavior.</p>	<p>We use equipment and materials appropriately.</p>	<p>We take turns.</p> <p>We report issues to an adult.</p>

Inman Elementary School
“Classroom Placement Consideration Form”
School Year _____

PLEASE RETURN THIS FORM TO Dr. Chailie BY MAY 1 (NO EXCEPTIONS)

When we are creating a classroom at Inman Elementary School, we are taking into consideration academic, social-emotional, and behavioral needs of every student. We believe that students learn from each other as well as their teacher and that the make-up of a class needs to be carefully considered. It is our goal to collaborate with our families to put students first and place students in an optimal learning environment. Please take the time to share some of your child’s strengths, challenges and needs below.

PLEASE REMEMBER THAT THIS FORM IS FOR SPECIAL CONSIDERATION. PLEASE DO NOT REQUEST A SPECIFIC TEACHER.

Student Name:

Parent Name:

Phone number:

Grade student will be entering:

Reason for request:

How will this help your child’s education:

Your child’s strengths:

Your child’s challenges:

Your child’s greatest needs:

What else would you like us to know about your child?

Parent’s/ Guardian’s Name: _____

Date: _____

2023-24 Jr-Sr. High School Handbook Revisions

Below are updates/changes made to the Jr-Sr. High School handbook for approval.

- 1) **Pages 1-7** - Updated all staffing changes
- 2) **Page 8&9** - Updated building bell schedules to include new 8am start time and 3:10 dismissal time as well as building opening and closing (particularly in the morning).
- 3) **Page 12** - Updated Tardy Discipline to read:
Tardy Discipline
All tardy students will need to report to the office to obtain a pass to class.
 - Once a student has 3 tardies, the student is on the watch list for the quarter.Consequences
 - 1st = Conversation with office staff on consequences of further tardies.
 - 4-5th = Student will serve a 30 minute detention, conversation with Assistant Principal on consequences of further tardies, and parent contact.
 - 6th or greater = 60 minute detention each.****Students who willingly do not attend their scheduled detention for a 4th or greater tardy will be assigned ½ day of ISS. These students will be ineligible to participate in or attend all extra / co activities that day.
- 4) **Page 12** - Updated attendance meetings to include School Based Interventionist as meeting facilitator.
- 5) **Page 14** - Noted that any personal padlocks will be removed by school and discarded.
- 6) **Page 15** - Removed all mention of credit/course requirements for graduation. These are approved annually in the course handbook.
- 7) **Page 16** & various other pages - Changed any reference of school “guidance office” to read “counseling office” to reflect ISCA recommendation.
- 8) **Page 22** - School will provide Academic Letter and Attendance Recognition Certificates at student request. (this was brought up to me as something that hasn’t been done in quite some time with no inquiries from parents. I do feel its important to keep these as options for parents if they choose to do so)
- 9) **Page 23** - Changed verbiage of definition of student behaviors from “Levels 1-4” to Verbal, Minor, Major & Extreme”
- 10) **Page 25** - Changed cell phone policy to:

*See next page

<p>Cell Phone Use: Student cell phones and other personal communication devices are not to be used or visible during class time anywhere in the building including: hallways, restrooms, locker rooms & common areas.</p> <p>When students are sent to the office or suspended, cell phones will be turned into office personnel AND returned to the student when they are sent back to class.</p>	<p>There are only two exceptions to this rule:</p> <p>1) Students enrolled in college classes will be allowed to utilize their cell phones as required by SWCC to log-in to online courses in the online learning classroom.</p> <p>Students must ask permission from school administration to use their phones during class time for anything other than the items listed above.</p>	<p><u>1st & 2nd offense:</u></p> <p>Device(s) confiscated, parent/guardian call home & policy reviewed. Device(s) returned to student at the end of day..</p> <p><u>3rd-5th offense:</u></p> <p>Device(s) confiscated, parent/guardian call home, parent can retrieve device(s) at any time of day or student can retrieve phone the next morning</p> <p><u>6th (+) offense:</u></p> <p>Same as 3rd Offense + 1 Day of in school suspension.</p>
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11) **Page 26** - Change consequences for cheating/plagiarism to include student having opportunity to make up work during supervised time before or after school.

12) **Page 27** - Added a specific definition to students utilizing social media during the school day to post items that cause any disruption to the school day (even if only one student's day is disrupted).

<p>Disruption Social Media Related: Specific to posting or commenting on any social media platform during school hours or while on school premises.</p>	<p>Actions, gestures, statements (spoken or written) or cryptic messages/postings which insult, offend, taunt, or demean others because of their individual or group differences will not be tolerated.</p>	<p>ISS (1-3 Days) up to OSS (3-5 Days)</p>
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13) **Page 31** - Added the following example & consequence to the "Out-of-Bounds" section of the handbook"

****Students caught occupying the same restroom stall, will be provided an immediate consequence of ISS.**

14) **Page 32** - Increased consequences of students vaping in school to more severe consequences to include a student/parent meeting prior to student being readmitted to school:

1) 3 Days OSS, legal action

2) OSS (5 Days)

3) Refer to accumulated offenses

*all possession of nicotine offenses while in school will be referred to the Red Oak PD & require a student parent meeting prior to readmittance to school.

15) **Page 36** - Closed Homecoming Dance to just 9-12 grade students who attend and/or participate in Red Oak Activities. (note - prom is closed to all 9th graders and only invited 10 grade Red Oak students can attend & any approved guest can attend)



CDW Education
 75 Remittance Drive, Suite 1515
 Chicago, IL 60675

Prepared For	Estimate Date	Estimate Number
Red Oak Community School	06/22/2023	0014339
District		
2011		
North 8th Street		
Red Oak, IA 51566		

Description	Rate	Qty	Line Total
GOO-EDP-0002 Google Workspace for Education Plus - Google Workspace for Education Plus (Student): One year license for Google Workspace for Education Plus Licensed Domains: roschools.org,redoakschools.org	\$5.00	1000	\$5,000.00
GOO-EDP-0001 Google Workspace for Education Plus - Google Workspace for Education Plus (Staff): One year license for Google Workspace for Education Plus Licensed Domains: roschools.org,redoakschools.org	\$0.00	250	\$0.00
		Subtotal	5,000.00
		Tax	0.00
		Estimate Total (USD)	\$5,000.00

Notes

Expecting a quote from Amplified IT? Amplified IT is now a part of CDW! We're moving all of the Amplified IT's products on to CDW's systems. This means quotes and invoices will come from CDW and Purchase Orders need to be made out to CDW. Unfortunately we will no longer be able to accept Purchase Orders made out to Amplified IT for these products. If you have any questions ask your Account Manager or GCS rep.

Student Enrollment Verification Letters are required for all first time Education Standard and Education Plus orders. These letters confirm the number of students at your institution. This must align with the number of licenses you intend to buy, and must be returned with your PO before we complete your order.

Please note as required by Google you must purchase Google Workspace for Education and Google Voice from the same Reseller. All quotes are subject to Google confirmation of staff or student population size.

Terms

About Us <https://www.cdwg.com/content/cdwg/en/about/overview.html>

Privacy Policy <https://www.cdwg.com/content/cdwg/en/terms-conditions/privacy-notice.html>

Terms and Conditions <https://www.cdwg.com/content/cdwg/en/terms-conditions.html>

Please send purchase orders to cdwg@amplifiedit.com or fax to 757-585-3550. If possible, please also include a copy of your organization's tax-exempt certificate with your purchase order. An exemption certificate is required to process Google Voice orders.

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SERVICE AGREEMENT

This Service Agreement (this "Agreement"), effective as of July 19, 2023 (the "Effective Date"), is by and between ASPi Solutions, Inc., an Iowa corporation, doing business as Bound ("Provider"), and Red Oak Community School District ("High School" or "Customer"). Provider and High School, may be referred to herein collectively as the "Parties" or individually as a "Party."

WHEREAS, Provider provides access to the Services, as defined in **Exhibit A**, to its customers; and

WHEREAS, Customer desires to access the Services, and Provider desires to provide Customer access to the Services, subject to the terms and conditions of this Agreement and any Order Form, Ticket Service Agreement, or other agreement between the Parties, which are incorporated herein by reference.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Definitions.

(a) "Access Credentials" means any username, identification number, password, license or security key, security token, PIN, or other security code, method, technology, or device, used alone or in combination, to verify an individual's identity and authorization to access and use the Services.

(b) "Aggregated Statistics" means data and information related to Customer's use of the Services that is used by Provider in an aggregate and anonymized manner, including to compile statistical and performance information related to the provision and operation of the Services.

(c) "Authorized User" means Customer's employees, consultants, contractors, and agents (i) who are authorized by Customer to access and use the Services under the rights granted to Customer pursuant to this Agreement and (ii) for whom access to the Services has been purchased hereunder.

(d) "Bound" shall have the meaning set forth in **Exhibit A**.

(e) "Confidential Information" shall have the meaning set forth in Section 6.

(f) "Customer Data" means, other than Aggregated Statistics, information, data, and other content, in any form or medium, that is submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Services; this includes but is not limited to, athletic data.

(g) "Customer Systems" shall have the meaning set forth in Section 4(c).

(h) "Documentation" means Provider's user manuals, handbooks, and guides relating to the Services provided by Provider to Customer either electronically or in hard copy form and any end user documentation relating to the Services, if any.

(a) "Fees" shall have the meaning set forth in Section 5(a).

(i) "Feedback" shall have the meaning set forth in Section 7(c).

(j) "Force Majeure Event" means any circumstances beyond Provider's reasonable control, including but not limited to acts of God, flood, fire, earthquake, pandemic, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

(k) "Initial Term" shall have the meaning set forth in Section 11(a).

(l) "Losses" shall have the meaning set forth in Section 9(a).

(m) "Notice" shall have the meaning as set forth in Section 12(b).

(n) "Provider IP" means the Services, the Documentation, and any and all intellectual property provided to Customer or any Authorized User in connection with the foregoing. For the avoidance of doubt, Provider IP includes Aggregated Statistics and any information, data, or other content derived from Provider's monitoring of Customer's access to or use of the Services, but does not include Customer Data.

(o) "Renewal Term" shall have the meaning set forth in Section 11(a).

(p) "Services" means the service offering described in **Exhibit A**.

(q) "Service Suspension" shall have the meaning in Section 2(g).

(r) "Term" shall have the meaning set forth in Section 11(a).

(s) "Third-Party Claims" shall have the meaning set forth in Section 9(a).

2. Access and Use.

(a) Subject to and conditioned on Customer's and its Authorized Users' compliance with the terms and conditions of this Agreement, Provider hereby grants to Customer a non-exclusive, non-transferable (except in compliance with Section 12(g)) right to access and use the Services during the Term, solely for use by Authorized Users in accordance with the terms and conditions herein. Provider shall provide to Customer the necessary passwords and network links or connections to allow Customer to access the Services.

(b) Documentation License. Provider hereby grants to Customer a non-exclusive, non-sublicensable, non-transferable (except in compliance with Section 12(g)) license to use the Documentation during the Term solely for Customer's athletics programming purposes in connection with its use of the Services.

(c) Mutual Trademark License. Each Party hereby grants to each other Party, who accepts, a non-exclusive, non-sublicensable, non-transferable license to use and display the trademarks listed in Exhibit B, whether or not registered, including any common law rights (the "Licensed Marks," the Parties being the "Licensor Party" and "Licensee Party," as applicable) in connection with the provision of the Services. The Licensee Party shall use the Licensed Marks in such a manner that it does not interfere with the owner's use of the Licensed Marks. The Licensee Party further understands and agrees that the Licensor Party shall retain the unrestricted right to use and authorize others to use the Licensed Marks in any way. The Licensee Party further acknowledges the high level of quality and goodwill associated with the Licensed Marks and when using the Licensed Marks shall maintain the same high level of quality in connection with the Services and its use of the Licensed Marks and the rights granted to it hereunder, and that all goodwill associated with the Licensed Marks inures to the owner of the Licensed Mark. The Parties shall also have the right to specify additional quality control standards from time to time. The Licensee Party agrees to use the Licensed Marks only in the form and manner prescribed by the Licensor Party. Except as provided herein, Licensee Party further agrees not to use any other marks in combination with the Licensed Marks without the prior approval of Licensor Party. The Licensor Party shall indemnify, defend, and hold harmless the Licensee Party and their affiliates, officers, directors, employees, agents, successors, and assigns against all Losses arising out of or in connection with any third-party claim, suit, action, or proceeding relating to (i) Licensor Party's breach of this Agreement; or (ii) infringement, dilution, or other violation of any third-party trademark rights relating to the use of any Licensed Mark by Licensee Party or any sublicensee in accordance with this Agreement.

(d) Use Restrictions. Customer shall not use the Services for any purposes beyond the scope of the access granted in this Agreement. Customer shall not at any time, directly or indirectly, and shall not permit any Authorized Users to: (i) copy, modify, or create derivative works of the Services or Documentation, in whole or in part; (ii) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Services or Documentation; (iii) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any software component of the Services, in whole or in part; (iv) remove any proprietary notices from the Services or Documentation; or (v) use the Services or Documentation in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law.

(e) Reservation of Rights. Provider reserves all rights not expressly granted to Customer in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Customer or any third party any intellectual property rights or other right, title, or interest in or to the Provider IP.

(f) Service Management. Each party shall, throughout the Term, maintain within its organization a service manager to serve as such party's primary point of contact for day-to-day communications, consultation, and decision-making regarding this Agreement. Each party shall ensure its service manager has the requisite organizational authority, skill, experience, and other qualifications to perform in such capacity.

(g) Changes. Provider reserves the right, in its sole discretion, to make any changes to the Services that it deems necessary or useful to: (a) maintain or enhance: (i) the quality or delivery of Provider's services to its customers; (ii) the competitive strength of or market for Provider's services; or (iii) the Services' cost efficiency or performance; or (b) to comply with applicable law.

(h) Suspension or Termination of Services. Provider may, directly or indirectly, by any lawful means, suspend, terminate, or otherwise deny, jointly or severally, Customer's, any Authorized User's, or any other Person's access to or use of all or any part of the Services, without incurring any resulting obligation or liability, if: (a) Provider receives a judicial or other governmental demand or order, subpoena, or law enforcement request that expressly or by reasonable implication requires Provider to do so; (b) any vendor of Provider has suspended or terminated Provider's access to or use of any third-party services or products required to enable Customer to access the Services; or (c) Provider believes, in its sole discretion, that: (i) Customer or any Authorized User has failed to comply with any term of this Agreement, or accessed or used the Services beyond the scope of the rights granted or for a purpose not authorized under this Agreement or in any manner that does not comply with any instruction or requirement of the Documentation; (ii) Customer or any Authorized User is, has been, or is likely to be involved in any fraudulent, misleading, or unlawful activities; (iii) this Agreement expires or is terminated; (iv) Customer's or any Authorized User's use of the Provider IP disrupts or poses a security risk to the Provider IP or to any other customer or vendor of Provider; or (v) there is a threat or attack on any of the Provider IP (any such suspension described in subclause (a), (b), or (c), a "Service Suspension"). Provider shall use commercially reasonable efforts to resume providing access to the Services as soon as commercially reasonable after the event giving rise to the Service Suspension under subclause (a) or (b) is cured. Notwithstanding the foregoing, Provider shall have no

obligation to resume providing access to the Services for any Service Suspension resulting under subclause (c) regardless of whether it is cured, however provider may resume providing access in Provider's sole discretion. Provider will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension. This Section 2(g) does not limit any of Provider's other rights or remedies, whether at law, in equity, or under this Agreement.

(i) Aggregated Statistics. Notwithstanding anything to the contrary in this Agreement, Provider may monitor Customer's use of the Services and collect and compile Aggregated Statistics. As between Provider and Customer, all right, title, and interest in Aggregated Statistics, and all intellectual property rights therein, belong to and are retained solely by Provider. Customer acknowledges that Provider may compile Aggregated Statistics based on Customer Data input into the Services. Customer agrees that Provider may (i) make Aggregated Statistics publicly available in compliance with applicable law, and (ii) use Aggregated Statistics to the extent and in the manner permitted under applicable law.

3. Customer Responsibilities.

(a) General. During the Term, Customer shall exclusively utilize the Services for all High School ticket and activity pass sales, online fundraising stores, and athletic and activity events, including but not limited to scheduling, scoring, and statistics. Further, Customer shall input or assist the Provider with inputting Customer Data into the Services within a reasonable time of such data being made available. Customer is responsible and liable for all uses of the Services and Documentation resulting from access provided by the Customer, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Customer shall abide by Provider's Terms and Conditions of Use, which are incorporated herein and made part of this Agreement, a current copy of which is set forth at: <https://lets.gobound.com/terms/>. Without limiting the generality of the foregoing, Customer is responsible for all acts and omissions of Authorized Users, and any act or omission by an Authorized User that would constitute a breach of this Agreement if taken by Customer will be deemed a breach of this Agreement by Customer. Customer shall use reasonable efforts to make all Authorized Users aware of this Agreement's provisions as applicable to such Authorized User's use of the Services, and shall cause Authorized Users to comply with such provisions.

(b) Third-Party Products. Provider may from time to time make Third-Party Products available to Customer. For purposes of this Agreement, such Third-Party Products are subject to their own terms and conditions. If Customer does not agree to abide by the applicable terms for any such Third-Party Products, then Customer should not install or use such Third-Party Products.

(c) Effect of Customer Failure or Delay. Provider is not responsible or liable for any delay or failure of performance caused in whole or in part by Customer's delay in performing, or failure to perform, any of its obligations under this Agreement.

(d) Corrective Action and Notice. If Customer becomes aware of any actual or threatened activity prohibited by this Agreement, Customer shall, and shall cause its Authorized Users to, immediately: (a) take all reasonable and lawful measures within their respective control that are necessary to stop the activity or threatened activity and to mitigate its effects (including, where applicable, by discontinuing and preventing any unauthorized access to the Services); and (b) notify Provider of any such actual or threatened activity.

(e) Customer Representations and Warranties. Customer represents and warrants that their activities and any information provided by Customer under this Agreement complies with all applicable laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), as the same may be amended. Customer further represents and warrants that: (i) it is the sole and exclusive owner of all right, title, and interest in and to the Licensed Mark(s) and (ii) Provider's exercise of the rights and license granted under this Agreement will not infringe or otherwise conflict with any third party's rights. To the extent permitted by law, the Customer shall indemnify Provider for any violation of this provision, in accordance with Section 9.

4. Data Privacy and Security.

(a) Data Privacy and Information Security. Provider will employ data privacy and information security measures in accordance with Provider's Privacy Policy, as amended from time to time and incorporated herein by reference, a current copy of which is set forth at: <https://lets.gobound.com/privacy-policy/>.

(b) Data Breach Procedures. Provider maintains a data breach plan in accordance with applicable law and shall implement the procedures required under such data breach plan on the occurrence of a data breach (as defined in such plan). Provider shall indemnify and hold harmless Customer from and against any and all losses suffered by Customer as a result of an inappropriate data breach or data disclosure, except for Losses caused by Customer's own negligence, willful misconduct, or breach of this Agreement.

(c) Customer Control and Responsibility. Customer has and will retain sole responsibility for: (a) all Customer Data, including its content and use; (b) all information, instructions, and materials provided by or on behalf of Customer or any Authorized User in connection with the Services; (c) Customer's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks, whether operated directly by Customer or through the use of third-party services ("Customer Systems"); (d) the security and use of Customer's and its Authorized Users' Access Credentials; and (e) all access to and

use of the Services and Documentation directly or indirectly by or through the Customer Systems or its or its Authorized Users' Access Credentials, with or without Customer's knowledge or consent, including all results obtained from, and all conclusions, decisions, and actions based on, such access or use.

(d) Access and Security. Customer shall employ all physical, administrative, and technical controls, screening, and security procedures and other safeguards necessary to securely administer the distribution and use of all Access Credentials and protect against any unauthorized access to or use of the Services.

5. Fees and Payment.

(a) Fees. In exchange for access to the Services, Customer shall be charged the fees ("Fees") as set forth in **Exhibit A** without offset or deduction. As Provider's consideration for providing the Services, Provider shall withhold the Fees from the total amounts received under this Agreement. In the event Customer is responsible for paying any Fees to Provider, Customer shall make all payments hereunder in US dollars on or before the due date set forth in **Exhibit A**. If Customer fails to make any payment when due, without limiting Provider's other rights and remedies: (i) Provider may charge interest on the past due amount at the rate of 1.5% per month calculated daily and compounded monthly or, if lower, the highest rate permitted under applicable law; (ii) Customer shall reimburse Provider for all costs incurred by Provider in collecting any late payments or interest, including attorneys' fees, court costs, and collection agency fees; and (iii) if such failure continues for fifteen (15) days or more, Provider may suspend Customer's and its Authorized Users' access to any portion or all of the Services until such amounts are paid in full. Provider may modify Fees for any contract year, including any contract year of any Renewal Term, by providing written notice to Customer at least one-hundred twenty (120) calendar days prior to the commencement of that contract year, and **Exhibit A** will be deemed amended accordingly. The term "contract year" means the full twelve (12) month period commencing on the Effective Date and ending on the day immediately prior to the first anniversary thereof, and each full consecutive twelve (12) month period thereafter during which the Agreement remains in effect.

(b) Taxes. All Fees and other amounts payable by Customer under this Agreement are exclusive of taxes and similar assessments. Customer is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer hereunder, other than any taxes imposed on Provider's income.

(c) Auditing Rights and Required Records. Customer agrees to maintain complete and accurate records in accordance with generally accepted accounting principles during the Term, including any Renewal Term, and for a period of two (2) years after the termination or expiration of this Agreement with respect to matters necessary for accurately determining amounts due hereunder. Provider or its nominee (including its accountants and auditors) may, in its sole discretion and at its own expense, on reasonable prior notice, periodically inspect and audit Customer's records with respect to matters covered by this Agreement. Customer shall make available all such books, records, equipment, information, and personnel, and provide all such cooperation and assistance, as may be requested by or on behalf of Provider with respect to such audit. If such inspection and audit reveals that Customer has underpaid Provider with respect to any amounts due and payable during the Term, Customer shall promptly pay the amounts necessary to rectify such underpayment, together with interest in accordance with Section 5(a). Customer shall pay for the costs of the audit if the audit determines that Customer's underpayment equals or exceeds five percent (5%) for any payment period. Such inspection and auditing rights will extend throughout the Term, including any Renewal Term, of this Agreement and for a period of two (2) years after the termination or expiration of this Agreement.

6. Confidential Information. From time to time during the Term, either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media/in written or electronic form or media, and whether or not marked, designated, or otherwise identified as "confidential" (collectively, "Confidential Information"). For the avoidance of doubt, the terms of this Agreement shall constitute Confidential Information for purposes of this Section 6. Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party. The receiving Party shall not disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required: (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party's rights under this Agreement, including to make required court filings. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire five years from the date first disclosed to the receiving Party; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

7. Intellectual Property Ownership; Feedback.

(a) Provider IP. Customer acknowledges that, as between Customer and Provider, Provider owns all right, title, and interest, including all intellectual property rights, in and to the Provider IP.

(b) Customer Data. Provider acknowledges that, as between Provider and Customer, Provider does not own any right, title, and interest, including all intellectual property rights, in and to the Customer Data. Customer hereby grants to Provider a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary for Provider to provide the Services to Customer, and a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to reproduce, distribute, modify, and otherwise use and display Customer Data incorporated within the Aggregated Statistics.

(c) Feedback. If Customer or any of its employees or contractors sends or transmits any communications or materials to Provider by mail, email, telephone, or otherwise, suggesting or recommending changes to the Provider IP, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like ("Feedback"), Provider is free to use such Feedback irrespective of any other obligation or limitation between the Parties governing such Feedback. Customer hereby assigns to Provider on Customer's behalf, and on behalf of its employees, contractors and/or agents, all right, title, and interest in, and Provider is free to use, without any attribution or compensation to any party, any ideas, know-how, concepts, techniques, or other intellectual property rights contained in the Feedback, for any purpose whatsoever, although Provider is not required to use any Feedback.

8. Warranty Disclaimer. THE SERVICES AND PROVIDER IP ARE PROVIDED "AS IS" AND PROVIDER HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. PROVIDER SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. WITHOUT LIMITING THE FOREGOING, PROVIDER MAKES NO WARRANTY OF ANY KIND THAT THE SERVICES OR PROVIDER IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM, OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

9. Indemnification.

(a) Provider Indemnification.

(i) Provider shall indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys' fees) ("Losses") incurred by Customer resulting from any third-party claim, suit, action, or proceeding ("Third-Party Claim") that the Services, or any use of the Services in accordance with this Agreement, infringes or misappropriates such third party's US patents, copyrights, or trade secrets, provided that Customer promptly notifies Provider in writing of such Third-Party Claim, cooperates with Provider, and allows Provider sole authority to control the defense and settlement of such Third-Party Claim.

(ii) If a Third Party-Claim is made or appears possible, Customer agrees to permit Provider, at Provider's sole discretion, to (A) modify or replace the Services, or component or part thereof, to make it non-infringing, or (B) obtain the right for Customer to continue use. If Provider determines that neither alternative is reasonably available, Provider may terminate this Agreement, in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer.

(iii) This Section 9(a) will not apply to the extent that the alleged infringement arises from: (A) use of the Services in combination with data, software, hardware, equipment, or technology not provided by Provider or authorized by Provider in writing; (B) modifications to the Services not made by Provider; (C) Customer Data, or (D) the Licensed Marks provided by Customer.

(b) Customer Indemnification. To the extent permitted by law, Customer shall indemnify, hold harmless, and, at Provider's option, defend Provider, and each of its officers, directors, employees, agents, successors, and assigns, from and against any Losses resulting from any Third-Party Claim that the Customer Data, or any use of the Customer Data in accordance with this Agreement, infringes or misappropriates such third party's US intellectual property rights and any Third-Party Claims based on Customer's or any Authorized User's (i) negligence or willful misconduct; (ii) use of the Services in a manner not authorized by this Agreement; (iii) use of the Services in combination with data, software, hardware, equipment, or technology not provided by Provider or authorized by Provider in writing; or (iv) modifications to the Services not made by Provider, provided that Customer may not settle any Third-Party Claim against Provider unless Provider consents to such settlement, and further provided that Provider will have the right, at its option, to defend itself against any such Third-Party Claim or to participate in the defense thereof by counsel of its own choice.

(c) Sole Remedy. THIS SECTION 9 SETS FORTH CUSTOMER'S SOLE REMEDIES AND PROVIDER'S SOLE LIABILITY AND OBLIGATION FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE SERVICES INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY. IN NO

EVENT WILL PROVIDER'S LIABILITY UNDER THIS SECTION 9 EXCEED THE AMOUNT RECEIVED BY PROVIDER IN THE FISCAL YEAR PRIOR TO THE EVENT GIVING RISE TO THE CLAIM.

10. Limitations of Liability. IN NO EVENT WILL PROVIDER BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY: (a) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES; (b) INCREASED COSTS, DIMINUTION IN VALUE OR LOST BUSINESS, PRODUCTION, REVENUES, OR PROFITS; (c) LOSS OF GOODWILL OR REPUTATION; (d) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY, OR RECOVERY OF ANY DATA, OR BREACH OF DATA OR SYSTEM SECURITY; OR (e) COST OF REPLACEMENT GOODS OR SERVICES, IN EACH CASE REGARDLESS OF WHETHER PROVIDER WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. IN NO EVENT WILL PROVIDER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED 1.5 TIMES THE AMOUNT RECEIVED BY PROVIDER IN THE FISCAL YEAR PRIOR TO THE EVENT GIVING RISE TO THE CLAIM.

11. Term and Termination.

(a) Term. The initial term of this Agreement begins on the Effective Date and, unless terminated earlier pursuant to this Agreement's express provisions, will continue in effect for one (1) year from such date (the "Initial Term"). This Agreement will automatically renew for additional successive one (1) year terms unless earlier terminated pursuant to this Agreement's express provisions or either Party gives the other Party written notice of non-renewal at least ninety (90) days prior to the expiration of the then-current term (each a "Renewal Term" and together with the Initial Term, the "Term").

(b) Termination. In addition to any other express termination right set forth in this Agreement:

(i) Provider may terminate this Agreement, effective on written notice to Customer, if Customer: (A) fails to pay any amount when due hereunder, and such failure continues more than ten (10) days after Provider's delivery of written notice thereof; (B) commits any act or is involved in any occurrence which, in the sole and absolute discretion of Provider, reflects unfavorably upon Provider or its Services; or (C) breaches any of its obligations under Section 2(c) or 6.

(ii) either Party may terminate this Agreement, effective on written notice to the other Party, if the other Party materially breaches this Agreement, and such breach: (A) is incapable of cure; or (B) being capable of cure, remains uncured for ten (10) days after the non-breaching Party provides the breaching Party with written notice of such breach; or

(iii) either Party may terminate this Agreement, effective immediately upon written notice to the other Party, if the other Party: (A) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (B) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law; (C) makes or seeks to make a general assignment for the benefit of its creditors; or (D) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

(c) Effect of Expiration or Termination. Upon expiration or earlier termination of this Agreement, Customer shall immediately discontinue use of the Provider IP and, without limiting Customer's obligations under Section 6, Customer shall delete, destroy, or return all copies of the Provider IP and certify in writing to the Provider that the Provider IP has been deleted or destroyed. No expiration or termination will affect Customer's obligation to pay all Fees that may have become due before such expiration or termination or entitle Customer to any refund; provided, that if Provider terminates this Agreement pursuant to Section 11(b), all Fees that would have become payable had the Agreement remained in effect until expiration of the Term will become immediately due and payable, and Customer shall pay such Fees, together with all previously-accrued but not yet paid Fees, on receipt of Provider's invoice therefor.

(d) Survival. This Section 11(d) and 1, 5, 6, 7, 8, 9, 10, and 12 survive any termination or expiration of this Agreement. No other provisions of this Agreement survive the expiration or earlier termination of this Agreement.

12. Miscellaneous.

(a) Entire Agreement. This Agreement, together with any other documents incorporated herein by reference and all related Exhibits and Schedules, constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, and representations and warranties, both written and oral, with respect to such subject matter. In the event of any inconsistency between the statements made in the body of this Agreement, the related Exhibits, and any other documents incorporated herein by reference, the following order of precedence governs: (i) first, this Agreement, excluding its Exhibits; (ii) second, the Exhibits to this Agreement as of the Effective Date; and (iii) third, any other documents incorporated herein by reference.

(b) Notices. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "Notice") must be in writing and addressed to the Parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the Party giving Notice from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), facsimile, or email (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage pre-paid). Except as otherwise provided in this Agreement, a Notice is effective only: (i) upon receipt by the receiving Party; and (ii) if the Party giving the Notice has complied with the requirements of this Section.

(c) Force Majeure. In no event shall Provider be liable to Customer, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement, if and to the extent such failure or delay is caused by any circumstances beyond Provider's reasonable control, including but not limited to acts of God, flood, fire, earthquake, pandemic, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

(d) Amendment and Modification; Waiver. No amendment to or modification of this Agreement is effective unless it is in writing and signed by an authorized representative of each Party. No waiver by any Party of any of the provisions hereof will be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, (i) no failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement will operate or be construed as a waiver thereof, and (ii) no single or partial exercise of any right, remedy, power, or privilege hereunder will preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

(e) Severability. If any provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to effect their original intent as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

(f) Governing Law; Submission to Jurisdiction. This Agreement is governed by and construed in accordance with the internal laws of the State of Iowa without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of the State of Iowa. Any legal suit, action, or proceeding arising out of or related to this Agreement or the licenses granted hereunder will be instituted in the federal courts of the United States or the courts of the State of Iowa in each case located in the city of Des Moines and County of Polk, and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding.

(g) Dispute Resolution. The parties agree to first attempt to resolve disagreements arising under this Agreement informally and in good faith. If, after such good faith efforts to informally resolve, either party institutes legal action in connection with any controversy arising out of this Agreement or to enforce any rights under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney fees, costs, expert witness fees and litigation expenses incurred by the prevailing party, including those incurred on appeal. Each party irrevocably waives any right it may have to a trial by jury in respect of any legal action arising out of or relating to this Agreement or the transactions contemplated hereby.

(h) Assignment. Customer may not assign any of its rights or delegate any of its obligations hereunder, in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the prior written consent of Provider, which consent may be withheld, conditioned, or delayed at Provider's sole and absolute discretion. Any purported assignment or delegation in violation of this Section will be null and void. No assignment or delegation will relieve the assigning or delegating Party of any of its obligations hereunder. This Agreement is binding upon and inures to the benefit of the Parties and their respective permitted successors and assigns.

(i) Export Regulation. Customer shall comply with all applicable federal laws, regulations, and rules, and complete all required undertakings (including obtaining any necessary export license or other governmental approval), that prohibit or restrict the export or re-export of the Services or any Customer Data outside the US.

(j) US Government Rights. Each of the Documentation and the software components that constitute the Services is a "commercial product" as that term is defined at 48 C.F.R. § 2.101, consisting of "commercial computer software" and "commercial computer software documentation" as such terms are used in 48 C.F.R. § 12.212. Accordingly, if Customer is an agency of the US Government or any contractor thereof, Customer only receives those rights with respect to the Services and Documentation as are granted to all other end users, in accordance with (a) 48 C.F.R. § 227.7201 through 48 C.F.R. § 227.7204, with respect to the Department of Defense and their contractors, or (b) 48 C.F.R. § 12.212, with respect to all other US Government users and their contractors.

(k) Equitable Relief. Customer acknowledges and agrees that a breach or threatened breach by Customer of any of its obligations under 6 or Section 2(c) would cause Provider irreparable harm for which monetary damages would not be an adequate remedy and agrees that, in the event of such breach or threatened breach, the Provider will be entitled to equitable relief, including a restraining order, an injunction, specific performance, and any other relief that may be available from any court, without any requirement to post a bond or other

security, or to prove actual damages or that monetary damages are not an adequate remedy. Such remedies are not exclusive and are in addition to all other remedies that may be available at law, in equity, or otherwise.

(l) Relationship of the Parties. The relationship between the Provider and Customer is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither Party shall have authority to contract for or bind the other party in any manner whatsoever.

(m) Joint Public Statements. To the extent that an issue with the Services becomes a matter of public concern warranting a public statement, as determined in the reasonable discretion of either Customer or Provider, Provider and Customers shall cooperate to promptly provide a public statement or press release addressing the issue and, as necessary from time to time, coordinate responses to public inquires as they arise.

(n) Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

PROVIDER:

ASPi Solutions, Inc.,
an Iowa corporation, d/b/a Bound

By:  _____

Name: Todd Lawler _____

Title: Co-Founder _____

HIGH SCHOOL:

Red Oak Community School District

By: _____

Name: Bret Blackman _____

Title: School Board President _____

**EXHIBIT A
SERVICES**

Capitalized terms used but not defined in this **Exhibit A** have the meaning given to those terms in the Agreement.

A. Services and Fees.

(i) Description of Services. The Services are a platform that Provider has developed and is continuing to develop under the trade name Bound (“Bound”). Bound is a software platform that allows organizations to display and manage activity data, and it consists of several applications, including but not limited to a public website “https://www.gobound.com/” and public mobile applications on both iOS and Android.

(ii) Bound Director. As part of the Services, Provider shall provide a full-time experienced employee administrator to facilitate the day-to-day operations of the Services (the “BD”). The BD shall coordinate the activity schedules and schedule changes for the High School’s interscholastic athletics and school activities and support and manage all activity data that goes into Bound. The BD shall: (a) assist the High School with implementing online event ticketing and online fundraising stores; (b) collaborate with the High School to promote the Services and help launch and support team online fundraising stores; (c) promptly enter schedule changes after the BD is notified of such changes for all interscholastic athletic events and school activities; and (d) work with athletic directors and coaches on the promotion of activities and seek additional revenue opportunities for the High School.

(iii) Bound Software Tools: The Services further consist of the following software tools, which will be provided in exchange for the Fees noted below (“Bound Software Tools”):

Bound Software Tools	Fees	Compliance Obligations
Varsity Schedule, Score & Stats	Free	Customer uses best efforts to refer the public to Bound to be utilized as the go-to resource and authority to answer questions and provide information related to matters covered by the Services (e.g. questions regarding activity schedule, etc.); Customer works with Provider in good faith to implement the Services; Customer is in compliance with the Bound Ticketing and Team Fundraising Tools Compliance Obligations.
Premium Fan Website and App	Free	
Activity/Camp Registration*	Processing Fees Apply	
Notify Team Communication	Free	
Stat Imports	Free	
Event Management Tools <ul style="list-style-type: none"> • Event Scheduling (Varsity and Lower Level) • Contracts, Transportation, Officials, Game Programs & Reports • Facility Management* • Worker Management 	Processing Fees Apply for Facility Management services	
Social Media Auto Posting		
Booster Club or Merchandise stores*	Processing Fees Apply	
Future software development *	Processing Fees Apply	
Bound Sponsorship Tools (if applicable, subject to additional terms)	Fees Apply	
Upgrades and Future Product Offerings	Additional Fees Apply	

(iv) Fees. In addition to the foregoing, additional Fees will be charged to the Customer as set forth below. In the event Customer is responsible for paying any Fees to Provider (rather than Provider withholding the Fees from the total amounts received under this Agreement), Customer shall pay such Fees within fifteen (15) days of receiving Provider’s invoice setting forth the Fees owed. All Fees are subject to change upon written notice to the Customer as set forth in Section 5 of the Agreement.

Bound Ticketing*	Fees	Compliance Obligations
For Ticket Sales Below \$10	\$0.90 Per Ticket	Year 1: 80% of transaction of ticket passes through Bound Year 2: 90% of transaction of ticket passes through Bound Year 3: 99% of transaction of ticket passes through Bound
For Ticket Sales Above \$10	\$0.90 + 5% Per Ticket	

**The Bound Ticketing Fees exclude any postseason games or events.*

Team Fundraising Tools	Fees	Compliance Obligations
All teams at each High School must use Bound Team Online Fundraising Tools.	Donation Store Revenue Share: <ul style="list-style-type: none"> o Schools: 80% o Bound: 20% Provider shall withhold, as part of its Fees, twenty percent (20%) of all donations made through the Service’s donation and online fundraising platform related to the Customer’s online fundraising campaigns and efforts.	Complete cooperation with school, program, and coaches to promote team online fundraising stores through Bound, including but not limited to opportunities for BD to present to parents/guardians for each activity - No obligation on money threshold for the High School.

Exhibit B
Licensed Trademarks

Provider Licensed Trademarks:



Customer Licensed Trademarks:

[INSERT]

FUEL PROPOSAL

Ethanol, Diesel Fuel

Proposals will be received in the District Secretary's office of the Red Oak Community School District until noon on Tuesday July 11, 2023

The proposal shall be submitted on this page or an exact copy thereof. It shall be enclosed in an envelope with the notation, FUEL PROPOSAL.

The undersigned agrees, if this proposal is accepted to furnish any or all of the ethanol, and diesel fuel, upon which prices are quoted, subject to the following conditions.

1. Red Oak Community School District chooses to solicit bids for fuel that are tied to the wholesale price. The proposal will identify a per gallon cost for fuel based on the vendor's wholesale cost (determined and measured by the first trading Monday of each month) plus your bid mark-up - normally measured in "cents per gallon".
2. All fuel proposals must quote self-service price less deduction for discount per gallon.
3. Evidence must accompany all bills submitted to the school district that the material was supplied.
4. The Board of Directors has the right to reject any or all proposals or any part thereof.
5. All supplies to be supplied commencing July 20, 2023 through June 30, 2024.

SPECIFICATIONS

We agree to sell, at our pump, gasoline at .05 cents per gallon above vendor's cost. Price includes all tax of .30 state cents per gallon. .143 Federal

We agree to sell, at our pump, diesel at .05 cents per gallon above vendor's cost. Price includes all tax of 0 - Ruby cents per gallon.

Like last year we would apply a .15/gal discount to pump pricing. Typically this is about a .05/gal margin.

Company submitting proposal:
Signature of company representative:
Address:
Phone:
Date:

United Farmers Coop
Tiana Fisher
203 W Oak St
Red Oak
712-370-8051
7-10-23

SENT 6/19

FUEL PROPOSAL

Ethanol, Diesel Fuel

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1. ~~Red Oak Community School District chooses to solicit bids for fuel that are tied to the wholesale price. The proposal will identify a per gallon cost for fuel based on the vendor's wholesale cost (determined and measured by the first trading Monday of each month) plus your bid mark-up - normally measured in "cents per gallon".~~ RETAIL POSTED PRICE.
2. ~~All fuel proposals must quote self-service price less deduction for discount per gallon.~~
3. Evidence must accompany all bills submitted to the school district that the material was supplied.
4. The Board of Directors has the right to reject any or all proposals or any part thereof.
5. All supplies to be supplied commencing July 20, 2023 through June 30, 2024.

SPECIFICATIONS

We agree to sell, at our pump, gasoline at ~~_____ cents per gallon above vendor's cost.~~ RETAIL POSTED PRICE. Price includes all tax of ~~_____ cents per gallon.~~ ALL TAXES INCLUDED.

We agree to sell, at our pump, diesel at ~~_____ cents per gallon above vendor's cost.~~ RETAIL POSTED PRICE. Price includes all tax of ~~_____ cents per gallon.~~ ALL TAXES INCLUDED.

ALL PRICES ARE POSTED ON SIGN; ALL TAXES ARE INCLUDED. PRICES MAY CHANGE AT ANY TIME.

IN-HOUSE CHARGE ACCOUNTS WITH SIGNATURES REQUIRED. NET 30 DAYS.

Company submitting proposal:

Signature of company representative:

Address:

Phone:

Date:

BP - LINCOLN FARM + HOME
 Mark Lincoln
 1715 N. BROADWAY
 RED OAK, IA 51566
 712-527-0118
 6/19/23

E-15 AVAILABLE, E-10, CLEAR ROAD DIESEL.

TRASH DISPOSAL PROPOSAL FORM
2023-2024 School Year

Please complete the following proposal form and submit to the Red Oak Community School District Administrative Center, no later than noon July 11, 2023

Location	Size of Bin(s)	# of Bins	# of Pick-ups/wk.	Cost/Pick-up	Please Specify Schedule
High School	4-Dr. 6.5' x 3.5' x 5' 3- 4 1/2 Yds	1	Daily	90.00	Tue thru Sat
High School Activity Center	2-Dr. 5' x 3' x 3' 1/2 Yd	1	Daily	30.00	Tue thru Sat
ROECC	2-Dr. 5' x 3' x 3' 1/2 Yd	1	Daily	30.00	Tue thru Sat
Inman	4 2-Dr. 5' x 3' x 3'	1	Daily	120.00	Tue thru Sat
Central/Bus Barn	2-Dr. 5' x 3' x 3' 1/2 Yd	1	Weekly	30.00	1x/wk (ROCS owns dumpster)
Legion Field	2-Dr. 5' x 3' x 3' 1/2 Yd	1	Call As Needed	30.00	On Call (Dumpster 15.00 mo. Rent)

Prices include Dumpster Rent

Company Name: Batten Sanitation Serv, Inc. Phone: 712-623-3460

Company Address: P.O. Box 415
Red Oak, IA. 51566 Contact Person: Lynette Bruce

Date: _____

Town & Country Sanitation, Inc
210 8th St.
Griswold IA 51535
(712)778-2365
(800)841-2445

Red Oak Community School District
2011 N. 8th Street, Tech Bldg.
Red Oak, IA 51566

June 22nd 2023

Dear Red Oak Community School District,

Thank you for the opportunity to bid your trash disposal needs. At this time Town & Country Sanitation cannot fulfill your trash disposal needs.

Sincerely,
Kevin Carlisle
Town & Country Sanitation
Owner

A handwritten signature in black ink, appearing to read "Kevin Carlisle", with a long horizontal flourish extending to the right.

2023-2024

Red Oak Community School District

Hourly Rates for Snow Removal

Snow removal as per specifications:

RATES

Snowblower w/ wad behind Skid Steer	\$ <u>100</u> /hr.
Loader	\$ <u>200</u> /hr.
Pickup/Plow	\$ <u>125</u> /hr.
Skid Steer Bucket - 100/hr	\$ <u>150</u> /hr.
Dump Truck Snow pusher 150/hr	\$ <u>125</u> /hr.
4-wheeler	\$ <u>75</u> /hr.

Sand and salt applications:

Ice melt only: 5416
Sand only: 125 ton
Sand/Ice melt: 150 ton

- Salt and sand will be spread as requested by administration

At the above rates, we hereby agree to furnish equipment and operators in accordance with bid specifications.

It is essential that the bidder give priority to the Red Oak Community School District snow removal contract as opposed to any other contract, other than one necessitated by community emergencies.

If you have any questions, please call Adam Wenberg (712) 621-3368

Dated: 12-21-23

Name: The Concrete Truck

Phone: 712 623 8118

2023-2024

Red Oak Community School District

Hourly Rates for Snow Removal

Snow removal as per specifications:

RATES

Snowblower	\$ <u>65</u> /hr.
Loader	\$ <u>150</u> /hr.
Pickup/Plow	\$ <u>100</u> /hr.
Skid Steer	\$ <u>125</u> /hr.
Dump Truck	\$ <u>150</u> /hr.
4-wheeler	\$ <u>05</u> /hr.

Sand and salt applications:

Ice melt only: \$ 40 per bag
Sand only: \$80 per TON
Sand/Ice melt: \$130 per Ton

Rock salt only \$175 per ton

- Salt and sand will be spread as requested by administration

At the above rates, we hereby agree to furnish equipment and operators in accordance with bid specifications.

It is essential that the bidder give priority to the Red Oak Community School District snow removal contract as opposed to any other contract, other than one necessitated by community emergencies.

If you have any questions, please call Adam Wenberg (712) 621-3368

Dated: 7-11-23

Name: Orme Outdoor LLC

Phone: 712-621-6763

**PEST CONTROL
PROPOSAL**

DUE: Noon on Tuesday, July 11, 2023

I, the undersigned, do hereby agree to furnish pest control services for the 2023-2024 school year to the Red Oak Community School District at a monthly rate per site in accordance with the proposal document as hereby recorded:

	<u>BAIT</u>	<u>SPRAY</u>
Jr-Sr High School	\$ <u>1⁰⁰</u>	\$ <u>69</u>
Inman Elementary School	\$ <u>1⁰⁰</u>	\$ <u>49</u>
Red Oak Early Childhood Center	\$ <u>1⁰⁰</u>	\$ <u>29</u>
Administrative Office	\$ <u>1⁰⁰</u>	\$ <u>24</u>
Total monthly	\$ <u>4⁰⁰</u>	\$ <u>171⁰⁰</u>

Company Name Sellers Pest Control

Address 900 Oak Park Road
Council Bluffs Iowa 51503

Phone 712-310-8597

Contact Person Art Sellers Art Sellers
Signature

Date 7-9-23