

# BOARD REPORT

August 20, 2012

Educating people to be life-long learners  
and respectful, responsible citizens



# INDEPENDENCE COMMUNITY SCHOOL DISTRICT

1207 First Street West  
Independence, Iowa 50644

PH: (319) 334-7400

FAX: (319) 334-7404

Jean Peterson  
Superintendent

Lynnette Engel  
Director of Finance  
Board Secretary/Treasurer

August 17, 2012

To: All School Board Members

From: Jean Peterson, Superintendent

Brian C. Eddy – DD #1 '15  
Stacy Henderson – At-Large '13  
John Christensen – DD #3 '13  
Rusty Donnelly – DD #3 '15  
Eric B. Smith – DD #2 '15

Re: Working agenda for the public hearing and regular meeting on **Monday, August 20, 2012** beginning at **5:45 p.m.** at the **School Administration Office**, 1207 First Street West, Independence, Iowa

## **PUBLIC HEARING – 5:45 p.m.**

1. PLEDGE OF ALLEGIANCE  
A. Call to Order
2. CONVEYANCE OF THREE PERMANENT SANITARY SEWER EASEMENTS Discussion
3. ADJOURNMENT Motion

## **REGULAR MEETING – 6:00 p.m.**

1. CALL TO ORDER
2. FRIEND OF EDUCATION  
A. Pizza Ranch  
*We would like to thank Pizza Ranch for donating lunch for the staff of the Independence Community School District on Welcome Back Day.*  
B. Pepsi Beverages Company  
*We would like to thank Pepsi Beverages Company for donating beverages for the staff of the Independence Community School District on Welcome Back Day.*



C. Independence Area Chamber of Commerce Ambassadors  
*We would like to thank the Independence Area Chamber of Commerce Ambassadors for giving apples to the staff of the Independence Community School District at Welcome Back Day.*

D. Pinicon Ford  
*We would like to thank Pinicon Ford for donating a vehicle for the Superintendent and Board of Education to ride in for the Brandon, Independence and Rowley parades.*

3. CONSIDERATION OF ACTION ON CONSENT ITEMS

A. Approval of the minutes of the regular meeting on July 16, 2012, the work session on July 16, 2012, the special session on August 2, 2012 and the special session on August 14, 2012. Motion 3.A.

*I am seeking approval of the minutes.*

B. Approval of Agenda Motion

*I am seeking approval of the agenda.*

C. Approval of Board Policies (\*changes noted) Motion 3.C.

**Second Readings:**

	POLICY #	POLICY NAME
1.	603.3*	Multicultural and Nonsexist Education
2.	210.6*	Review and Revision of Policy

*I am seeking approval of the above policies' second readings.*

**First Readings:**

	POLICY #	POLICY NAME
1.	100	Legal Status of the School District
2.	101	Educational Philosophy of the School District
3.	102	School District Instructional Organization
4.	103, 103.E1, 103.E2, 103.E3, 103.E4 and 103.R1	Equal Educational Opportunity, Notice of Non-Discrimination, Grievance Form for Complaints of Discrimination or Non-Compliance with Federal or State Regulations Requiring Non-Discrimination, Grievance Documentation, Section 504 Student and Parental Rights and Grievance Procedure
5.	104	The People and Their School District
6.	104.1	Independence Community Schools Operating Principles for the Administration and Staff
7.	104.2	Independence Community Schools Operating Principles for the Board of Education and Superintendent
8.	105 and 105R1	Long-Range Needs Assessment and Long-Range Needs Assessment Regulation

*I am seeking approval of the above policies' first readings.*

D. New Hires (*pending acceptable background checks*)

Motion

NAME	ASSIGNMENT	SALARY	DATE
John Goedken	Assistant Activities Director	\$5,000	08/01/2012
Brenda Good	Bus Driver – 3.5 hrs/day	\$12.55/hour	08/20/2012
Sara Hogan	West Elem 5.75 hr Special Education Associate	\$9.00/hour	08/20/2012
Diane Kinseth	Junior High Volleyball Coach	\$2,052	08/20/2012
Darla Schulz	JSH 4.0 hr Media Associate	\$9.00/hour	08/16/2012
Matt Shannon	.5 FTE Junior High Football Coach	\$713	08/17/2012
Josh Weber	.5 FTE Junior High Football Coach	\$713	08/17/2012
Pam Wendel	East Elem 2 hr Food Service/Dishwasher	\$9.25/hour	08/20/2012

*I am seeking approval of the above new hire(s).*

## E. Resignations

Motion

NAME	ASSIGNMENT	DATE
Mark Geertsma	Junior High Girls Basketball Coach – 8th Grade	08/11/2012
LaVern Lohman	Bus Driver	07/20/2012

*I am seeking approval of the above resignation(s).*

## F. Approval of Financial Reports

Motion 3.F.

1. Approval of Bills – Director Donnelly will have reviewed the bills
2. Vendor Report
3. Board Report
4. Budget Report
5. New School Construction Report

## 4. ANNOUNCEMENTS, COMMUNICATIONS and PRESENTATIONS

- A. Comments from the public
- B. Comments from the Board/Superintendent
- C. Presentations
  1. AYP/Professional Development Plan – Sandy Merritt and Deb Donlea
  2. Silver Cord Program and End of Year Report – Val Maximovich

## 5. REPORTS

- A. Building Administrator Reports 5.A.
  1. Senior High School
  2. Junior High School
  3. West Elementary
  4. East Elementary/Early Childhood Center
- B. Activities Director Report 5.B.
- C. Curriculum/Student Services Director Report 5.C.
- D. Technology Report 5.D.
- E. Food Service Report 5.E.
- F. Buildings & Grounds Report 5.F.
- G. Transportation Report 5.G.

- |    |  |                 |
|----|--|-----------------|
| 6. | OLD BUSINESS   |                 |
|    | A. New Junior-Senior High School Facility                                      | Discussion      |
|    | B. Approve Change Orders for Items Described in Bulletins #7, #8, #10R and #12 | Motion 6.B.     |
|    | C. Board Self Evaluation   | Discussion 6.C. |
| 7. | NEW BUSINESS   |                 |
|    | A. Approve the Resolution for a Conveyance of a Permanent Easement 1           | Motion 7.A.     |
|    | <i>Roll Call Vote</i>  |                 |
|    | B. Approve the Resolution for a Conveyance of a Permanent Easement 2           | Motion 7.B.     |
|    | <i>Roll Call Vote</i>  |                 |
|    | C. Approve the Resolution for a Conveyance of a Permanent Easement 3           | Motion 7.C.     |
|    | <i>Roll Call Vote</i>  |                 |
|    | D. Approve Millennium Therapy Contract for 2012-2013                           | Motion 7.D.     |
|    | E. Approve Affirmative Action Plan for 2012-2013                               | Motion 7.E.     |
|    | F. Approve the Addition of Bowling as an Extra Curricular Activity             | Motion 7.F.     |
|    | G. Approve Independence Activities Handbook for 2012-2013                      | Motion 7.G.     |
| 8. | ADJOURNMENT  | Motion          |

UPCOMING MEETINGS –

Monday, September 17th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence

Independence Community School Board Minutes  
Regular Meeting  
July 16, 2012

A regular meeting of the Independence Community School Board was called to order at 6:00 p.m. by Chairperson Brian C. Eddy at the School Administration Office, Independence, Iowa.

Members Present: Chairperson Brian C. Eddy, Eric Smith, John Christensen, Rusty Donnelly, and Stacy Henderson

Superintendent Present: Jean Peterson

Board Sec./Treas. Present: Lynnette Engel

Press Present: John Klotzbach, "Independence Bulletin Journal"

Visitors Present: Interested Patrons

**1. Consideration of Action on Consent Items:**

Motion Smith, second Christensen to approve the following consent items 2-A, 2-B, 2-C, 2-D and 2-E. All voted "Aye." Motion carried.

**1-A Approval of Minutes** of the regular meeting on June 18, 2012, the work session on June 18, 2012, the special session on June 25, 2012 and the special session on July 10, 2012.

**1-B Approval of Agenda**

**1-C Approval of Board Policies** (all policies may be reviewed in the Admin. Building)

**First Readings:**

	POLICY #	POLICY NAME
1.	603.3*	Multicultural and Nonsexist Education
2.	210.6*	Review and Revision of Policy

**1-D New Hires**

NAME	ASSIGNMENT	SALARY	DATE
Spencer Karr	Assistant Football Coach (Grades 9-12)	\$2,645	08/01/2012

## **1-E Resignations**

NAME	ASSIGNMENT	DATE
Nichole LaMarsh	West Elem 5.5 hour Special Education Associate	06/26/2012
Casey Reinkoester	Assistant Activities Director (Grades 7-8)	07/03/2012

**1-F Approval of Financial Reports** – Motion Smith, second Henderson to approve all Financial Reports. Henderson, Smith and Christensen voted “aye”. Donnelly and Eddy abstained. Motion carried.

## **2. ANNOUNCEMENTS, COMMUNICATIONS AND PRESENTATIONS**

This time is reserved for patrons and Board members to speak to items not on the agenda and to request to speak to any items on the current agenda.

Mr. Smith was excited to have participated in both the Rowley and Independence parades. He wanted to thank Heartland Acres and Pinicon Ford for their contributions for the nice rides that were used.

Superintendent Peterson reminded the Board that the Welcome back day for staff will be August 15<sup>th</sup> at 8:00 in West Commons. She also informed the Board they will be hearing about the District’s Professional Development plan as well as the summer building projects at the August board meeting.

Mr. Eddy publicly thanked the City for the quick response time in regards to the driveway entry into West Elementary.

## **3. OLD BUSINESS**

### **3-A New Junior-Senior High School Facility**

Discussion was led by Doug Larson from Larson Construction, Inc. regarding the progress that has been made to the site over the last 55 days. He reviewed the timeline of current and upcoming tasks and explained what he covers during the bi-weekly construction meetings.

### **3-B Approve Change Orders for Items Described in Bulletins #2, #5, #6 and #9**

Motion Christensen, second Henderson to approve change orders for items described in Bulletins #2, #5, #6 and #9. All voted “aye”. Motion carried.

### **3-C Approve 2013 IASB Legislative Action Priorities**

Motion Smith, second Donnelly to approve the 2013 IASB action priorities. All voted “aye”. Motion carried.

## **4. NEW BUSINESS**

### **4-A Approve Consulting Services Agreement with SAI for the SAM Project for 2012-2013**

Motion Christensen, second Smith to approve Consulting Services Agreement with SAI for the SAM Project for 2012-2013. All voted “aye”. Motion carried.

**4-B Approve Daktronics bid for Equipment**

Motion Smith, second Henderson to approve Daktronics bid for equipment. All voted "Aye".  
Motion carried.

**4-C Approve Project Lead the Way Education Service Agreement with Hawkeye Community College for 2012-2013.**

Motion Smith, second Donnelly to approve Project Lead the Way Education Service Agreement with Hawkeye Community College for 2012-2013 All voted "Aye." Motion carried.

**4-D Approve Education Service Agreement with Hawkeye Community College for Classes Offered at the Western Outreach Center for 2012-2013**

Motion Henderson, second Christensen to Approve Education Service Agreement with Hawkeye Community College for Classes Offered at the Western Outreach Center for 2012-2013. All voted "aye". Motion carried.

**4-E Approve Education Service Agreement with Hawkeye Community College for Classes Offered at the Junior-Senior High School for 2012-2013**

Motion Christensen, second Donnelly to Approve Education Service Agreement with Hawkeye Community College for Classes Offered at the Junior-Senior High School for 2012-2013. All voted "Aye". Motion carried.

**ADJOURNMENT**

Motion Christensen, second Smith to adjourn the meeting at 6:47 p.m. All voted "Aye."  
Motion carried.

Brian C. Eddy  
Chairperson

Lynnette Engel  
Board Sec./Treas.



Independence Community School Board Minutes  
Work Session  
July 16, 2012

A work session of the Independence Community School Board was called to order at 6:50 p.m. by Chairperson Brian C. Eddy at the Administration Building, Independence, Iowa.

Members Present: Chairperson Brian C. Eddy, Stacy Henderson, Eric Smith and Rusty Donnelly, John Christensen

Superintendent Present: Jean Peterson

Board Sec./Treas. Present: Lynnette Engel

1. BOARD GOALS –

The Board worked on the action steps and measures for evaluating their last three board goals.

All goals, steps and outcomes will be reviewed and approved at the regular August board meeting.

2. ADJOURNMENT – Motion Christensen, second Donnelly to adjourn the meeting at 7:55 p.m. All voted “Aye”. Motion carried.

Brian C. Eddy  
Chairperson

Lynnette Engel  
Board Secretary

Independence Community School Board Minutes  
Special Meeting  
August 2, 2012

A special meeting of the Independence Community School Board was called to order at 12:07 p.m. by Chairperson Brian C. Eddy in the Administration Building, at 1207 First Street West, Independence, Iowa.

Members Present: Chairperson Brian C. Eddy, John Christensen – by phone,  
Eric B. Smith- by phone, Stacy Henderson

Members Absent: Rusty Donnelly

Superintendent Present: Jean Peterson

Board Secretary/Treasurer: Lynnette Engel

Media Present: John Klotzbach, "The Bulletin Journal"

**1. Consideration of Action on Consent Items**

Motion Christensen, second Henderson to approve the agenda. All voted "aye."  
Motion carried.

**1-A Approve Agenda**

**2. Announcements, Communications and Presentations**

Mr. Christensen wanted to publicly thank Tammy Rasmusson for an outstanding job over the last seven years leading the Independence Chamber of Commerce.

**3. New Business**

**3-A Approve the Resolution to Set a Public Hearing Date and Time on the Conveyance of Three Permanent Sanitary Sewer Easements**

Motion Henderson, second Christensen to approve the Resolution to set a public hearing date and time on the conveyance of three permanent sanitary sewer easements. Roll call vote – Eddy –aye, Henderson – aye, Smith – aye and Christensen – aye. Motion carried 4-0. The full Resolution may be viewed at the Administration Office.

**ADJOURNMENT**

Motion Christensen, second Smith to adjourn the meeting at 12:17 p.m. All voted Aye.

Brian C. Eddy  
Chairperson

Lynnette Engel  
Secretary/Treasurer

Independence Community School Board Minutes  
Special Meeting  
August 14, 2012

A special meeting of the Independence Community School Board was called to order at 5:30 p.m. by Chairperson Brian C. Eddy in the Administration Building, at 1207 First Street West, Independence, Iowa.

Members Present: Chairperson Brian C. Eddy, John Christensen,  
Eric B. Smith- by phone, Stacy Henderson and Rusty  
Donnelly

Superintendent Present: Jean Peterson

Board Secretary/Treasurer: Lynnette Engel

**1. Consideration of Action on Consent Items**

Motion Christensen, second Henderson to approve the agenda. All voted "aye."  
Motion carried.

**1-A Approve Agenda**

**2. Closed Session**

Motion Henderson, second Donnelly to enter into a closed session as provided in Section 21.5(1)(a) of the Iowa Code; To review or discuss records which are required or authorized to be kept confidential. Roll call vote: Smith- Aye, Christensen – Aye, Donnelly – Aye, Eddy – Aye and Henderson – Aye. Motion carried 5-0

Came out of Closed session at 6:09

Motion Christensen, second Donnelly to reaffirm the Board's previous action to allow the student to attend first semester classes at the Buchanan County Success Center and to be allowed possible readmission to Independence High School second semester. Roll call vote: Smith- Aye, Christensen – Aye, Donnelly – Aye, Eddy – Aye and Henderson – Aye. Motion carried 5-0

**ADJOURNMENT**

Motion Christensen, second Donnelly to adjourn the meeting at 6:15 p.m. All voted Aye.

Brian C. Eddy  
Chairperson

Lynnette Engel  
Secretary/Treasurer

## MULTICULTURAL AND NONSEXIST 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, 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, *including race, color, national origin, sex, disability, religion, creed, and socioeconomic background. The contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities will also be considered.* ~~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.

Legal Reference: Iowa Code §§ 216.9; 256.11 (2003).  
281 I.A.C. 12.5(8).

Cross Reference: 103 Equal Educational Opportunity  
600 Goals and Objectives of the Education Program

Approved 3/28/2007

Reviewed \_\_\_\_\_

Revised 6/18/2007

## REVIEW AND REVISION OF POLICY

The board shall, at least once every five years, review board policy. Once the policy has been reviewed, even if no changes were made, a notation of the date of review shall be made on the face of the policy statement.

The board will review one-fifth of the policy manual annually according to the following subject areas:

- Board of Directors, **Administration** (Series 200, **300**)
- ~~Administration~~, Employees (Series ~~300~~ and 400)
- School District and Education Program (Series 100 and 600)
- Students (Series 500)
- Noninstructional Operations and Business Services, Buildings and Sites, School District-Community Relations (Series 700, 800 and 900)

It shall be the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent shall also be responsible for bringing proposed policy statement revisions to the board's attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

Legal Reference: Iowa Code § 279.8 (2003).  
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures

Approved 11/1/2004

Reviewed 01/16/2006  
10/25/2010

Revised \_\_\_\_\_

## LEGAL STATUS OF THE SCHOOL DISTRICT

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district shall be known as the Independence Community School District.

This school corporation is located in Buchanan County, and its affairs are conducted by elected school officials, the Independence Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Legal Reference: Iowa Code §§ 274.1, .2, .6, .7; 278.1(9); 279.8; 594A (2003).

Cross Reference: 200 Legal Status of the Board of Directors

Approved 11/01/2004

Reviewed 11/17/2008

Revised \_\_\_\_\_



## EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Iowa, the Independence Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students within the limitations of the school district's ability and willingness to furnish financial support to provide for students in cooperation with their parents and the school district community, the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life shall be instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Legal Reference: Iowa Code §§ 256.11, .11A (2003).

Cross Reference:	103	Equal Educational Opportunity
	105	Long-Range Needs Assessment
	210	Board of Directors' Management Procedures
	600	Goals and Objectives of the Education Program
	602	Curriculum Development

Approved 11/01/2004

Reviewed 11/17/2008

Revised \_\_\_\_\_

## SCHOOL DISTRICT INSTRUCTIONAL ORGANIZATION

The Independence Community School District offers an education program for grades pre-kindergarten through twelve. The levels of instruction are organized by the following levels:

Pre-kindergarten shall attend the Early Childhood Center in Independence.

Grades kindergarten through second shall attend East Elementary School in Independence.

Grades three through six shall attend West Elementary School in Independence.

Grades seven through twelve shall attend the Jr/Sr High School in Independence.

Each school building will have a principal responsible for the administration and management of the school building, the school building employees and the education program. The principals shall work closely with the superintendent, who shall oversee the administration and management of the school district.

Legal Reference: Iowa Code §§ 256.11, .11A; 275.1; 279.11; 280.14 (2003).  
281 I.A.C. 12.1; .3(11); .5.

Cross Reference: 501 Student Attendance

Approved 11/01/2004

Reviewed \_\_\_\_\_

Revised 11/17/2008  
07/19/2010

## EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of race, color, creed, national origin, religion, gender, socio-economic status, 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, creed, religion, gender, socio-economic status, marital status, national origin, 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.

Legal Reference:      20 U.S.C. §§ 1221 *et seq.* (2004).  
                              20 U.S.C. §§ 1681 *et seq.* (2004).  
                              20 U.S.C. §§ 1701 *et seq.* (2004).  
                              29 U.S.C. § 794 (2004).  
                              42 U.S.C. §§ 12101 *et seq.* (2004).  
                              34 C.F.R. Pt. 100 (2004).  
                              34 C.F.R. Pt. 104 (2004).  
                              Iowa Code §§ 216.9; 256.11, .11A; 280.3 (2007).  
                              281 I.A.C. 12.

Cross Reference:      101      Educational Philosophy of the School District  
                              401.1    Equal Employment Opportunity  
                              500      Objectives for Equal Educational Opportunities for Students  
                              506.1    Student Records

Approved 11/01/2004

Reviewed 11/17/2008

Revised 06/19/2007  
04/26/2010

## NOTICE OF NON-DISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Independence Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, age (except students), socio-economic status, religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, creed, age (except students), socio-economic status, religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

(Title) Superintendent

(where located) 1207 1<sup>st</sup> Street West, Independence, IA 50644

(telephone number) 319 334-7400

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3 (2007).

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION  
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS  
REQUIRING NON-DISCRIMINATION

I, \_\_\_\_\_, am filing this grievance because

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(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

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(Attach additional sheets if necessary)

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

If student, name \_\_\_\_\_ Grade Level \_\_\_\_\_

Attendance center \_\_\_\_\_

GRIEVANCE DOCUMENTATION

Name of Individual Alleging Discrimination or Non-Compliance

Name \_\_\_\_\_

Grievance Date \_\_\_\_\_

State the nature of the complaint and the remedy requested.

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Indicate Principal's or Supervisor's response or action to above complaint.

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Signature of Principal or Supervisor \_\_\_\_\_



## SECTION 504 STUDENT AND PARENTAL RIGHTS

The Independence Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to:

(Title) Superintendent

(Where located) 1207 – 1<sup>st</sup> St. W., Independence, IA 50644

(Telephone No.) (319) 334-7400

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code 280.3. (2003).

## GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

### Level One - Principal, Immediate Supervisor or Personnel Contact Person (Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, color, creed, national origin, religion, age, socio-economic status, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, color, creed, national origin, religion, age, socio-economic status marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

### Level Two - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

### Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

## GRIEVANCE PROCEDURE

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

## Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name JCLO, Loren Pink ~~or Casey Reinkoester~~

Office Address 1207 1<sup>st</sup> Street West

Phone Number 319 334-7400

Office Hours 8:00 a.m. – 4:00 p.m.

## THE PEOPLE AND THEIR SCHOOL DISTRICT

The board recognizes the value of interaction and participation of the citizens of the school district community with the school district. The board will cooperate and participate, whenever possible, in the school district community while carrying out its elected responsibilities.

It shall be the responsibility of the superintendent to keep the board apprised of opportunities for involvement with the school district community.

Legal Reference: Iowa Code § 279.8 (2003).

Cross Reference: 209 Committees of the Board of Directors  
215 Public Participation in Board Meetings  
703.1 Budget Planning  
901 Public Communications  
904 Public Participation in the School District

Approved 11/01/2004

Reviewed 11/17/2008

Revised \_\_\_\_\_

## INDEPENDENCE COMMUNITY SCHOOLS

## OPERATING PRINCIPLES

for the  
Administration and Staff

Introduction

Providing a quality education for each student requires a commitment to excellence from the board of education, the superintendent, and all the employees of the district. Each individual employed by the district has a significant part to play, however for our efforts to be successful; all must work together as a team. Just as it is crucial for the superintendent and board to work in harmony in a leadership role, it is equally important for the K-12 staff and building administrators to work together in a collegial manner to ensure that we achieve our mission, which is to prepare students to become productive citizens and lifelong learners by providing a positive educational environment.

We agree that adherence to the following set of principles will ensure effective guidance and operation of the school district, and will accentuate a positive, open, and productive environment for all.

Positiveness

1. The staff and administration recognize that it is essential to remain positive in working together as a team. Each staff member will strive to develop and maintain a positive atmosphere by:
  - a. Showing confidence in fellow staff members;
  - b. Assuming others are doing the best they can;
  - c. Giving more positive reinforcement than negative criticism;
  - d. Focusing on how to make things work, rather than dwelling on reasons why things can't work.

Responsibility to the Team

1. Cooperation, support, and loyalty do not mean we will agree on all issues. Open and honest discussion will bring out our best thinking and produce the best results. Each person can be a good team member by:
  - a. Remembering that each person is accountable to the team for his/her own actions;
  - b. Being cooperative;
  - c. Responding to situations based on fact, not rumor;
  - d. Being willing to express one's concerns in an open and honest manner, but only if you have a positive solution to the problem;
  - e. Handling concerns with another team member in a professional manner and on a one-to-one basis;
  - f. Being willing to compromise, i.e., always keeping in mind that the welfare of the students, and the district as a whole will be our priorities;
  - g. Exhibiting an attitude of trust and appreciation for one another, as well as a commitment to work toward the resolution of problems;
  - h. Being willing to share our good ideas with others, again remembering that we are working as a team, not a group of individuals.

Approved 08/20/2007

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## INDEPENDENCE COMMUNITY SCHOOLS

## OPERATING PRINCIPLES

for the  
Administration and Staff

Handling Public Concerns

1. All school employees are encouraged to maintain good communications with patrons of the district. When approached by a district patron with a concern, a staff member should follow these procedures:
  - a. Listen to the individual's concern;
  - b. Ask if he/she has discussed the issue with the person immediately responsible; if not, encourage him/her to do so;
  - c. Affirm the desire to reach a satisfactory solution, while reinforcing the need to resolve the issue with the person(s) immediately responsible. If unsuccessful, the staff member will assist the individual in proceeding to the next level of responsibility;
  - d. Inform other staff members as soon as possible of unusual happenings which could affect their areas of responsibility;
  - e. Refrain from speaking negatively about another team member. If you have strong personal convictions about the inappropriateness of a fellow team member's performance or deeds, it is best to act professionally and privately share your concerns with the fellow team member in a direct manner.

Communication

1. Independence staff and administration will always support communication in order to enhance understanding.
  - a. Effective communication requires high levels of trust. To achieve this trust, communications must be open, straightforward, and honest. We will never knowingly deceive one another;
  - b. Open channels of communication must be established and maintained, i.e., make deliberate efforts to share information and data with those whom it affects;
  - c. Listen attentively to all audiences, i.e., other staff, students, parents, administrators, patrons;
  - d. Eliminate rumors by checking out the facts and then informing those involved of the true facts;
  - e. When differences of opinion occur, timing and setting are key elements to consider when expressing those differences;
  - f. Each staff member must have the freedom and opportunity to express his/her own beliefs, and has the responsibility to do so in a timely manner;
  - g. A good team member does not put a colleague on the spot in a public setting or in a group meeting, unless the uniformly understood ground rules of the meeting permit such action;
  - h. When a disagreement arises with a fellow staff member, it is best to deal with the matter in a private, one-on-one situation.



## INDEPENDENCE COMMUNITY SCHOOLS

## OPERATING PRINCIPLES

for the  
Administration and Staff

Decision-Making

1. Once a decision or recommendation is made utilizing the following process, everyone on the staff will consistently support the decision:
  - a. Gather facts pertinent to the issue;
  - b. Analyze the facts;
  - c. Consider alternatives;
  - d. Involve a representative number of those who will be affected by the decision;
  - e. Engage in open and honest discussion regarding the facts and options;
  - f. Make a decision;
  - g. Communicate to others the decision and the rationale behind the decision;
  - h. Provide a plan to implement the decision, which contains an ongoing monitoring system;
  - i. Keep lines of communication open and listen to those who may have concerns;
  - j. Evaluate the “plan” , and if needed make revisions to the plan. In addition, we cannot be afraid to simply stop and reexamine the plan if we do not think it is working. More harm is done in perpetuating a “bad” plan than starting over and using what we learned to create a new, more effective plan.

Cross Reference:     401.5   Employee Complaints  
                          307     Administrator Code of Ethics

## INDEPENDENCE COMMUNITY SCHOOLS

OPERATING PRINCIPLES  
for the  
Board of Education and SuperintendentIntroduction

Providing a quality education for each student requires a commitment to excellence from the board of education, the superintendent, and all the employees of the district. Each individual employed by the district has a significant part to play, however for our efforts to be successful; all must work together as a team. A special obligation rests with the board and superintendent to set an example of the kind of leadership that promotes harmony and teamwork.

The mission of the Independence Schools, in partnership with the community, is to prepare students to become productive citizens and lifelong learners by providing a positive educational environment. The board/superintendent team will provide leadership in our commitment to excellence by exhibiting the highest standards of professional conduct and personal responsibility. The board/superintendent team will strive for high standards of behavior and performance that we believe will benefit not only our students and staff, but all people in the community.

We agree that adherence to the following set of principles will ensure effective guidance and operation of the school district, and will accentuate a positive, open, and productive environment for all.

Positiveness

1. The board and superintendent recognize that it is absolutely necessary to remain positive in working together as a team. As such, we will:
  - a. Strive to see the good in others;
  - b. Look for, recognize, and promote the positive contributions of each team member;
  - c. Refrain from speaking negatively about the character of another team member;
  - d. Seek ways to turn obstacles into opportunities;
  - e. Maintain a sense of hope, optimism, and humor in working together;
  - f. Strive toward increasingly high levels of citizenship in our personal and working relationships.

Team Cooperation

1. The board and superintendent must work as a team to find the best ways to meet the needs of our students.
2. It is essential that we trust and appreciate one another, as well as being committed to work toward a resolution of any conflicts or problems.
3. Each individual must have the freedom and opportunity to express his/her own beliefs.
  - a. This must be done in an open and honest manner, and early in the discussion of basic issues.

Approved 08/20/2007

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## INDEPENDENCE COMMUNITY SCHOOLS

OPERATING PRINCIPLES  
for the  
Board of Education and SuperintendentIndividual Responsibility to Board/Superintendent Team

1. Each person is accountable to the team for his/her own actions.
2. Each team member will keep an open mind toward the views and opinions of others.
3. Should concerns about another team member arise, the person with the concern will share privately his/her concerns with the individual on a one-on-one basis.
4. When a member has an idea on how the team can work more effectively, the person is encouraged to present the idea to the team.
5. Expressing one's concerns is a necessary part of team building, but only if one has a positive solution to a problem.

Planning, Goal Setting, and Accountability of the Superintendent and Board

1. The team must be oriented to a comprehensive planning process leading to mutually developed goals and their accountability.
2. The plan shall prescribe responsibilities for each individual along with an assurance of progress in measurable terms at specified levels.

Human Resource Development

1. The team will support specific plans which will encourage continued growth of team members.
2. The team will be an example to the school community that life-long learning is essential.

Communication

1. Effective communication requires high levels of trust.
2. Open channels of formal and informal communication must be established and maintained among all members of the team.
3. Team members must refrain from knowingly deceiving one another and must replace rumors with facts.
4. Board members should offer praise to employees on a personal basis.
5. Criticisms of employees should not be communicated personally to them without consulting the superintendent and should not be aired at meetings.
6. This team believes strongly in open communications and the public's right to know.
7. Information cited by statute to be discussed in executive session and so discussed must remain confidential. Sharing of such information with unauthorized persons at any time is totally unacceptable. If a public statement is appropriate, the team will agree upon a specific statement to be made by the superintendent or his designee.

## INDEPENDENCE COMMUNITY SCHOOLS

OPERATING PRINCIPLES  
for the  
Board of Education and Superintendent

Handling of Public Concerns

When a board member is contacted by a constituent with a concern, he/she will follow these procedures:

1. Listen to the individual's concern.
2. Ask if the person has discussed the issue with the person immediately responsible; if not, encourage him/her to do so.
3. Affirm the desire to reach a satisfactory solution.
4. Assure the person that the superintendent will be informed of the concern, if appropriate.
5. Ask the person to report back on the progress or resolution of the concern, if appropriate.
6. Express appreciation to the individual for presenting the concern.

Decision Making

The board and superintendent will use the following guidelines prior to a board decision:

1. Gather pertinent facts regarding the situation.
2. Receive input from persons/groups affected by the decision.
3. Analyze and organize the collected data.
4. Develop multiple solutions where appropriate, including cost estimates.
5. Review the superintendent's recommendations.
6. Make a decision.
7. Provide a plan to implement and evaluate the decision.
8. Keep lines of communication open with those who have continue to have concerns about the issue and/or the decision.
9. Acknowledge the decision and support its effective implementation.

Meeting Agendas

1. Board meeting agendas must be open and publicized to encourage meaningful dialogue.
2. Surprises at decision-making meetings from board members or administrators are unwelcome, unethical, and counterproductive.
3. Information upon which decisions are to be made must be publicized prior to decision-making meetings to provide adequate time for discussion.

Cross Reference:      401.5   Employee Complaints  
                             204     Code of Ethics  
                             307     Administrator Code of Ethics

## LONG-RANGE NEEDS ASSESSMENT

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectations of students and determines how well students are meeting student learning goals. The board shall conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations for adequate student preparation as responsible citizens and successful wage earners.

In conjunction with the in-depth needs assessment of the school district, the board shall authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

Every five years, the school district will conduct an assessment of needs from its stakeholders.

It shall be the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent shall report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board shall determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

Legal Reference: Iowa Code §§ 21; 256.7; 280.12, .18 (2003).  
281 I.A.C. 12.8(1)(b).

Cross Reference: 101 Educational Philosophy of the School District  
200 Legal Status of the Board of Directors  
208 Committees of the Board of Directors  
603.1 Basic Instruction Program  
801.1 Buildings and Sites Long Range Planning  
801.2 Buildings and Sites Surveys

Approved 11/01/2004

Reviewed 10/15/2007

Revised \_\_\_\_\_

## LONG-RANGE NEEDS ASSESSMENT REGULATION

School districts also need to develop a process for long-range needs assessment. The process needs to include three items:

1. provisions for collecting, analyzing and reporting information derived from local, state and national sources;
2. provisions for reviewing information acquired on the following
  - a. state indicators and other locally determined indicators,
  - b. locally established student learning goals,
  - c. specific data collection required by state and federal programs;
3. provisions for collecting and analyzing assessment data on the following:
  - a. state indicators,
  - b. locally determined indicators,
  - c. locally established student learning goals.

Independence Community School District  
08/16/2012 11:40 AM

**Vendor Totals Report by Fund**  
07/01/2012 - 07/31/2012

Page: 1  
User ID: ARL

**Fund: 10 OPERATING FUND**

<u>Vendor Name</u>	<u>Description</u>	<u>Total</u>
ACCENT LASER SERVICES	SUPPLIES	518.77
ADVANCE BUILDERS CORP	REPAIR/MAINT	281.08
AHLERS AND COONEY, P.C.	SERVICES	362.50
APPLE INC	EQUIPMENT	6,487.00
AREA EDUCATION AGENCY 267	TUIT/SUPP/SERV	656.32
BIG GRIPS	SUPPLIES	899.10
BONEFAS, ANGIE	REIMBURSEMENT	300.00
BUSINESS SYSTEMS INC.	SUPPLIES	366.10
CAPITAL SANITARY SUPPLY CO INC	SUPPLIES	1,657.14
CAROLINA BIOLOGICAL SUPPLY	SUPPLIES	31.95
CASEY'S GENERAL STORES INC	GAS	215.24
CENTRAL IOWA DISTRIBUTING	SUPPLIES	4,713.92
CITY OF INDEPENDENCE	SERVICE	1,628.38
COMPANION CORPORATION	SUPPLIES	5,056.84
CONSOLIDATED ENERGY CO/HARTLAND FUEL	DIESEL	1,725.00
CY & CHARLEY'S INC	REPAIRS/MAINT/SUP	217.50
DECKER EQUIPMENT	REPAIR/MAINT	98.04
DROSTE AUTO GLASS	SUPPLIES	60.00
ESCHEN TARPY NAPA	SUP/EQUIP	79.60
FUSION FORWARD	SERVICES	133.28
GAUL, PENNI	REIMBURSEMENT	300.00
HAUSERS WATER SYSTEM	SUPPLIES	37.00
HAWKEYE ALARM SIGNAL COMPANY	SERVICES	75.00
HAWKEYE FIRE & SAFETY	SUPPLIES	830.50
HEARTLAND PAPER COMPANY	SUP/EQUIPMENT	4,385.22
HERFF JONES	SUPPLIES	12.49
HIGLEY CHEMICAL COMPANY	SUPPLIES	252.91
HOUCHEN BINDERY INC	BOOK BINDING	886.00
HOUGHTON MIFFLIN	SUPPLIES	40.77
IASB	DUES/FEES	4,616.00
IFCSEP CONFERENCE	REG FEES	220.00
IHSMA	REG FEES	25.00
INDEPENDENCE BULLETIN JOURNAL	SUPPLIES	62.00
INDEPENDENCE COMMUNITY SCHOOLS	REGISTRATION CASH	417.50
INDEPENDENCE LIGHT & POWER	UTILITIES	12,163.62
INDY CROP CARE, INC.	SUPPLIES	95.25
INFRASTRUCTURE TECHNOLOGY SOLUTIONS	SRV/EQUIP	7,002.02
IOWA SCHOOL FINANCE INFORMATION SVC	SERVICES	1,640.65
KWIK TRIP/KWIK STAR STORES	GASOLINE	2,372.55
LAKE SHORE LEARNING MATERIALS	SUPPLIES	3,874.07
MARTIN BROS DIST CO	SUPPLIES	104.30
MCGRAW'S CARPETS	IMPROVEMENT	22.50
MID-IOWA SCHOOL IMPROVEMENT CONSORTIUM	SERVICES	2,686.00
MIDAMERICAN ENERGY CO.	NATURAL GAS	278.39
MOEMS	SUPPLIES	89.00
MOVIE LICENSING USA	SUPPLIES	400.00

**Fund: 10 OPERATING FUND**

<u>Vendor Name</u>	<u>Description</u>	<u>Total</u>
MYERS-COX CO	SUPPLIES	241.75
NASCO	SUPPLIES	305.80
NASSP	SERVICE	85.00
O'REILLY AUTOMOTIVE, INC.	SUPPLIES	167.45
OELWEIN PUBLISHING COMPANY	ADS/LEGALS	616.96
OFFICE TOWNE, INC.	SUPPLIES	26.00
ORIENTAL TRADING CO	SUPPLIES	331.22
PAETEC	UTILITIES	1,188.59
PINICON FORD INC	SRV/SUP	2,871.89
PITNEY BOWES	LEASE	107.00
PLUMB SUPPLY COMPANY	IMPROVEMENT	189.12
POSTMASTER-INDEE	POSTAGE	76.12
PRAIRIE FARMS DAIRY INC	DAIRY	9.78
PRINT EXPRESS-MILLER PRINTERIE	SERVICES	170.00
PROJECT LEAD THE WAY	SUPPLIES	13,590.76
PROJECT WISDOM INC	SUPPLIES	349.00
READING READING BOOKS LLC	SUPPLIES	112.20
REALLY GOOD STUFF	SUPPLIES	2,118.15
RICOH USA INC	SUP/LEASE	9,519.00
RIDELL/ALL AMERICAN SPORTS COMPANY	SUPPLIES	1,151.00
SCHOOL ADMINISTRATORS OF IOWA	SERVICES	2,015.00
SCHOOL NURSE SUPPLY, INC	SUPPLIES	35.46
SIGNS AND MORE	SUPPLIES	491.00
SOCIAL STUDIES SCHOOL SERVICE	SUPPLIES	100.74
SOFTWARE UNLIMITED INC	SVC/SUPPLES/TRNG	200.00
SOURCE SIGN LLC	SUPPLIES	29.37
SPAHN & ROSE LUMBER CO INC	SUPPLIES	502.56
SUPERIOR CLEANING SERVICES LTD	SERVICE	746.90
TEACHER DIRECT	SUPPLIES	112.06
TEACHER'S DISCOUNT	SUPPLIES	726.30
TEACHER'S DISCOVERY	SUPPLIES	98.24
TENNANT SALES AND SERVICE COMPANY	SRV/SUP	120.00
THOMAS BUS SALES, INC.	SUPPLIES	467.59
TIMBERLINE BILLING SERVICES LLC	SERVICES	546.56
TOWNSEND PRESS	SUPPLIES	16.00
TUMBLEWEED PRESS INC.	SUPPLIES	399.00
U.S. CELLULAR	TELEPHONE	604.31
UNITED RENTALS	SUPPLIES	155.04
VANLANINGHAM, VICKI	REIMBURSEMENT	15.00
VERN'S TRUE VALUE	SUPPLIES	2,050.92
VISA CARD SERVICES	SUPPLIES	3,760.28
WALMART COMMUNITY	SUPPLIES	1,176.37
WASTE MANAGEMENT OF WI-MN	SERVICE	1,999.95
WEBER PAPER COMPANY	SUPPLIES	4,596.40
YOUTHLIGHT, INC.	BOOKS	71.90

Vendors Listed: 91

Total: 122,640.24



Fund: 21 STUDENT ACTIVITY FUND

<u>Vendor Name</u>	<u>Description</u>	<u>Total</u>
ADVENTURELAND PARK	TICKETS	3,402.00
ARMEL, RAYMOND	OFFICIAL	45.00
BERKA, JOSH	OFFICIAL	50.00
BOHNENKAMP, DAVE	OFFICIAL	75.00
BOYD, BILL	OFFICIAL	100.00
CHIDESTER, STEVE	OFFICIAL	45.00
CYCLONE VOLLEYBALL CAMPS	FEES	385.00
DANIELS, DENNIS	OFFICIAL	45.00
DES MOINES SUPPLY COMPANY	SUPPLIES	48.00
DUBUQUE SENIOR GIRLS BASKETBALL	FEES	260.00
I.C.S. GENERAL FUND	REIMBURSEMENT	398.30
IOWA GIRLS' HS ATHLETIC UNION	SUPPLIES	695.00
IOWA SPORTS SUPPLY INC	SUPPLIES	2,100.00
JANSSEN, JUSTIN	OFFICIAL	75.00
JESUP COMMUNITY SCHOOL	TUIT/FEES/REIMB	150.00
KING'S POINTE	LODGING	832.68
KNUDSEN, ANDREW	OFFICIAL	110.89
LONG, GARY STEVEN	OFFICIAL	45.00
LYNCH, JACK	OFFICIAL	118.48
LYON, DANE	OFFICIAL	75.00
MADISON, CLARK	OFFICIAL	75.00
MAKE MUSIC	SUPPLIES	36.00
MAQUOKETA VALLEY ATHLETIC BOOSTERS	ENTRY FEE	125.00
NASSP	SERVICE	95.00
NEWELL FONDA SCHOOL	REG FEES	140.00
NEWS BOWL	SUBSCRIPTION	309.00
RINDAHL, RODNEY	OFFICIAL	112.21
SNYDER, GLEN	OFFICIAL	75.00
TROTT TROPHIES	SUPPLIES	60.25
WALMART COMMUNITY	SUPPLIES	36.80
WENGER CORPORATION	SUPPLIES	739.00
WISCONSIN AAU	FEES	275.00
WOODS, BRYAN	OFFICIAL	150.00

Vendors Listed: 33

Total: 11,283.61

**Fund: 22      MANAGEMENT FUND**

<u>Vendor Name</u>	<u>Description</u>	<u>Total</u>
AUL SPECIAL PAY TRUST	EMPLOYEE INVESTMENTS	59,906.00
AUL	EMPLOYEE INVESTMENTS	45,112.64
SMITH - D & L INSURANCE	SERVICES	223,277.00
Vendors Listed: 3		Total: <u>328,295.64</u>

Fund: 31      New JSH-G.O. Bond Fund

<u>Vendor Name</u>	<u>Description</u>	<u>Total</u>
BRUENING ROCK PRODUCTS INC	SUPPLIES	260.31
CENTURY LAUNDRY DISTRIBUTING	REPAIRS	11,066.00
CONSOLIDATED ENERGY CO/HARTLAND FUEL	DIESEL	1,878.19
HSR ASSOCIATES INC	SERVICES	117,748.05
LARSON CONSTRUCTION CO. INC.	CONST SERV	1,236,699.43
MILLER QUARRY	IMPROVEMENT	12,830.12
SIGNS AND MORE	SUPPLIES	1,197.14
Vendors Listed: 7	Total:	1,381,679.24

Fund: 33 LOCAL OPTION SALES AND SERVICES TAX

<u>Vendor Name</u>	<u>Description</u>	<u>Total</u>
COMMUNICATIONS ENGINEERING CO.	SRV/EQUIP/IMPROV	19,191.31
CUSTOM CONCRETE LLC	IMPROVEMENT	19,868.00
DOORS INC.	IMP/SUP	13,440.00
HEARTLAND PAPER COMPANY	SUP/EQUIPMENT	500.97
I.C.S. JR/SR HIGH FUND	REIMBURSEMENT	4,000.00
IOWA WALL SAWING SERVICE	IMPROVEMENT	1,500.00
LYNCH ROOFING & SIDING INC	IMPROVEMENTS	25,350.00
MANATTS INC	IMPROVEMENT	3,763.18
OHL CONSTRUCTION INC	IMPROVEMENT	3,190.00
PLUMB SUPPLY COMPANY	IMPROVEMENT	3,548.36
RETROFOAM OF IOWA	IMPROVEMENT	1,750.00
VIPS	EQUIP/IMPROVEMENT	35,013.72
Vendors Listed: 12		Total: 131,115.54

**Fund: 34      New JSH-SILO Bond Fund**

<u>Vendor Name</u>	<u>Description</u>	<u>Total</u>
INRCOG	MGMT COSTS	590.59
Vendors Listed: 1		Total: 590.59

**Fund: 36      PHYSICAL PLANT & EQUIPMENT**

<u>Vendor Name</u>	<u>Description</u>	<u>Total</u>
APPLE INC	EQUIPMENT	27,475.00
BEST BUY BUSINESS ADVANTAGE ACCOUNT	SUPPLIES	2,503.00
ELECTRICAL ENGINEERING & EQUIP	SUP/IMPROV	2,697.83
GRAYBILL COMMUNICATIONS	SUPPLIES	4,440.00
HARGERS ACOUSTICS INC	IMPROVEMENT	12,807.00
WEST MUSIC CO INC	SUP/SRV/EQUIP	698.00
Vendors Listed: 6		Total: 50,620.83

Fund: 61 SCHOOL NUTRITION FUND

<u>Vendor Name</u>	<u>Description</u>	<u>Total</u>
HARDWARE HANK	SUPPLIES	65.65
HAWKEYE FOODSERVICE	SUPPLIES	4,949.09
MARICK INC	REP/MAINT	565.40
OFFICE TOWNE, INC.	SUPPLIES	45.00
VISA CARD SERVICES	SUPPLIES	772.34
Vendors Listed: 5		Total: 6,397.48

Fund: 71 PARTIAL SELF-FUNDING PLAN FUND

<u>Vendor Name</u>	<u>Description</u>	<u>Total</u>
WELLMARK BLUE CROSS BLUE SHIELD OF IA	SERVICE	1,620.00
Vendors Listed: 1		Total: <u>1,620.00</u>



Fund: 91 AGENCY FUND

<u>Vendor Name</u>	<u>Description</u>	<u>Total</u>
HAUSERS WATER SYSTEM	SUPPLIES	16.00
I.C.S. GENERAL FUND	REIMBURSEMENT	693.90
Vendors Listed: 2		Total: 709.90

<u>Vendor Name</u>	<u>Vendor Description</u>		
<u>Checking</u>		1	
<b>Checking</b>		<b>1</b>	<b>Fund: 10 OPERATING FUND</b>
ADA BADMINTON AND TENNIS	SUPPLIES		
			Vendor Total: 611.56
AHLERS AND COONEY, P.C.	SERVICES		
			Vendor Total: 159.00
ALISHA THOMPSON AND UNIVERSITY OF NORTHERN IOWA	SCHOLARSHIP		
			Vendor Total: 250.00
ALLIED 100 LLC	SUPPLIES		
			Vendor Total: 123.85
AMERICAN PSYCHOLOGICAL ASSOCIATION	SUPPLIES		
			Vendor Total: 156.64
AREA EDUCATION AGENCY 267	TUIT/SUPP/SERV		
			Vendor Total: 687.39
ASCD	SUP/SRV		
			Vendor Total: 89.00
AUTO-JET MUFFLER CORPORATION	SUPPLIES		
			Vendor Total: 129.37
BOLAND RECREATION	EQUIPMENT		
			Vendor Total: 10,483.00
BOULDEN PUBLISHING	SUPPLIES		
			Vendor Total: 79.80
BRUENING ROCK PRODUCTS INC	SUPPLIES		
			Vendor Total: 203.25
BUCHANAN COUNTY TREASURER	TAXES		
			Vendor Total: 1,958.00
BUSINESS SYSTEMS INC.	SUPPLIES		
			Vendor Total: 227.48
CALLOWAY HOUSE INC	SUPPLIES		
			Vendor Total: 179.86
CAPITAL SANITARY SUPPLY CO INC	SUPPLIES		
			Vendor Total: 419.16
CARSON-DELLOSA PUBLISHING CO LLC	SUPPLIES		
			Vendor Total: 290.44
CASEY'S GENERAL STORES INC	GAS		
			Vendor Total: 407.37
CITY LAUNDERING CO	SERVICE		
			Vendor Total: 53.33
CLASSROOM DIRECT	SUPPLIES		
			Vendor Total: 69.00
CONSOLIDATED ENERGY CO/HARTLAND FUEL	DIESEL		
			Vendor Total: 678.00
CPI	DUES/FEES		
			Vendor Total: 125.00
CUSTOM CONCRETE LLC	IMPROVEMENT		
			Vendor Total: 3,820.00
DEAN'S VIKING SEWING CENTER	SUPPLIES		
			Vendor Total: 1,024.63
DEMCO INC	SUPPLIES		
			Vendor Total: 472.54
DISCOUNT SCHOOL SUPPLY	SUPPLIES		

<u>Vendor Name</u>	<u>Vendor Description</u>		
		Vendor Total:	258.51
DOVER PUBLICATIONS	SUPPLIES		
		Vendor Total:	85.41
ELECTRICAL ENGINEERING & EQUIP	SUP/IMPROV		
		Vendor Total:	483.15
ELLSWORTH PUBLISHING CO	SUPPLIES		
		Vendor Total:	1,184.40
ESCHEN TARPY NAPA	SUP/EQUIP		
		Vendor Total:	610.54
FASTENAL COMPANY	SUPPLIES		
		Vendor Total:	50.82
FIRST STREET DELI	SUPPLIES		
		Vendor Total:	165.90
FITNESS FINDERS	SUPPLIES		
		Vendor Total:	87.68
FUSION FORWARD	SERVICES		
		Vendor Total:	3,000.00
GLENCOE/MCGRAW HILL	BOOKS		
		Vendor Total:	712.87
GRANT WOOD AEA	SRV/SUP		
		Vendor Total:	6,374.84
HAMMOND & STEPHENS	SUPPLIES		
		Vendor Total:	393.94
HARDWARE HANK	SUPPLIES		
		Vendor Total:	150.16
HARRISON TRUCK CENTERS	PARTS/REPAIR		
		Vendor Total:	2,956.39
HAWKEYE INTERNATIONAL TRUCKS INC	REPAIRS		
		Vendor Total:	2,273.25
HEARTLAND PAPER COMPANY	SUP/EQUIPMENT		
		Vendor Total:	2,879.25
HEINEMANN	SUPPLIES		
		Vendor Total:	31.95
HOUGHTON MIFFLIN	SUPPLIES		
		Vendor Total:	350.84
IASBO	DUES/FEES		
		Vendor Total:	175.00
INDEPENDENCE LIGHT & POWER	UTILITIES		
		Vendor Total:	11,083.26
INDEPENDENCE MUSTANG BOOSTER CLUB	SUPPLIES		
		Vendor Total:	1,040.00
INFRASTRUCTURE TECHNOLOGY SOLUTIONS	SRV/EQUIP		
		Vendor Total:	21.25
IOWA COMMUNICATIONS NETWORK	SERVICE		
		Vendor Total:	825.49
JACOB WIELAND AND UNIVERSITY OF IOWA	SCHOLARSHIP		
		Vendor Total:	250.00
JOHN DEERE FINANCIAL	SUP/SRV/EQUIP		
		Vendor Total:	225.29
JW PEPPER & SON, INC.	SUPPLIES		

<u>Vendor Name</u>	<u>Vendor Description</u>		
		Vendor Total:	943.98
KAEDEN BOOKS	SUPPLIES		
		Vendor Total:	48.15
KEM VENTURES INC	SUPPLIES		
		Vendor Total:	170.85
KIDSVILLE	REIMBURSEMENT		
		Vendor Total:	3,206.01
KWIK TRIP/KWIK STAR STORES	GASOLINE		
		Vendor Total:	1,476.59
LAKESHORE LEARNING MATERIALS	SUPPLIES		
		Vendor Total:	493.35
LEARNING A-Z	SUPPLIES		
		Vendor Total:	1,873.75
LEARNING POST, THE	SUPPLIES		
		Vendor Total:	99.59
MCGRAW-HILL COMPANIES	SUPPLIES		
		Vendor Total:	39,955.43
MIDAMERICAN ENERGY CO.	NATURAL GAS		
		Vendor Total:	642.19
MILLER QUARRY	IMPROVEMENT		
		Vendor Total:	100.51
MOEMS	SUPPLIES		
		Vendor Total:	198.00
NASCO	SUPPLIES		
		Vendor Total:	68.95
NEWS, THE	ADS/LEGALS		
		Vendor Total:	432.00
NEWS-2-YOU, INC.	SUPPLIES		
		Vendor Total:	140.00
NICHOLAS HANSEN AND IOWA STATE UNIVERSITY	SCHOLARSHIP		
		Vendor Total:	250.00
NORTHWEST EVALUATION ASSOCIATION	TESTING SERVICES		
		Vendor Total:	15,612.20
O'REILLY AUTOMOTIVE, INC.	SUPPLIES		
		Vendor Total:	5.58
OELWEIN PUBLISHING COMPANY	ADS/LEGALS		
		Vendor Total:	1,212.02
OFFICE DEPOT, INC	SUPPLIES		
		Vendor Total:	5,157.16
OFFICE TOWNE, INC.	SUPPLIES		
		Vendor Total:	349.12
PACE SUPPLY	SUPPLIES		
		Vendor Total:	47.45
PAETEC	UTILITIES		
		Vendor Total:	1,188.34
PCI EDUCATIONAL PUBLISHING	SUPPLIES		
		Vendor Total:	821.74
PHI DELTA KAPPA INTERNATIONAL	MEMBERSHIP		
		Vendor Total:	90.00
PIONEER VALLEY EDUCATIONAL PRESS, INC.	SUPPLIES		

<u>Vendor Name</u>	<u>Vendor Description</u>		
		Vendor Total:	57.20
PRIMARY CONCEPTS	SUPPLIES		
		Vendor Total:	104.05
READING READING BOOKS LLC	SUPPLIES		
		Vendor Total:	211.75
REALITY WORKS INC	SUPPLIES		
		Vendor Total:	98.00
REALLY GOOD STUFF	SUPPLIES		
		Vendor Total:	239.80
REINKOESTER, CASEY	MILEAGE		
		Vendor Total:	38.40
RICOH USA INC	SUP/LEASE		
		Vendor Total:	334.15
RIDELL/ALL AMERICAN SPORTS COMPANY	SUPPLIES		
		Vendor Total:	1,396.61
RITE PRICE OFFICE SUPPLY INC	SUPPLIES		
		Vendor Total:	190.00
RJS MOTORSPORTS & WELDING	IMPROVEMENT		
		Vendor Total:	90.00
SAGE PUBLICATIONS, INC.	SUPPLIES		
		Vendor Total:	355.86
SCHOLASTIC INC	SUPPLIES		
		Vendor Total:	162.14
SCHOOL ADMINISTRATORS OF IOWA	SERVICES		
		Vendor Total:	2,463.00
SCHOOL NURSE SUPPLY, INC	SUPPLIES		
		Vendor Total:	250.00
SCHOOL SPECIALTY	SUPPLIES		
		Vendor Total:	591.69
SPAHN & ROSE LUMBER CO INC	SUPPLIES		
		Vendor Total:	276.55
SPORT SUPPLY GROUP INC	SUPPLIES		
		Vendor Total:	492.44
STARFALL EDUCATION	DUES/FEES		
		Vendor Total:	270.00
TEACHER'S DISCOUNT	SUPPLIES		
		Vendor Total:	63.44
TEACHER'S DISCOVERY-SPANISH	SUPPLIES		
		Vendor Total:	123.75
TEACHING STRATEGIES GOLD	ASSESSMENT		
		Vendor Total:	1,306.25
THOMAS BUS SALES, INC.	SUPPLIES		
		Vendor Total:	473.40
U.S. CELLULAR	TELEPHONE		
		Vendor Total:	609.25
VERN'S TRUE VALUE	SUPPLIES		
		Vendor Total:	2,123.17
VINTON-SHELLSBURG COMM.SCHOOLS	TUIT/FEES/REIMB		
		Vendor Total:	11,928.60
VISA CARD SERVICES	SUPPLIES		
		Vendor Total:	5,211.30
WASTE MANAGEMENT OF WI-MN	SERVICE		

<u>Vendor Name</u>	<u>Vendor Description</u>				
				Vendor Total:	2,036.06
WBC MECHANICAL, INC.	IMPROV/SUP/SRV			Vendor Total:	1,747.21
WEBER PAPER COMPANY	SUPPLIES			Vendor Total:	237.24
WEST DES MOINES MARRIOTT	LODGING			Vendor Total:	106.42
WEST MUSIC CO INC	SUP/SRV/EQUIP			Vendor Total:	479.50
WIESER EDUCATIONAL INC	SUPPLIES			Vendor Total:	32.49
				Fund Total:	167,050.54
Checking	1	Fund: 22	MANAGEMENT FUND		
AUL			EMPLOYEE INVESTMENTS		
				Vendor Total:	909.04
				Fund Total:	909.04
				Checking Account Total:	167,959.58
Checking	2				
Checking	2	Fund: 61	SCHOOL NUTRITION FUND		
KIDSVILLE			REIMBURSEMENT		
				Vendor Total:	1,075.00
OFFICE TOWNE, INC.			SUPPLIES		
				Vendor Total:	50.00
				Fund Total:	1,125.00
				Checking Account Total:	1,125.00
Checking	3				
Checking	3	Fund: 21	STUDENT ACTIVITY FUND		
BRITTAIN, CHARLES			SERVICE		
				Vendor Total:	350.00
DAKTRONICS, INC.			SUPPLIES		
				Vendor Total:	207.34
DECKER SPORTING GOODS			SUPPLIES		
				Vendor Total:	4,630.00
GREGG'S SPORTING GOODS			SUPPLIES		
				Vendor Total:	2,266.40
HERMAN, MARY			SERVICES		
				Vendor Total:	150.00
IMOehl, RON			SRV		
				Vendor Total:	50.00
INDEPENDENCE AAU VOLLEYBALL CLUB			REG FEES		
				Vendor Total:	308.00
IOWA GIRLS COACHES ASSOCIATION			REGISTRATION		
				Vendor Total:	95.00
MICROTEL AMES			LODGING		
				Vendor Total:	89.55
PREMIER AGENDAS INC			SUPPLIES		
				Vendor Total:	2,045.40
PUTZ, DANIEL			REIMBURSEMENT		
				Vendor Total:	131.40
ROGERS ATHLETIC			SUPPLIES		
				Vendor Total:	7,658.00
SIGNS AND MORE			SUPPLIES		

<u>Vendor Name</u>	<u>Vendor Description</u>		
		Vendor Total:	263.50
TRAINING ROOM INC	SUPPLIES		
		Vendor Total:	1,126.89
VISA CARD SERVICES	SUPPLIES		
		Vendor Total:	350.62
		Fund Total:	19,722.10
<b>Checking</b>	<b>3 Fund: 91 AGENCY FUND</b>		
MERRITT, SANDRA	REIMBURSEMENT		
		Vendor Total:	239.96
		Fund Total:	239.96
		Checking Account Total:	19,962.06
<u>Checking</u>	<u>4</u>		
<b>Checking</b>	<b>4 Fund: 33 LOCAL OPTION SALES AND SERVICES TAX</b>		
CABINET SHOP	IMPROVEMENT		
		Vendor Total:	5,036.00
CUSTOM CONCRETE LLC	IMPROVEMENT		
		Vendor Total:	19,349.71
IOWA DIRECT EQUIP & APPRAISAL	EQUIPMENT		
		Vendor Total:	1,990.00
MANATTS INC	IMPROVEMENT		
		Vendor Total:	23,087.02
WEST MUSIC CO INC	SUP/SRV/EQUIP		
		Vendor Total:	12,578.16
		Fund Total:	62,040.89
		Checking Account Total:	62,040.89
<u>Checking</u>	<u>5</u>		
<b>Checking</b>	<b>5 Fund: 31 New JSH-G.O. Bond Fund</b>		
BRUENING ROCK PRODUCTS INC	SUPPLIES		
		Vendor Total:	216.35
CONSOLIDATED ENERGY CO/HARTLAND FUEL	DIESEL		
		Vendor Total:	295.92
HSR ASSOCIATES INC	SERVICES		
		Vendor Total:	14,000.00
LARSON CONSTRUCTION CO. INC.	CONST SERV		
		Vendor Total:	1,532,421.25
MILLER QUARRY	IMPROVEMENT		
		Vendor Total:	4,348.89
		Fund Total:	1,551,282.41
<b>Checking</b>	<b>5 Fund: 34 New JSH-SILO Bond Fund</b>		
I.C.S. SCHOOLHOUSE FUND	REIMBURSEMENT		
		Vendor Total:	750.00
		Fund Total:	750.00
		Checking Account Total:	1,552,032.41

<b>Revenues</b>	July	August	September	October	November	December	January	February
State Aid	\$ -							
Property Taxes	\$ 57,601.83							
Federal Funds	\$ 43,845.84							
Other	\$ 19,407.27							
Total	\$ 120,854.94							

<b>Expenditures</b>	July	August	September	October	November	December	January	February
Salaries	\$ 647,367.06							
Benefits	\$ 216,667.98							
Other	\$ 120,133.22							
Total	\$ 984,168.26							

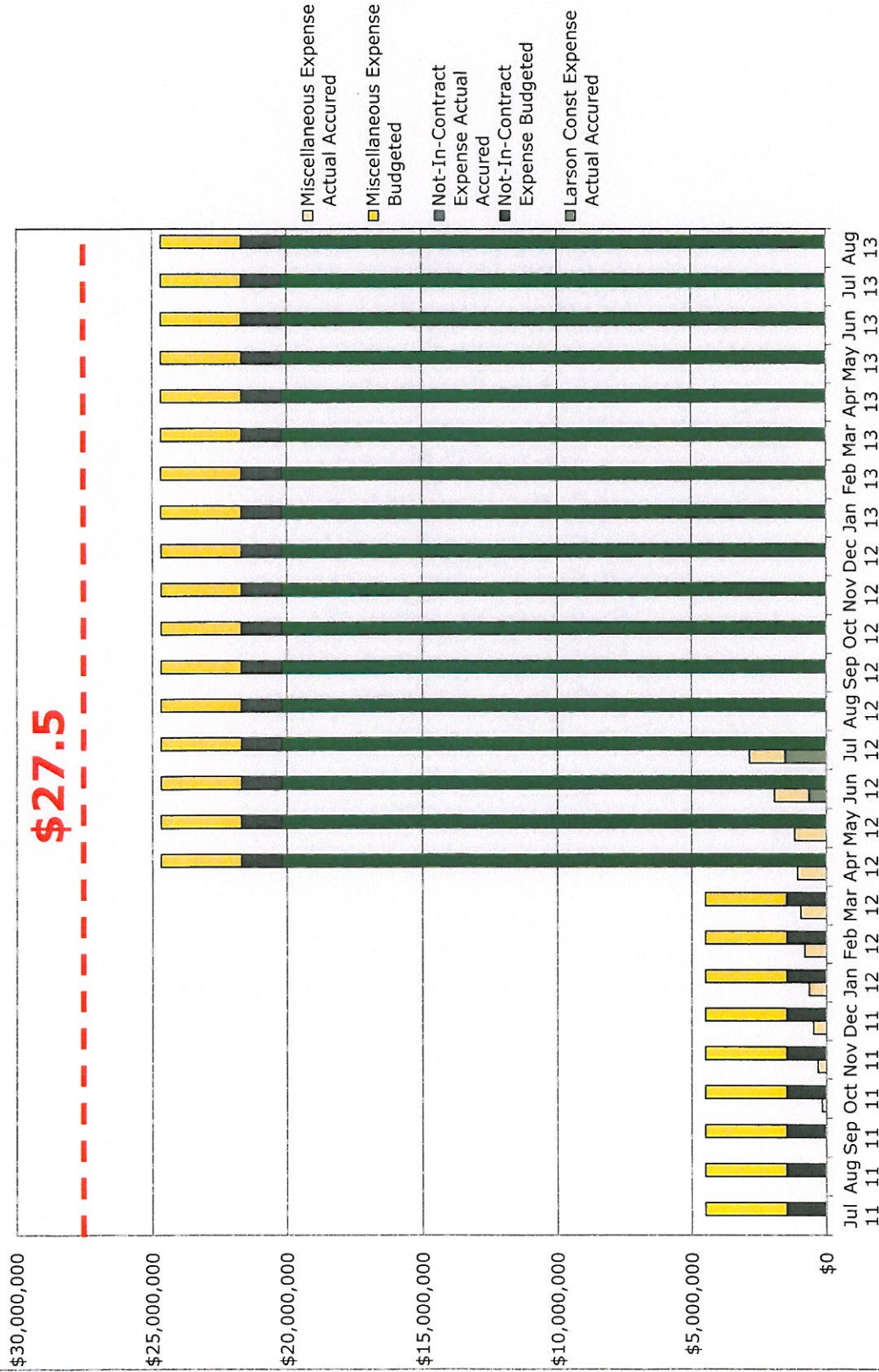
Difference      \$ (863,313.32)



	General Obligation (31)	SILO Funds (34)	FEMA (34)	Donations	Bank Iowa (70%)	Security State (30%)
<b>Beginning Balances</b>	\$ 9,808,758.25	\$ 5,145,826.27	\$ 21,000.00	\$ 1,250,000.00	\$ 10,468,209.16	\$ 4,486,375.36
<b>EXPENSES</b>						
<b>July '11</b>						
The Louis Berger Group Inc						
Month End Totals	\$ 2,000.00	\$ 5,145,826.27	\$ 21,000.00	\$ 1,250,000.00	\$ 1,400.00	\$ 600.00
<b>August '11</b>						
The Louis Berger Group Inc						
Month End Totals	\$ 2,000.00	\$ 5,145,826.27	\$ 21,000.00	\$ 1,250,000.00	\$ 1,400.00	\$ 600.00
<b>October '11</b>						
HSR & Assoc.	\$ 150,000.00	\$ 5,145,826.27	\$ 21,000.00	\$ 1,250,000.00	\$ 105,000.00	\$ 45,000.00
Month End Totals	\$ 9,654,758.25	\$ 5,145,826.27	\$ 21,000.00	\$ 1,250,000.00	\$ 10,360,409.16	\$ 4,440,175.36
<b>November '11</b>						
Standard & Poor's Financial	\$ 13,000.00				\$ 9,100.00	\$ 3,900.00
HSR & Assoc.	\$ 150,000.00				\$ 105,000.00	\$ 45,000.00
Month End Totals	\$ 9,491,758.25	\$ 5,145,826.27	\$ 21,000.00	\$ 1,250,000.00	\$ 10,246,309.16	\$ 4,391,275.36
<b>December '11</b>						
HSR & Assoc.	\$ 150,000.00				\$ 105,000.00	\$ 45,000.00
Piper Jaffray & Co	\$ 24,230.00				\$ 16,961.00	\$ 7,269.00
Month End Totals	\$ 9,317,528.25	\$ 5,145,826.27	\$ 21,000.00	\$ 1,250,000.00	\$ 10,124,348.16	\$ 4,339,006.36
<b>January '12</b>						
Ahlers & Cooney - Attorney	\$ 11,546.09				\$ 8,082.26	\$ 3,463.83
HSR & Assoc.	\$ 150,000.00				\$ 105,000.00	\$ 45,000.00
Month End Totals	\$ 9,155,982.16	\$ 5,145,826.27	\$ 21,000.00	\$ 1,250,000.00	\$ 10,011,265.90	\$ 4,290,542.53
<b>February '12</b>						
Bankers Trust	\$ 1,000.00				\$ 700.00	\$ 300.00
HSR & Assoc.	\$ 150,000.00				\$ 105,000.00	\$ 45,000.00
Standard & Poor's Financial	\$ 11,774.00				\$ 8,241.80	\$ 3,532.20
Month End Totals	\$ 8,993,208.16	\$ 5,145,826.27	\$ 21,000.00	\$ 1,250,000.00	\$ 9,897,324.10	\$ 4,241,710.33
<b>March '12</b>						
Standard & Poor's CUSIP	\$ 550.00				\$ 385.00	\$ 165.00
HSR & Assoc.	\$ 150,000.00				\$ 105,000.00	\$ 45,000.00
Point of Beginnings	\$ 2,550.00				\$ 1,785.00	\$ 765.00
Month End Totals	\$ 8,840,108.16	\$ 5,145,826.27	\$ 21,000.00	\$ 1,250,000.00	\$ 9,790,154.10	\$ 4,195,780.33
<b>April '12</b>						
Consolidated Energy	\$ 7,542.59				\$ 5,279.81	\$ 2,262.78
HSR & Assoc.	\$ 90,000.00				\$ 63,000.00	\$ 27,000.00
HSR & Assoc.	\$ 5,000.00				\$ 3,500.00	\$ 1,500.00
Terracon Consultants	\$ 15,000.00				\$ 10,500.00	\$ 4,500.00
Month End Totals	\$ 8,722,565.57	\$ 5,145,826.27	\$ 21,000.00	\$ 1,250,000.00	\$ 9,707,874.29	\$ 4,160,517.55

	General Obligation (31)	SILO Funds (34)	FEMA (34)	Donations	Bank Iowa (70%)	Security State (30%)
<b>May '12</b>						
HSR & Assoc.	\$ 90,385.00				\$ 63,269.50	\$ 27,115.50
INRCOG			\$ 604.81			
Bankers Trust Company	200.00				\$ 140.00	\$ 60.00
Consolidated Energy Co.	7,431.79				\$ 5,202.25	\$ 2,229.54
<b>Month End Totals</b>	<b>\$ 8,624,548.78</b>	<b>\$ 5,145,826.27</b>	<b>\$ 20,395.19</b>	<b>\$ 1,250,000.00</b>	<b>\$ 9,639,262.54</b>	<b>\$ 4,131,112.51</b>
<b>June '12</b>						
INRCOG			\$ 496.50			
Larson Construction	652,058.44				\$ 456,440.91	\$ 195,617.53
HSR & Assoc.	93,974.80				\$ 65,782.36	\$ 28,192.44
Consolidated Energy Co.	3,012.02				\$ 2,108.41	\$ 903.61
Ahlers & Cooney	13,178.26				\$ 9,224.78	\$ 3,953.48
Miller Quarry	2,969.91				\$ 2,078.94	\$ 890.97
Point of Beginning	1,500.00				\$ 1,050.00	\$ 450.00
<b>Month End Totals</b>	<b>\$ 7,857,855.35</b>	<b>\$ 5,145,826.27</b>	<b>\$ 19,898.69</b>	<b>\$ 1,250,000.00</b>	<b>\$ 9,102,577.14</b>	<b>\$ 3,901,104.48</b>
<b>July '12</b>						
Bruening Rock Products Inc	464.84				\$ 325.39	\$ 139.45
INRCOG	278.52				\$ 194.96	\$ 83.56
Miller Quarry	9,514.33				\$ 6,660.03	\$ 2,854.30
Terracon Consultants, Inc	1,712.25				\$ 1,198.58	\$ 513.67
Usher Architecture	-		\$ 805.00			
Century Laundry Distributing	11,066.00				\$ 7,746.20	\$ 3,319.80
Consolidated Energy Co.	1,878.19				\$ 1,314.73	\$ 563.46
Signs and More	1,197.14				\$ 838.00	\$ 359.14
INRCOG	590.59					
Larson Construction	1,532,421.25		\$ 590.59		\$ 1,072,694.88	\$ 459,726.37
Bankers Trust	-	\$ 750.00			\$ 525.00	\$ 175.00
<b>Month End Totals</b>	<b>\$ 6,298,732.24</b>	<b>\$ 5,145,076.27</b>	<b>\$ 18,503.10</b>	<b>\$ 1,250,000.00</b>	<b>\$ 8,011,079.37</b>	<b>\$ 3,433,369.73</b>

# New Junior/Senior High School Expenditures





# INDEPENDENCE COMMUNITY SCHOOL DISTRICT

1207 First Street West  
Independence, Iowa 50644

PH: (319) 334-7400

FAX: (319) 334-7404

Jean Peterson  
Superintendent

August 7, 2012

Lynnette Engel  
Director of Finance  
Board Secretary/Treasurer

Dear School Board Members,

I would like to propose initiating the Silver Cord of Service program, which is a distinguished volunteer service program/award that would be made available to Independence High School students who earn a minimum 50 hours of community service/volunteering during each year of high school for a total of 200 hours upon graduation. Recipients who achieve the 200 hours will receive a Silver Cord to wear with their robes at graduation in recognition of their achievement.

I feel this will build upon what we, as part of the Independence Schools, have already implemented with our volunteer program. This year, I would like to take our service program one step further, giving students more opportunities to serve in the schools, their churches, and their communities and to receive recognition for their efforts.

The specific rules, guidelines, and what students will receive for commendation each year are yet to be determined by a committee. I would also like to propose the following members to serve on a committee to discuss these rules and other guidelines for the program:

Jeanne Bachman, Shalon Frye, Jennifer Sornson, Amy Gustafson, Charles Bare, High School staff; Jean Peterson, Supt.; Rusty Donnelly, School Board rep; one Student Council Member; Dick Engen, City Council; Tim Reed, Chamber of Commerce; Amy Kelly, Parent; Julie Johnson, Salvation Army volunteer, and myself.

Many schools throughout the state of Iowa are part of the Silver Cord program, which will be discussed as part of my presentation at the School Board meeting.

Val Maximovich  
Volunteer & Mentor Coordinator



## Independence High School Silver Cord Volunteer Program

*Our mission is to involve students as effective communicators, responsible citizens, and skilled problem solvers in a valued partnership with a successful, growing community.*

### Goals of Service Learning

- \*To create opportunities for students to contribute to schools and communities in a responsible way.
- \*To enhance student learning through direct service which is meaningful and necessary
- \*To enable students to help others, give of themselves, and enter into caring relationships with others
- \*To enhance the self-confidence of students
- \*To give students the opportunity to do important and necessary work
- \*To increase citizenship skills of students
- \*To offer students an opportunity to work with people of assorted ages, races and religions
- \*To foster a reaffirmation of students' career choices
- \*To assist students in developing and participating in important projects that will enhance their resumes
- \*To present positive images of teenagers to the local community

## **Board Report for August**

### **Jennifer Sornson, Junior/Senior High School Principal**

The Junior-Senior High is ready for another year. Again we have tried to make a few adjustments to the schedule. We kept the changes that worked well from the 2011-2012 school year. Every day band for Junior High, separate lunches for 7<sup>th</sup> and 8<sup>th</sup> graders, and the same lunch schedule for Senior High. The 1:00 Early Out dismissal schedule has been adjusted for Senior High Advisor Groups.

The Senior High Advisor Committee worked two day in July. All advisor times have been planned. We have a wide variety of activities. They include team building, character education, community involvement, career awareness, and school pride. We will have two special events, one each semester. The first special event will be a movie screening similar to what we did last year. This event went very well and the students and staff felt it was beneficial. The committee will select an appropriate movie and develop follow up activities. The second event will be in the spring and it will center about job skills, career exploration, and post secondary education opportunities.

Orientation for 7<sup>th</sup> Grade, 9<sup>th</sup> Grade, and new students is set for August 17 at 1:30 in the gym. We will have a general meeting with all students. After that they have the opportunity to find their locker, walk through their schedule, and meet their teachers. Schedules and information about orientation has been mailed to Junior and Senior High students.

Meet and Greet is from 4:00-5:00 pm on August 17. All students and parents are welcome. All students can pick up their schedules, find their lockers, drop off their supplies, and meet their teachers.

As of August 13, the Junior-Senior High has registered 29 new students. 11 of the 29 are 9<sup>th</sup> graders from St. Johns. We have record requests for 12 students that will be attending other districts. These are just preliminary numbers. By September 1 we will have a much better idea of overall building enrollment.

#### **Student Achievement Plan**

To continue with the progress that the Senior High has made on district wide assessments we will continue with the following:

1. Math and Reading Interventions delivered by Mike Zimmerly and Amy Gustafson. Small group or individual interventions to build skills.
2. Fusion Reading Class for Senior High students. We are entering the second year of this program. This is a dedicated class for intensive reading strategies. Last year all students enrolled made progress on assessments, in some cases substantial progress.

3. Continue to analyze data from Iowa Assessments and MAP tests. Strengths and areas of improvement will be shared with staff.

4. The Senior High RTI team meets weekly to review interventions, review rosters of At-Risk students, and to make adjustments to student schedules to better serve their needs.

5. Professional development at the Junior-Senior High will focus on student-centered classrooms. Teachers will develop lessons that are rigorous and incorporate higher order thinking skills.

6. We have added Academic Support Time (AST). AST is on Tuesdays and Thursdays after school and Saturday mornings. AST is staffed with teachers that can provide individual assistance.

## **Junior High Report to the Board of Education**

**Rob Arnold**

**August 20, 2012**

I am very excited for the start of this school year for the Junior High. We have made significant changes over the summer, in many areas, to address our academic issues as well as the social issues that come with being in a Junior High Student.

### **7<sup>th</sup> Grade Orientation**

On August 17<sup>th</sup>, we will be holding the 7<sup>th</sup> grade Orientation. We have re-worked out format so that the 7<sup>th</sup> graders will get an opportunity to run through a mock schedule, meeting each teacher and see where their classrooms are. They will also have opportunity to practice going to their locker and retrieving a specific item. This will help as they have to transition between classes once school starts.

### **Meet and Greet**

We are again anticipating a great turn out for our Meet and Greet on August 17. Teachers have already been busy in their classrooms preparing for students. Several of our new students and their parents have already visited the building to get acquainted.

### **Enrollment Status**

As of August 13, we have registered **113, 7<sup>th</sup> Grade students** and **114 8<sup>th</sup> Grade Students**. This would put our enrollment at 227 in the Junior High. There may be more changes in the next few days.

### **Changes in the Junior High for Student Achievement**

As I examined the Iowa Assessments Performance for our Junior High Students, there are many areas that we need to address. The top of my priority will continue to be our lacking scores in Reading and Reading Comprehension.

We are instituting some system changes to continue our work in analyzing why our students are regressing in 7<sup>th</sup> and 8<sup>th</sup> grade and then rebounding in high school. Last year we instituted Recreational Reading. This was a designated allotment of time each day where the whole Junior High was required to be reading. There will be some slight modification to that time this year but only in terms of expectations. We will be recording more diligently those who are taking full advantage and those who need assistance. And providing basic instruction as needed for those readers who we identify as in need of assistance.

Another major change that we implemented in regards to a system approach to our reading, is how we are structuring our Extended Reading Class. In the past, to be placed in Ex Read, a student had to be below the 40<sup>th</sup> Percentile or designated Non-Proficient on the Reading Comprehension Test of the Iowa Assessments. This year we started with that designation but then also triangulated our data using our NWEA Map Testing Scores, as well as Teacher Recommendation. We are



implementing this change in order to identify the students who will benefit the most from this instruction. Another major change to Ex-Read is that this year, we are able to offer Ex-Read every day for 45 minutes to those students. Before it met every other day.

This summer we also revamped our Junior High Schedule to get 5 sections of 7<sup>th</sup> and 8<sup>th</sup> grade core subjects. By going to a 5 section schedule this reduced class size, provided more flexibility in individual student sections, and allowed for common planning time for most of our 7<sup>th</sup> and 8<sup>th</sup> grade teachers to be able to collaborate to identify Cross Curricular Goals that we can work on through out the year.

Finally, the other system wide change we are implementing is in the area of Special Education. Due to our schedule it was very difficult for Special Education Teachers to work with their students outside of Co-Teaching. This year, special education students and teachers will have a common study hall time through out the year where the Special Education teacher can work directly with that student on specific skills that maybe lacking. This was a huge need for us and we were able to do it based on the changes I have mentioned above. The students will still have Guided Study for work completion but also skill development.

I am also very excited about having a full time Guidance Counselor at the Junior High to help with the social and emotional needs of Junior High Students. This age group presents unique challenges and with the help of Mrs. Frye, I believe we will see a benefit not only in our climate but also our achievement.

#### ***Professional Development.***

The Junior and Senior High Staff will be working with a focus on Student Centered Classrooms this year. This work will help teachers allow students to practice many of the issues we are lacking in on the Iowa Assessments. The Junior High will also use their collaborative time to develop a system wide approach to Reading and Reading Comprehension.

#### ***Data Analysis and Progress Monitoring.***

The R.T.I. team at the Junior High is responsible for monitoring our Non-Proficient Students as well as core teachers in those subjects. They will be reviewing our Iowa Assessment Data in order to verify the student in need of assistance. We meet twice a month and recommend interventions as needed.

Again, I am excited to see how these changes will effect our performance on Iowa Assessments but I am also excited to see how this effects our daily performance. We have a lot going on but we also have a large challenge that I know my teachers are up for.

**Report to the Board of Education  
West Elementary  
August 20, 2012**

**Math Training**

Our math materials have arrived and are in the teachers' hands. We have had training in August from the companies and teachers are working to get materials organized.

**Meet and Greet**

We are again anticipating a great turn out for our Meet and Greet on August 17. Teachers have already been busy in their classrooms preparing for students. Several of our new students and their parents have already visited the building to get acquainted.

**Enrollment Status**

As of August 13, we have registered 19 new students and received requests for records for 6 students who are transferring to other districts, for an increase of 13 students. This would put our enrollment at 394. There may be more changes in the next few days.

**Building Updates**

The custodial crew has worked extremely hard this summer to clean, repair, and update the building. We have new walls, new lights, new doors, and a shiny building to start our new school year. Thanks to the team for their hard work this summer!

**Student Achievement Plan**

We have received notification from the state of our status for No Child Left Behind. We increased our student proficiency in math and are off the list for math! This is a good result for the hard work that the staff put in over the last two years. Their hard work paid off!

We are in our second year of designation in reading however. As you may recall from last year, the state told us a couple of years ago that it takes two years to get off the list. The building leadership team has met and developed a plan to both increase our reading proficiency and maintain math achievement levels. That plan is described below and is multi faceted.

**1-Analyze data.** The building leadership team will analyze district data, Iowa Assessments and MAP, in September similar to the process we went through with math. They will share information gathered with the rest of the staff. We will focus attention on reading comprehension, areas of strength and areas in which we need to focus our attention.

**2-Professional Development.** Each teacher has been provided a reference book detailing lessons for introducing and implementing 6 research based reading

comprehension strategies- making connections, inferring, questioning, visualizing, determining the main idea and key points, and summarizing. Grade level teams will meet in September to delineate their plan for implementing each strategy. Teams will discuss during early out professional development times throughout the year their progress. Each grade level will have 2 additional resources to support reading comprehension instruction.

**3-Supplemental Instruction.** Two years ago we implemented small group intervention providing extra support in math for all of our students for 30 minutes every other day. This support will continue this year with some slight changes. Instead of focusing solely on math, we will rotate between math and reading in 4-6 week cycles. This will allow us to maintain math support while also providing more instructional time for reading.

Students will continue to be grouped according to need with non-proficient students being in groups of no more than 6. Non-proficient students will also have first priority to receive supplemental instruction from our reading and math interventionists. Students will, of course, continue to receive reading instruction at their level from their classroom teacher.

We plan to continue our after school program, providing support in reading and math.

**4-Progress Monitoring.** As with math, we will identify the non-proficient students in reading and monitor their progress monthly. If a student is not making progress, we will bring the student to our building problem solving team to discuss next steps.

**5-Parental Support.** We will continue our At Home Reading program with incentives for reading each month. Students and teachers will set reading targets for each month to qualify for the incentive. We will share the information with parents and ask them to sign a contract that they will have their child/children read at least 4 days a week, 15 minutes a day.

We will have a parent information night in September when we will share information about our new math program and stress the importance of reading on a routine basis.

**6-At Risk and Special Education Students.** These students will be monitored closely on a monthly basis. Each teacher will identify 2 students in reading and 2 in math in which to focus attention who could most likely move to proficient with some extra support. Special education students will be testing individually on all district assessments.

Sandy Merritt

8/20/12 Board Report  
East/ECC  
Mary Jean Blaisdell, principal

1. PK4 Enrollment

As known so far, we have the following numbers:  
(see next page)

2. East enrollment

K: 18, 19, 19, 19, 19 = 94

1: 20, 20, 21, 21, 21 = 103

2: 21, 22, 22, 23 = 88

Total East K-2 = 285 (2011-12 = 282)

3. Student Achievement emphasis: K-2 will be contributing to the district-wide emphasis on student-centered classrooms through PD this year. PD time will be spent on the implementation of Iowa Common Core Curriculum in the area of math, the new math series, and technology enhancement in math. To complement this effort, K-2 will study Problem Based Learning (PBL) –a student-centered method that helps to increase rigor and relevance by challenging students to learn through authentic problem-solving, working cooperatively in groups, thinking critically and analytically, and finding and using resources for learning. Related to the area of math, K-2 will be switching district-wide math assessment to the NWEA MAP test. Our Response to Intervention implementation will continue in both reading and math.
4. The PK4 program will be continuing to dig into Creative Curriculum and the online assessment system during professional development as well as attend Positive Behavior Instructional Supports (PBIS) training this year. School will start officially at all of the preschools on August 27, to allow for beginning of the year professional development. All sites are continuing their commitment to the program this year.
5. We will also be implementing more of the wellness policy, encouraging adults to participate with students in walking as well as doing outside activities in our prairie to encourage students to explore their world outside.

PK4 Enrollment Summary for 2012-13  
as of 8/7/12

	<u>ECSE</u> (integrated)		<u>PK4</u>		<u>HS</u>		<u>PK5</u>		<u>Sub</u> <u>total</u>	<u>Parent</u> <u>Paid</u> <u>other</u> <u>half</u> <u>day</u>	<u>Re-</u> <u>peats</u>	<u>Total</u> <u>indivs</u>					
	am	pm	am	pm	am	pm	am	pm									
ICSD	3	3	11	10	4	2	1	5	39		6	33					
KV			17	12	2	3	1	0	35	3	8	27					
SJ			18	8	0	0	2	0	28	1	0	28	Total Funded PK4 (PK4 - pp) 93				
WC			18	3	0	0	1	0	22			22					
SubTotals	3	3	64	33	6	5	5	5	124			110					
Totals	6		97		11		10		4								
Total 12-13 PK4/5 bodies (w/o repeats)													110				
Estimated SJ attendees													20				
Likely 5 yr old ECSE students held back													0				
Estimated PK4 staying for PK5													12				
Students from other districts returning to their district													5				
Subtotal													37				
Add students coming to K from othe unknown													5				
Estimated 2012-13 ICSD Kindergarten													78				
12-13 estimate for E Kindergarten as of spring 11-12 = 81																	
Actual 12-13 E Kindergarten as of 8/7/12 = 94																	

## August Activities Board Report

Rob Arnold

August 20, 2012

The summer sports concluded their seasons at the end of July. The High School Baseball Team was 5-30 and lost in the opening round of the regional tournament to Western Dubuque. The Softball team concluded their season with a 17-20 record and a Sub-state loss to Solon in the regional tournament.

Fall sports practices are well underway with our first football game on August 24. The boys have been having 2 practices each day, one in the morning and then one in the evening. As of today, there were 47 boys out in grades 9-12. From hearing some of the athlete's feedback, they are adjusting to the new system and are excited to get going.

Volleyball has also been practicing in the evenings. The first match for all levels in on August 28. As of today, they are 31 girls', grades 9-12, out for volleyball. Cross Country has also begun their workouts in the morning with their first competition being on September 4 at Waverly.

On the Activities side, Band has had their drum line camp, color guard, and leadership camps. The band has also completed their week of band camp. Not to mention their involvement in Rowley Day's Parade and Brandon Day's Parade. They have had a very busy summer and as always, are looking for great things this fall.

We are excited for this fall to see the benefits of a lot of hard work by a lot of people this summer. Both the Boys and Girls Basketball team benefited from a very full summer workout schedule. Football took boys to 7 on 7 Camps at Aplington and Dike. The Wrestlers spent a week in Colorado training at the Olympic Training Center. Volleyball had workout dates three times a week all summer. And our weight room participation continues to grow. It's going to be very excited to see all of our kids and coaches hard work pay off during their seasons.

### Fundraising:

Date	Group	Items Sold	Amount	Sponsor
7/16	Football	Discount Cards	\$3500	Krusey
8/1	Volleyball	Posters	\$200	Schmitz
8/1	Football	Buck Bowl	\$1000	Krusey

**Report to Board of Education****Curriculum/Student Services****August 20, 2012****Everyday Math (K-5)**

Teacher training took place on Aug. 3<sup>rd</sup> and 10<sup>th</sup>. Following their training, teachers began the process of sorting and dividing manipulatives and preparing upcoming units. This series is very rigorous so they are doing their best to stay ahead to cut down on last minute busy work.

**Holt McDougal (6<sup>th</sup>)**

Teachers were trained on Aug. 6<sup>th</sup>. Training focused on the technology piece of their series which teachers found very beneficial.

**Jr./Sr. High Professional Development Planning**

The Jr./Sr. High PD team met to plan their first Professional Development day. Julie Graber from AEA 267 joined us via Skype to help guide the conversation. The focus of this planning was to incorporate the RAFT strategy as part of the student centered classroom initiative.

\*The RAFT strategy (Santa, 1988) employs writing-to-learn activities to enhance understanding of informational text. Instead of writing a traditional essay explaining a concept learner, students demonstrate their understanding in a nontraditional format. This technique encourages creative thinking and motivates students to reflect in unusual ways about concepts they have read. RAFT is an acronym that stands for :

- Role of the writer: What is the writer's role: reporter, observer, eyewitness, object, number, etc.?
- Audience: Who will be reading the writing: the teacher, other students, a parent, editor, people in the community, etc.?
- Format: What is the best way to present this writing: in a letter, an article, a report, a poem, an advertisement, e-mail, etc.?
- Topic: Who or what is the subject of this writing: a famous scientist, a prehistoric cave dweller, a character from literature, a chemical element or physical object, etc.?

\*The RAFT strategy forces students to process information, rather than merely write out answers to questions. Students are more motivated to undertake the writing assignment because it addresses various learning styles.

**Four Oaks**

I had the opportunity to visit Four Oaks and learn more about their programs. Denise Rorabaugh was very gracious and took the time to briefly explain their program, introduce me to staff and took me on a tour of the facility. A schedule is in the works to visit and set up teacher evaluations and observations.



### **Special Ed.**

We are preparing for the Special Education audit this spring. My plan is to spend time getting to know the teachers and the expectations they will be working on to prepare for the audit.

### **SAI Conference**

August 8<sup>th</sup> and 9<sup>th</sup> I attended the School Administrators of Iowa Conference. This conference was very beneficial to me in regards to initiatives schools across Iowa are using/developing. I came away with ideas for this year's initiative, student centered classrooms and possible future Professional Development.

### **Student Achievement Plan**

With the initiative for 2012-13 being student centered classrooms with rigor and relevance, our PD plan is headed in the right direction. Each building is focused on the initiative and prepared well for implementation.

### **Use of Data**

Teachers will be analyzing data from Iowa Assessments and MAP. The Iowa Assessment data will be analyzed in a summative and item analysis format. This data, along with formative, summative, and progress monitoring classroom data, will help identify students in need of supplemental instruction.

### **Reading Interventions**

In the area of Reading, intervention groups will continue to be implemented to assist struggling students K-12. In the Jr./Sr. High students will be given the opportunity for assistance in Reading on a daily basis using Second Chance Reading. This is a change from last year's schedule of every other day. This consistency will hopefully increase student achievement in Reading. Students who are not meeting proficiency will also have the opportunity to participate in an after school program. My knowledge of reading interventions will assist staff in rolling out and monitoring student progress.

### **Math** (Student centered + Rigor = Increased student performance)

The K-5 staff will definitely see this year's initiative in their new Everyday Math series. Everyday Math is a rigorous program targeting higher level thinking skills, while being student centered. To help monitor student achievement Everyday Math has ongoing, formative, and summative assessments. This data will drive intervention groups and their focus. My plan is to assist staff with the knowledge of Everyday Math I bring with me.

It is my plan to assist staff as much as possible. Math will be a big endeavor, but with experience I will be able to offer valuable advice.





# Independence

## Community School District

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Office of Stephen Noyes  
Technology Director

August 20, 2012

The buildings are becoming very active. There are staff preparing classrooms and great excitement and anticipation is around. We have had some major issues with our new registration program and has dampen some spirits. Parents should now be able to login and and register and/or finish registration. The district will be sending out bills for people who need to pay registration fees.

Ryan has the computer labs in good shape and we are ready for NWEA testing. We formatted the 6th grade lab and made changes to improve it responsiveness. Many of the staff are back and getting their classroom technology ready.

One of the biggest changes over the summer was the ability to sync usernames and passwords between Google and the computer network. Hopefully, students will remember their username and passwords because they are the same for both the network and Google.

The new data backup solution is working. I have already disabled the tape backups.

The fall semester is always busy. We have already started the process for data-collection for the state. The buildings are on a tight schedule this year to have everything ready for state reporting on August 1. The entire state timeline has been shortened by two weeks. The state will be providing training on the new methods we will use for state-reporting. The schedules have not been published.

The district is planning on expanded PowerSchool training for the building secretaries for 2012-2013. We need to invest more time into PowerSchool during the year so it is not a mad-dash at the end of the school year. We have regular scheduled meetings during the fall semester to keep PowerSchool up-to-date.

I plan to spend more time in the buildings this year. I have not finalized schedules but Thursday is mostly reserved for PowerThursday. Ryan will also work on spending more time at ECC/East/West this year, even though the Junior-Senior High keeps him busy.

We look forward to the new school year.

Sincerely,

Stephen B. Noyes  
District Technology Director

**Farm to School**

We have been busy in the garden with our weeding and a little bit of harvesting. Weeding Wednesdays went ok this summer, Mother Nature could have helped out a bit by not making every Wednesday night 100°F. And even though we did not receive as much rain as we wish, the crops are still doing great. We had Scott Smalley, Oelwein FFA Instructor, come out and checked out the garden to make sure we were on the right track. He said that the garden looked better than he ever thought it would be. Later on in the year, after we have all of the harvest in and accounted for, I will give you a total of poundage used. As well as money saved by not purchasing from our food distributor.

The National Farm to Cafeteria Convention in Burlington, Vermont was amazing! I will have a full report and presentation on the trip at the September Board Report.

**Registration**

This year's registration was my first time going through the entire process. So far it has been great with parents, who are understanding of the new online process and have been willing to work and be patient with us about the Free & Reduced Forms. I do hope that next year's online registration is smoother than what this year has been though.

**National School Lunch Program**

Just a reminder of some of the changes the students will be seeing on their lunch menu this school year.

- Lower quantities of grains per week
- Only 2 desserts allowed per week
- Dark green and orange/red vegetables must be on the menu at least once a week
- Starchy or low nutritional valued vegetables can only be used once a week
- A bean/legume must be on the menu at least once a week

**New JSHS**

I just wanted to say thank you for all of the willingness from the Board as well as Larson Construction on letting us see our new kitchen, and also listening/answering our questions. It's amazing to see how fast this process is going!

Respectively Submitted,

Jessica Weber

## Board Report Buildings and Grounds August 2012

### Buildings:

I have enclosed the projects completed and to be completed by the time school is started.

### Grounds:

We have painted the practice fields and will be painting the football field next week to get ready for the buck bowl.

We will also be getting the parking lots painted next week.

Chad O'Brien

## 2012 Summer Projects

### East:

Plumb Supply- classrooms	\$3548.36
Ohl const- windows	\$3190.00
Lynch roofing	\$25350.00
Iowa wall sawing- for lunchroom tables	\$1500.00
VIP- lunchroom tables	\$27658.48
Iowa Direct Equip- 2 backboards	\$1990.00
Cabinet Shop- counters-countertops	<u>\$5036.00</u>
	\$68,272.84

### West:

Communication Engineering- Intercom	\$19,191.31
Hargers Accoustics- ceilings	\$12807.00
Electrical Engineering- west lights	\$3096.80
Heartland Paper- Wet/dry Vac	\$500.97
Doors inc- doors for west	\$13440.00
VIP- desks and chairs	<u>\$7355.24</u>
	\$56,391.32

Bus Garage:

Graybill- new radios	\$4440.00
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Admin Bldg:

Retro foam- office room insulation	\$1750.00
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District Wide:

Custom Concrete- football drive, concrete pad multi purpose-concrete	\$19868.00
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Manatts- driveway to football field	\$14344.03
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Custom Concrete- district wide concrete repair	\$19349.71
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Manatts- concrete for parking lots	<u>\$12617.92</u>
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	\$66,179.66
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<b>TOTAL</b>	<b>\$197,033.82</b>
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**7/1/2011-6/30/2012****Amount****PPEL FUNDS**

Diamond enterprises	\$	550.00	football field
Electrical Engineer	\$	716.00	East lighting
Electrical Engineer	\$	967.78	wrestling mat hoist
Fitzpatrick	\$	2,500.00	ad office water softner
Gissel	\$	8,320.00	East doors
Gissel Doors	\$	16,365.00	west doors
Hs Gym Floors	\$	2,150.00	Donnelly Floorin refinishing
Johnstone	\$	1,220.00	valve- start kit East
Miracle	\$	1,984.00	playground east
School Bus Sales	\$	76,744.00	Bus
Spahn Rose	\$	1,983.00	sheating and insulation storage shed
Steve Miller	\$	881.00	ceilings/doors/ west time out room
Steve Miller	\$	1,163.00	window bus garage, repair ramp H.S.
WBC	\$	1,285.00	boiler repair HS
Bu co Soft water	\$	3,425.00	West softner
<b>TOTAL PPEL</b>	<b>\$</b>	<b>120,253.78</b>	

**SILO FUNDS****Amount**

Athletic performance	\$	72,795.00	West gym floor
Brecke- High school	\$	6,558.00	air dryer&controls
Cabinet Shop-East	\$	3,993.00	cabinets and trophy display case
Gissel	\$	1,284.00	East Enclose Sky lights
Hargers Accustics	\$	3,204.00	west ceilings
Heartland	\$	500.00	wet vac
Henderson	\$	1,500.00	snow blade
Indep Plg Htg	\$	2,573.00	New bathroom-Library West
Iowa wall sawing	\$	29,363.00	remodel shower rooms west
John Deere	\$	1,030.00	mow/vac
Laurie Carlson	\$	3,275.00	paint machine Football/soccer field
Lynch roofing	\$	1,440.00	HS roof repair
Makablind	\$	960.00	high school blinds
Mat Hoist	\$	12,493.00	west mat hoist
McGraws	\$	3,418.34	East, West, Hs carpet
Miller Quarry	\$	665.11	shot put- football drive
Municipal pipe	\$	1,100.00	sewer
Plumb Supply	\$	7,584.00	shower project west
Plumb Supply	\$	1,588.00	bathroom project west
Plumb Supply	\$	1,030.00	plumbing project, west
Plumb supply	\$	3,503.00	bathroom project west
Plumb supply	\$	1,396.00	west bathroom project
RJS	\$	560.00	goal post football practice field
School Bus Sales	\$	1,850.00	Bus Camera
Steve Miller-west	\$	8,368.00	new bath,Library,add door class repair cabinets
Tender care	\$	4,932.00	grounds care/ soccer-football
Vip	\$	1,435.00	retro fit marker boards

Vip	\$	35,255.39	Carpet East/West
VIP	\$	693.00	west partition
WBC	\$	3,295.00	boiler repair hs
WBC	\$	1,112.00	boiler repair HS
WBC	\$	3,295.00	boiler repair HS
WBC	\$	14,432.00	water heater west
Webb	\$	26,988.00	concrete District Wide
Menards	\$	1,189.86	ceiling fans west
Brecke	\$	2,769.92	west baseboard heater
WBC mechanical	\$	2,053.85	new circulation pump High school
Iowa Base	\$	1,908.00	concrete bases for lights at West parking light
Electrical Engineering	\$	7,262.80	west ceiling lights
napa	\$	509.00	grounds tool box
3E	\$	11,811.64	west parking lot lights
David harris	\$	10,000.00	lunch table east
CEC	\$	22,986.23	intercom East
Miller	\$	5,471.57	3 walls
<b>TOTAL</b>	<b>\$</b>	<b>329,430.71</b>	

5 Year Maintenance plan East  
2012

Replace lunchroom tables-	\$10,000.00
Lighting	\$716
Sky lights enclosed	\$1284
Replace carpets in four rooms and paint rooms-	\$16304.72
Valve starting kit	\$1220.00
New intercom system-	\$22986.23
Playground	\$1984
Partition	\$693
Cabinets & trophy display	\$3993.00
Doors	8320.00
	<hr/>
	\$67500.95

2013

Replace counters and sinks in rooms 5,6,8,16-	\$2700
New lunchroom tables	\$35000.00
Replace carpet- 5a, 1,2,4,12	\$2100
Replace Roof Section	\$24000
Add ceiling to stage-	\$900
Add ceiling to work room-	\$900
Replace Basketball Bank boards-	\$2100.00
Carpet	\$5300.00
	<hr/>
	\$73000.00

Replace windows and close in around windows at front entrance	\$23000.00
Replace boiler room and gas meter door	\$2500
Relock classrooms	\$10000.00
Replace sinks 1,2,4,12	\$2000
Tin and paint soffits	\$5000
Replace windows on North side	\$49000.00
Paint as needed	
	<hr/>
	91500.00

2014

Replace steam traps as needed	
Replace tile- 1 and 2 <sup>nd</sup> grade hall tile	\$3500
Replace counters and sinks, 9,14,20,21	\$2400
Paint as needed	
Replace 1 <sup>st</sup> grade girls bathroom floor	\$2500
Replace outside windows	\$8000



Replace roof section

\$29000

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\$45400.00

## 2015

Replace Air conditioning in office and Library

\$20000.00

Replace gym lights

\$8000.00

Relock classrooms

\$10000.00

Replace Roof section

\$29000.00

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67000.00

## 2016

Kitchen, add stainless sinks and counters and remodel

\$25000.00

Paint as needed

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\$25000.00

5 Year Maintenance plan West  
2012

New fans and lights in 6 rooms-	\$8202.66
Outside Doors	\$16365.00
New Gym Floor	\$72975.00
Make movable walls in Wheel permanent- replaced 3	\$5471.57
Repaired Green house	\$2769.92
Need wrestling mat hangers	\$13460.78
New girls and boys locker rooms	\$44464.00
Ceilings	\$3204.00
Carpet	\$22001.06
Bathroom project	\$10941.00
time out room-	\$881.00
Water Heater	\$14432.00
Softner	\$3425.00

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**\$218592.99**

**2013**

New Ceilings for 6 rooms	\$4000.00
Replace 3 outside doors Commons add wall between commons and entrance hallway with double doors	\$24500.00
Carpet music room	\$700
Desk and Chairs for West	\$5500.00
Lighting	\$2463.33
Bathroom in Library replace pipes with Pvc	\$2573.00
Replace sinks in Science rooms	
Replace 2 bankboards	\$2500.00
Intercom system	\$18000.00
	<hr/>
	<b>\$60236.33</b>

New Carpet in classrooms	
Replace ceilings and lights	\$25000.00
Roof Repair	\$2000.00
Replace outside classroom doors	\$15000.00

Remove and replace movable walls to permanent	\$11000.00
Add electrical outlets to classrooms	\$3000.00
Remodel bathrooms by wheel	\$21000.00
Paint as needed	
Paint the wood and soffits on top of building	\$6000.00
Add locks to doors in classrooms so teachers can lock doors from inside in case of intruders	\$15000.00
	<hr/>
	<b>\$77000.00</b>

#### 2014

Replace gym lights	\$8000.00
Replace commons floor	\$35000.00
Replace exterior windows	\$8000.00
Move lockers from old high school to West	
Paint as needed	
Add outlets to classrooms	\$3000.00
Add new ceilings and lights in classrooms	\$25000.00
	<hr/>
	<b>\$79000.00</b>

#### 2015

Replace Ceilings and lights in hallways	\$25000.00
Re do hallway walls in wheel	\$25000.00
Add outlets to classrooms	\$3000.00
Replace roof section	\$2000.00.
Replace air handling motors	\$5000.00
	<hr/>
	<b>\$60000.00</b>

#### 2016

Replace ceilings and lights	\$25000.00
Paint as needed	
Repair roof section	\$2000.00
PE office floor	\$2000.00
	<hr/>
	<b>\$29000.00</b>

5 Year Maintenance plan Grounds  
2012

**2012**

Replace bad concrete	\$26988.00
Bus	\$76744.00
Bus camera	\$1850.00
Add outside lights for street lighting	\$13789.64
Water softner ad bldg.	\$2500.00
Football field- turf	\$550.00
Snow Blade	\$1500.00
Mowing Vacuum	\$1030.00
Paint Machine	\$3275.00
Lime shot put- football drive	\$665.11
Sewer	\$1100.00
Goal Posts	\$560.00
Sheating and insulation Storage Shed	\$1983.00
Window bus garage- repair ramp at high school	\$1163.00
Football and soccer field fertilizer	\$4932.00
Tool box for storage shed	\$509.00

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**\$139138.75**

**2013**

To be done summer of 2012:	
Football field concrete driveway	\$20000.00
Paint and insulate Ad bldg.	\$1500.00
Concrete- District wide	\$19000.00
Woodchips for Ecc and East	\$4000.00
Paint Parking Lots	\$3000.00
<u>Overseed soccer and football field</u>	<u>\$1200.00</u>
	<b>\$48700.00</b>

Add a vehicle for snow removal and mowing	\$70000.00
The loading dock at west needs handle rails replaced	\$2500.00
Repair 7 sections of bleachers for football and soccer fields	\$18000.00
Replace admin bldg. shingles	\$13000.00
Parking lot lights East side of West parking lot to football field	\$19000.00

**\$122500.00**

**2014**

Concrete	\$20000.00
Overseed around blds	\$1000.00
Woodchips	\$4000.00
Paint parking lots	\$3000.00

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**32000.00**

**2015-2016**

Concrete	\$20000.00
Overseed	\$1000.00
Paint parking Lot	\$3000.00

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**\$24000.00**

**Transportation Board Report August 2012**

The busses are all ready to go for school

We have been working on routes getting them ready for school, no major changes

The highway 939 project won't affect the routes

We have installed the eleven new 2 way radios

Continuing looking to hire more sub drivers

Burt VanHorn

HSR Associates, Inc.  
100 Milwaukee Street  
La Crosse, Wisconsin 54603  
608.784.1830 fax 608.782.5844

## Bulletin Requesting Proposal for Contract Change

Project:	New Junior/Senior High School Independence Iowa	Bulletin No.:	Seven (7)
Owner:	Independence Community School District 1207 1 <sup>st</sup> Street West Independence, Iowa 50644	Date:	June 14, 2012
To:	Larson Construction Company, Inc. 600 17 <sup>th</sup> St. SE. P.O. Box 112 Independence, Iowa 50644	HSR Project No.:	L11042
		Contract For:	General Work
Attn.: Doug Larson		Contract Date:	May 2, 2012

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. Include complete breakdown for labor, materials, profit and overhead for each item listed. Indicate effect, if any, of proposed change to completion date.

**THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.**

Description: (Written description of work)

### A. General/Structural Items

1. Segment 'F'. There is a discrepancy between architectural and structural drawings. The wall to the east of doors F158A & F158B is full height per the architectural not to the west as structural shows. Revise structural per attached drawings.

Contractor to return acknowledgment of this bulletin to this office by June 22, 2012 indicating:

- ☐ Increase in Contract  
☐ Decrease in Contract  
☒ No change in Contract

Contractor Signature

Date

7.3.12

Attachments: (List attached documents that support description)

HSR Drwgs: S001R, S105R, S108R, S114R (8 1/2" x 11")

Contractors are required to acknowledge receipt of this Bulletin even though their work is not affected.

HSR ASSOCIATES

By: Ben Reining

Copies to: sharefile

L27	(2) - W16x26 W/ PL 3/8x15	
L28	8" W x 8" H BOND BEAM W/ (2) -#5	
L29	11 5/8" W x 7 5/8" H CONC BEAM W/ (2) #5 TOP & BOT & EMBED PL 3/8x3 W/ 1/2" Ø x 4" #5 @ 12" O.C. & L6x4x5/16	
L30	8" W x 16" H BOND BEAM W/ (2) -#5	
L31	W8x15 W/ PL 5/16x7	
L32	8" W x 12" H CONC BEAM W/ (2) -#5 TOP & BOT & #3 STIRRUPS @ 12" O.C.	

#### LINTEL NOTES

1. PROVIDE MINIMUM 6" BEARING ON CMU AT EACH END OF LINTEL, UNLESS NOTED OTHERWISE.
2. GROUT BLOCK COURSES SOLID W/ #5 VERTICAL BELOW LINTEL BEARING, UNLESS NOTED OTHERWISE.
3. CENTER LINTELS IN WALL, UNLESS NOTED OTHERWISE.
4. WELD LINTEL COMPONENTS INTO SINGLE UNIT.
5. BOTTOM PLATES UNDER WIDE FLANGE SHAPES SHALL BE EXTENDED FULL LENGTH OF LINTEL, UNLESS OTHERWISE NOTED.
6. CONNECT LINTELS TO COLUMNS WHERE MIN. CMU BRG. CANNOT BE ACHIEVED.
7. WHERE LINTELS INTERSECT, USE DOUBLE ANGLE CONNECTION WITH A325N BOLTS.
8. GALVANIZE ALL LINTELS IN PERIMETER WALLS OR OTHERWISE EXPOSED TO WEATHER.
9. NOT ALL OPENINGS ARE SHOWN ON THE PLANS, USE LOOSE LINTEL SCHEDULE FOR OPENINGS NOT

ARCHITECTURE  
ENGINEERING  
INTERIOR DESIGN



HSR ASSOCIATES INC.  
100 MILWAUKEE STREET  
LA CROSSE, WISCONSIN  
PHONE: 608.784.1830  
FAX: 608.782.5844  
WEB SITE: www.hsrassociates.com

INDEPENDENCE COMMUNITY SCHOOL DISTRICT  
NEW JUNIOR-SENIOR HIGH SCHOOL  
INDEPENDENCE, IOWA

BULLETIN #7  
S001R

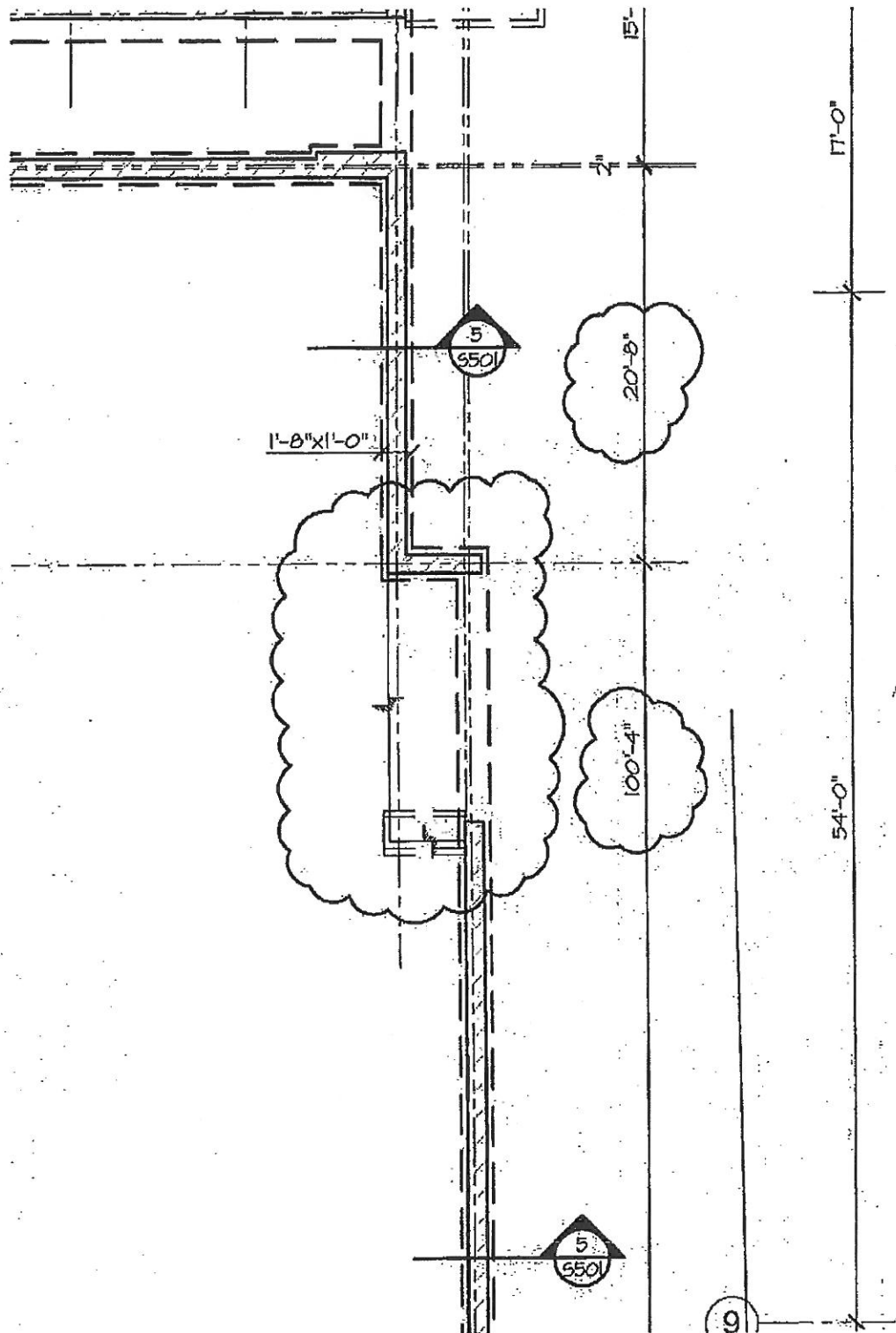
HSR PROJECT NUMBER: L11042

LAST UPDATE: 6/13/2012

DRAWN BY: CRH

DATE ISSUED: 3/26/2012





**1** SEGMENT 'F' FOUNDATION PLAN  
1/8" = 1'-0"

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ENGINEERING  
INTERIOR DESIGN



**HSR ASSOCIATES INC.**  
100 MILWAUKEE STREET  
LA CROSSE, WISCONSIN  
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INDEPENDENCE COMMUNITY SCHOOL DISTRICT  
NEW JUNIOR-SENIOR HIGH SCHOOL  
INDEPENDENCE, IOWA

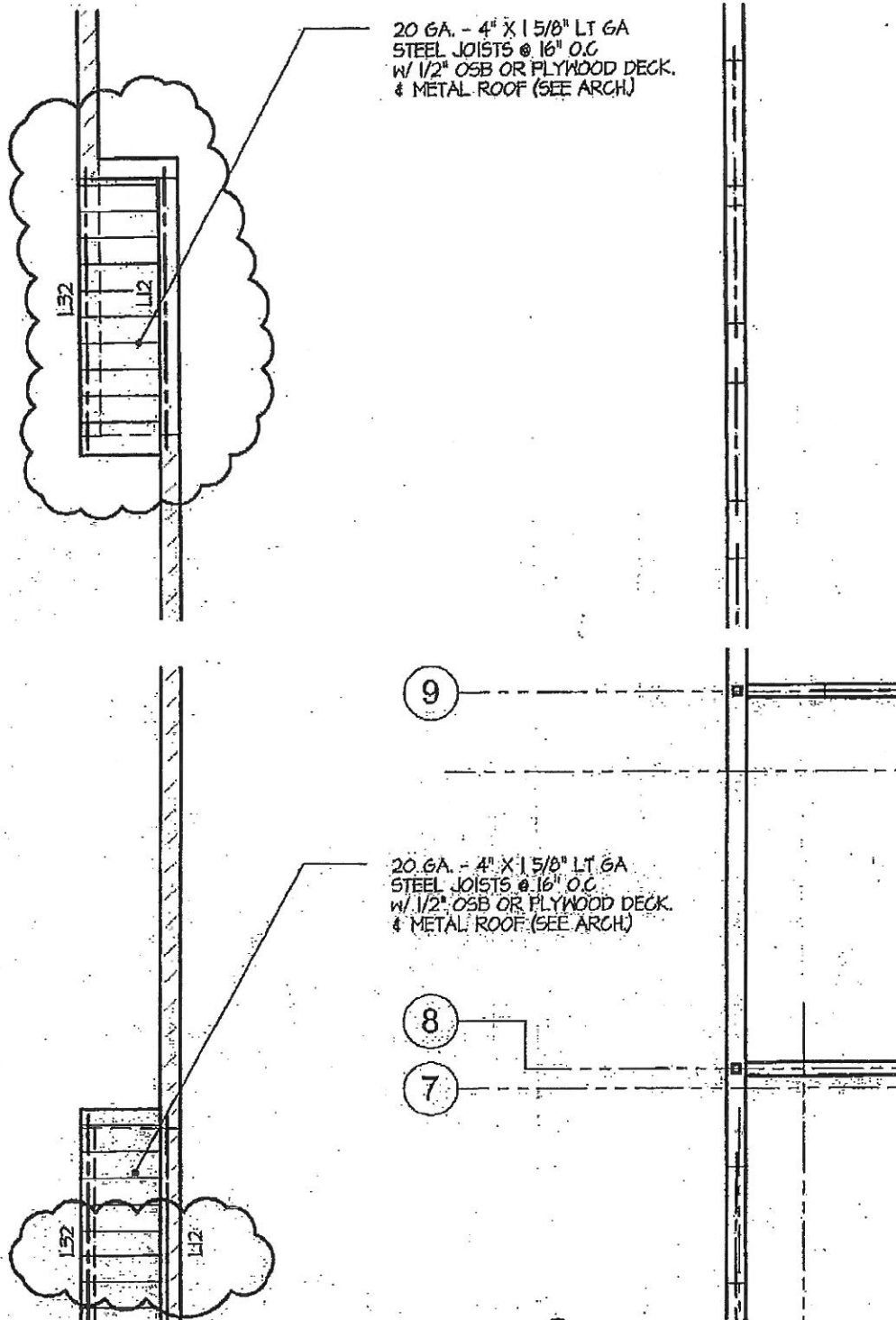
**BULLETIN #7**  
**S105R**

HSR PROJECT NUMBER: L11042

LAST UPDATE: 6/13/2012

DRAWN BY: CRH

DATE ISSUED: 9/26/2012



**1** SEGMENT 'F' MEZZANINE FRAMING PLAN  
1/8" = 1'-0"

ARCHITECTURE  
ENGINEERING  
INTERIOR DESIGN



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INDEPENDENCE COMMUNITY SCHOOL DISTRICT  
NEW JUNIOR-SENIOR HIGH SCHOOL  
INDEPENDENCE, IOWA

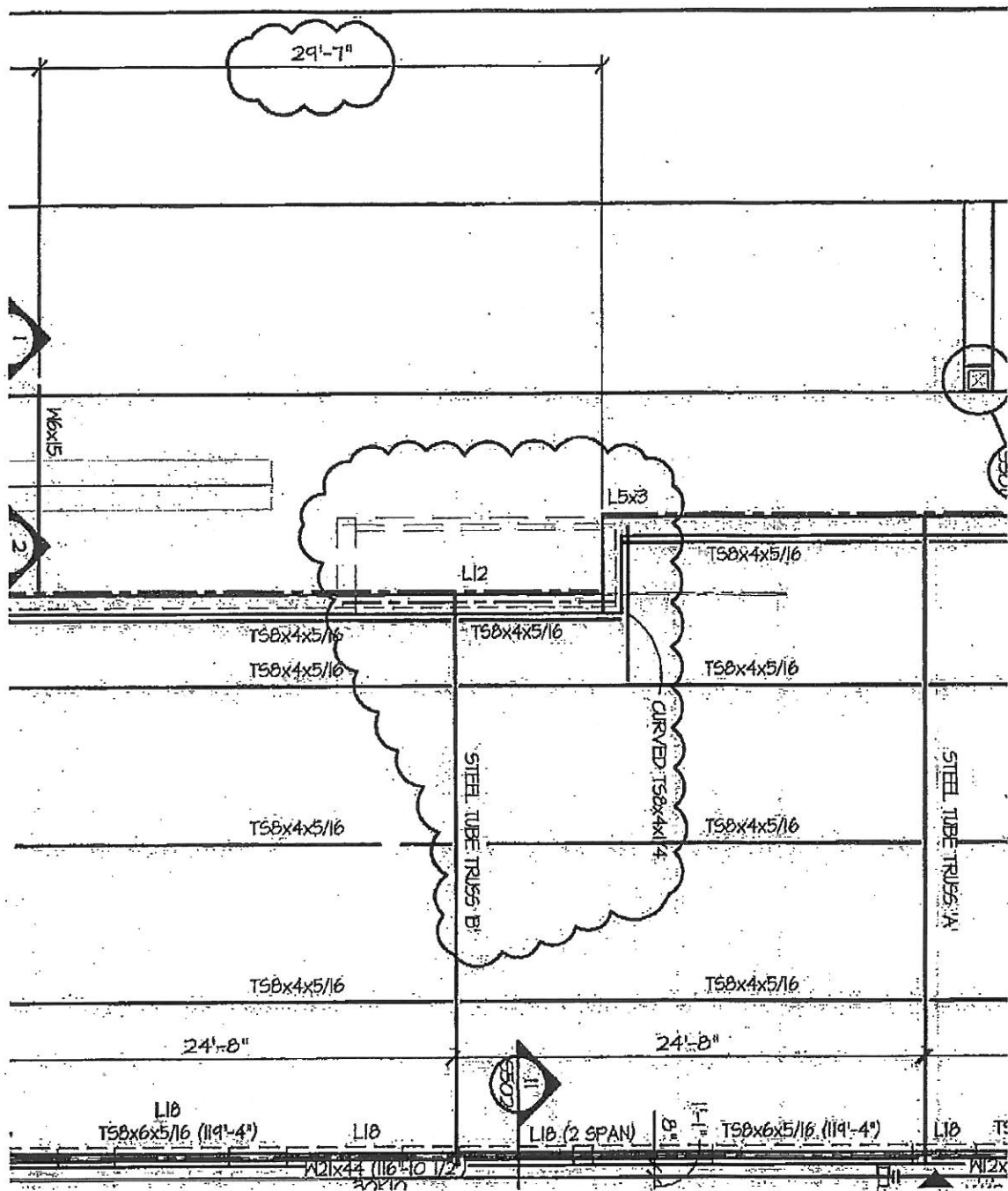
**BULLETIN #7**  
**S108R**

HSR PROJECT NUMBER: L11042

LAST UPDATE: 6/13/2012

DRAWN BY: CRH

DATE ISSUED: 3/26/2012



**1** SEGMENT 'F' ROOF FRAMING PLAN  
1/8" = 1'-0"



ARCHITECTURE  
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100 MILWAUKEE STREET  
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INDEPENDENCE COMMUNITY SCHOOL DISTRICT  
NEW JUNIOR-SENIOR HIGH SCHOOL  
INDEPENDENCE, IOWA

**BULLETIN #7**

**S114R**

HSR PROJECT NUMBER: L11042

LAST UPDATE: 6/13/2012

DRAWN BY: CRH

DATE ISSUED: 3/26/2012

HSR Associates, Inc.  
100 Milwaukee Street  
La Crosse, Wisconsin 54603  
608.784.1830 fax 608.782.5844

## Bulletin Requesting Proposal for Contract Change

Project: New Junior/Senior High School Independence Iowa Bulletin No.: Eight (8)  
Owner: Independence Community School District 1207 1<sup>st</sup> Street West Independence, Iowa 50644 Date: June 26, 2012  
To: Larson Construction Company, Inc. 600 17<sup>th</sup> St. SE. P.O. Box 112 Independence, Iowa 50644 HSR Project No.: L11042  
Contract For: Mech/Elec  
Attn.: Doug Larson Contract Date: May 2, 2012

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. Include complete breakdown for labor, materials, profit and overhead for each item listed. Indicate effect, if any, of proposed change to completion date.

**THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.**

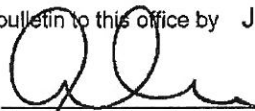
Description: (Written description of work)

(Refer to attached page 2)

Contractor to return acknowledgment of this bulletin to this office by July 2, 2012

indicating:

- ☒ Increase in Contract  
☐ Decrease in Contract  
☐ No change in Contract

  
Contractor Signature

7.3.12  
Date

Attachments: (List attached documents that support description)

HSR Dwg's: M602R1 (8 1/2" x 11"); E121R3 (8 1/2" x 11")

Contractors are required to acknowledge receipt of this Bulletin even though their work is not affected.

HSR ASSOCIATES

By: Ben Reining

Copies to: sharefile

A. Mechanical Items

1. Sheet M602R1, partial revised VAV Box schedule, 3-15 serving Control Room E156. See schedule for changes related to VAV Box 3-15, increased in size due to the relocation of projector.
2. Sheet M123 & M125, downstream supply ductwork from VAV Box 3-15 shall increase from 10" to 12". Supply grille serving Control Room E156 shall change to G-25 grille type.

B. Electrical Items

1. Sheet E121 Segment 'B' Power Plan
  - a. See attached 8.5x11 sheet E121R3.
  - b. Staff Lounge B116: Provide power for (1) garbage disposal, see equipment schedule E700 for all wiring requirements.
  - c. FCS B137: Provide power for (6) garbage disposals, see equipment schedule E700 for all wiring requirements.
2. Sheet E124 Segment 'E' Power Plan
  - a. Relocate duplex receptacle and data outlet for ceiling projector relocated from Auditorium E150 to Control Room E156. Extend all conduit and wiring.
3. Sheet E800 Panelboard Schedules
  - a. Panel LH: Provide (1) additional 20A, 1P breaker.
  - b. Panel LN: Provide (6) additional 20A, 1P breakers.

HSR Review Comments:

1. Mechanical Items: A 1 & 2 are acceptable.

2. 100 hours seems to be excessive labor for work requested. HSR has calculated approximately 60 hours of labor would be ample time to complete this work. Please provide an explanation as to what you're seeing that we are not.

Answered by: Ben Reining

Date: August 2, 2012

Upon further review with the Electrical Contractor HSR has determined the labor hours are acceptable in regard to the amount of work being performed. School Board approval is recommended.

Answered by: Ben Reining

Date: August 15, 2012

# VAV BOXES

UNIT NO.	SERVES ROOM	MODEL NO.	INLET DUCT SIZE	MAX CFM	MIN COOLING CFM	MIN HEATING CFM	MIN UNIT SP. DROP	MAX UNIT SP. DROP	DOWNSTREAM UNIT SP. DROP	IC LEVEL (BOO) RADIATED	COIL SIZES AND CAPACITY DATA										SUPPLY FAN			REMARK REF. NO.	
											MAN TYPE	HTG FLOW RATE	COIL FLOW	EXT. H.W. TEMP.	LVS. H.W. TEMP.	ENT. AIR TEMP.	ROOM HTG SETPOINT	TOTAL MBH CALC	TOTAL MBH	FAN SIZE	TOTAL FAN SP.	FAN HP	FAN VOLTAGE		
3-15	SEE PLAN	VCWF	8"	500	150	150	0.7500	0.1446	0.25	30	1-ROW	0.6	0.8	140	120	55	75	4.0	4.0						1,2,4

NOTES:

1. DESIGN INLET STATIC PRESSURE, IS THE STATIC PRESSURE AVAILABLE S.P. AT THE BOX INLET IN INCHES W.G. FROM STATIC RESAIR DUCT DESIGN PROGRAM.

2. MAXIMUM UNIT STATIC PRESSURE INCLUDES: THE S.P. DROP THRU THE BOX AT FULL AIR FLOW AS WELL AS THE S.P. DROP THRU THE REHEAT COIL AT FULL AIR FLOW IN INCHES W.G..

3. HEATING COIL CAPACITY IS DETERMINED AT MINIMUM BOX CFM AND INCLUDES SPACE HEAT LOSS PLUS REHEAT LOAD.

4. WATER TEMPERATURE DIFFERENTIAL WAS DETERMINED FROM OUTPUT CAPACITY OF SPECIFIED VAV BOX MANUFACTURER.

REMARKS:

1. BASED ON PRODUCT BY TRANE OR EQUAL.

2. VAV BOX WILL HAVE 2-WAY VALVE. SEE DETAIL 1046500 FOR INSTALLATION.

3. VAV BOX WILL HAVE 3-WAY VALVE. SEE DETAIL 1046500 FOR INSTALLATION.

4. ALL INLET BOXES MUST HAVE MINIMUM 12" MINIMUM CLEARANCE FROM TOP OF BOX.

5. ALL INLET DUCT SIZE MUST BE MAINTAINED.

6. VAV BOX SP DROP SHALL BE THE MAXIMUM.

7. GPM MUST BE MAINTAINED AT SCHEDULE VALUE.

8. COIL CAPACITY MBH SHALL BE A MINIMUM.

## NOTES:

1. DESIGN INLET STATIC PRESSURE: IS THE STATIC PRESSURE AVAILABLE S.P. AT THE BOX INLET IN INCHES W.G. FROM STATIC REGAIN
2. DUCT DESIGN PROGRAM.
3. MAXIMUM UNIT STATIC PRESSURE INCLUDES: THE S.P. DROP THRU THE BOX AT FULL AIR FLOW AS WELL AS THE S.P. DROP THRU THE REHEAT COIL AT FULL AIR FLOW IN INCHES W.G..
4. HEATING COIL CAPACITY IS DETERMINED AT MINIMUM BOX CFM AND INCLUDES SPACE HEAT LOSS PLUS REHEAT LOAD.
5. WATER TEMPERATURE DIFFERENTIAL WAS DETERMINED FROM OUTPUT CAPACITY OF SPECIFIED VAV BOX MANUFACTURER.

## REMARKS:

1. BASED ON PRODUCT BY TRANE OR EQUAL.
2. VAV BOX WILL HAVE 2-WAY VALVE. SEE DETAIL 10M500 FOR INSTALLATION.
3. VAV BOX WILL HAVE 3-WAY VALVE. SEE DETAIL 10M500 FOR INSTALLATION.
4. ALL VAV BOXES MUST MAINTAIN THE FOLLOWING:
  - a. INLET DUCT SIZE MUST BE MAINTAINED.
  - b. VAV BOX SP DROP SHALL BE THE MAXIMUM.
  - c. GPM MUST BE MAINTAINED AT SCHEDULE VALUE.
  - d. COIL CAPACITY MBH SHALL BE A MINIMUM.

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**HSR ASSOCIATES INC.**  
100 MILWAUKEE STREET  
LA CROSSE, WISCONSIN  
PHONE: 608.784.1830  
FAX: 608.782.5944  
WEB SITE: www.hsrassociates.com

INDEPENDENCE COMMUNITY SCHOOL DISTRICT  
NEW JUNIOR-SENIOR HIGH SCHOOL  
INDEPENDENCE, IOWA

BULLETIN #8  
M602R1

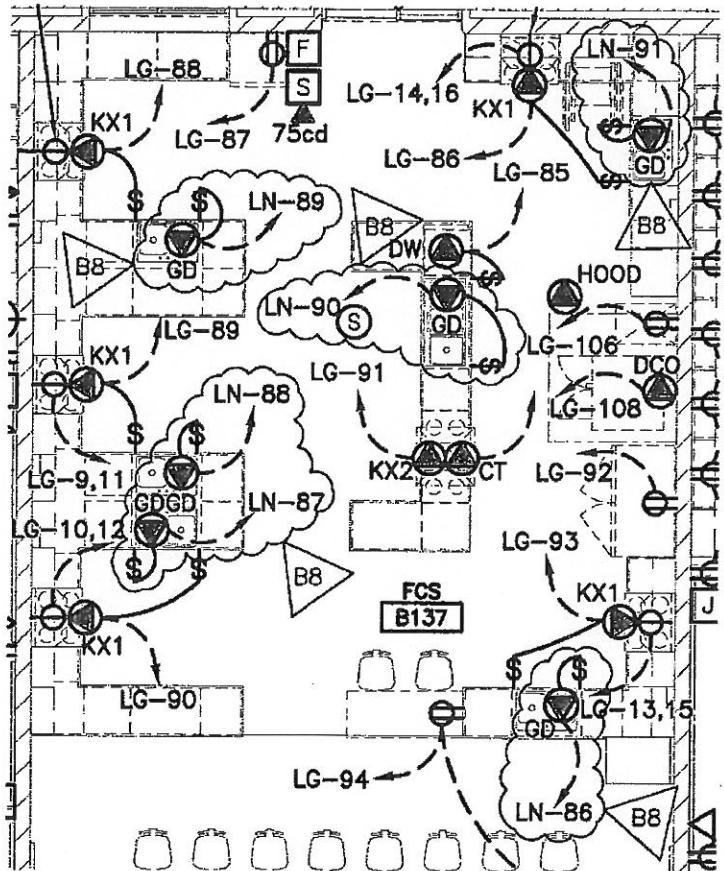
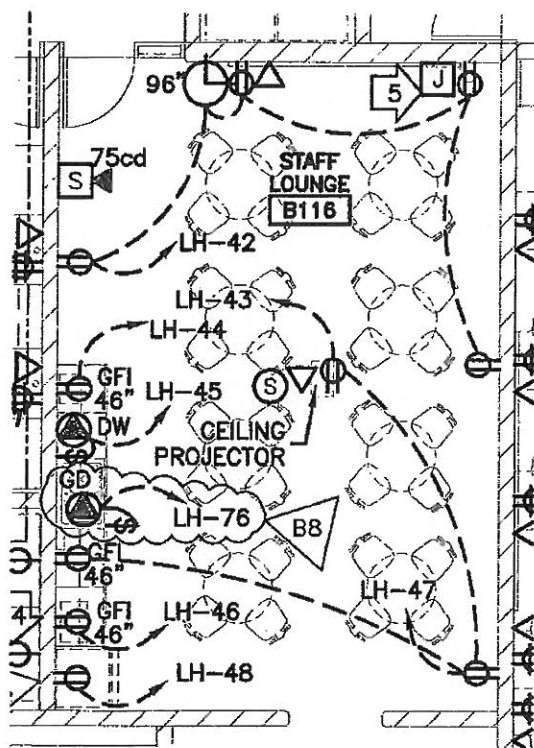
HSR PROJECT NUMBER: L11042

LAST UPDATE: 6/22/2012

DRAWN BY: JB

DATE ISSUED: 6/22/2012





# 1 SEGMENT 'B' POWER PLAN

1/8" = 1'-0" NORTH

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INDEPENDENCE COMMUNITY SCHOOL DISTRICT  
NEW JUNIOR-SENIOR HIGH SCHOOL  
INDEPENDENCE, IOWA

Bulletin #8  
E121R3

HSR PROJECT NUMBER: L11042

LAST UPDATE: 6/20/2012

DRAWN BY: msy

DATE ISSUED: 6/20/2012

HSR Associates, Inc.  
100 Milwaukee Street  
La Crosse, Wisconsin 54603  
608.784.1830 fax 608.782.5844

## Bulletin Requesting Proposal for Contract Change

Project: New Junior/Senior High School  
Independence Iowa

Owner: Independence Community School District  
1207 1<sup>st</sup> Street West  
Independence, Iowa 50644

To: Larson Construction Company, Inc.  
600 17<sup>th</sup> St. SE, P.O. Box 112  
Independence, Iowa 50644

Attn.: Doug Larson

Bulletin No.: Ten (10)  
REVISED

Date: July 30, 2012

HSR Project No.: L11042

Contract For: All Work

Contract Date: May 2, 2012

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. Include complete breakdown for labor, materials, profit and overhead for each item listed. Indicate effect, if any, of proposed change to completion date.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

Description: (Written description of work)

(refer to attached pages)

Contractor to return acknowledgment of this bulletin to this office by ASAP indicating:

- ☒ Increase in Contract  
☐ Decrease in Contract  
☐ No change in Contract

Contractor Signature

Date

Attachments: (List attached documents that support description)

HSR Drwgs: A115R2 (8 1/2"x11"); P115R1, P125R1, P212R1, P222R1 (8 1/2"x11"); E124R2, E500R1, E700R2 (8 1/2"x11"); E800R2 (11' x 17")

Contractors are required to acknowledge receipt of this Bulletin even though their work is not affected.

HSR ASSOCIATES

By: Ben Reining

Copies to: sharefile



**A. General Item**

**1. Room F167, Storage**

- a. Provide 8" thickened Concrete slab at commercial washer location. Refer to attached drawing A115R2

**B. Plumbing Items**

**1. P115R1 – Segment 'F' Underfloor Plan**

- a. 8 ½" X 11" sheet attached hereto. Revisions in Rooms F123 & F167.

**2. P121 – Segment 'B' First Floor & Mezzanine Plan**

- a. Staff Lounge B116: Install garbage disposer in left compartment of sink S-2.
- b. Function B121: Install garbage disposer in left compartment of sink S-2A.

**3. P125 – Segment 'F' First Floor Plan**

- a. Laundry F123: revise location of washer, dryer, and floor drain. Delete laundry unit (LU-1) and respective DWV and water piping. Add two hose bibbs (HB-1), two water hammer arrestors, solids interceptor (Schier model no. PS-15-S), and respective DWV pipe & fittings. See sheet P115R1 & P125R1 attached hereto.
- b. Storage F167: revise location of washer, dryer, and floor drain. Delete laundry unit (LU-1) and respective DWV and water piping. Add two hose bibbs (HB-1), two water hammer arrestors, solids interceptor (Schier model no. PS-15-S), and respective DWV pipe & fittings. See sheet P115R1 & P125R1 attached hereto.

**4. P125R1 – Segment 'F' First Floor Plan**

- a. 8 ½" X 11" sheet attached hereto. Revisions in Rooms F123 & F167.

**5. P210 – DWV Piping Diagrams - Segment 'A', & 'B'**

- a. Diagram #2, Staff Lounge B116: Install garbage disposer in left compartment of sink. Revise DWV piping to be similar to sink/garbage disposer in FCS B137.
- b. Diagram #2, Function B121: Install garbage disposer in left compartment of sink. Revise DWV piping to be similar to sink/garbage disposer in FCS B137.

**6. P211 – DWV Piping Diagrams - Segment 'C', 'D', & 'E'**

- a. Diagram #3, Dishwash E104: Delete direct waste connection from Dishwasher, including respective 2" trap & 1 ½" vent piping. Provide indirect waste from Dishwasher into 3" hub drain for item #30 and include 3"x4" increaser on the 3" hub drain. Provide 3" CPVC pipe & fittings from hub drain as previously indicated.

**7. P212R1 – DWV Piping Diagram - Segment 'E'**

- a. 8 ½" X 11" sheet attached hereto. Revisions in Rooms F123 & F167.

**8. P222R1 – Water Piping Diagram - Segment 'F'**

- a. 8 ½" X 11" sheet attached hereto. Revisions in Rooms F123 & F167.

**C. Mechanical Item**

**1. M121 – Segment 'F' First Floor Ductwork Plan**

- a. Exhaust duct connection to dryer in Laundry F123 & Storage F167 shall be 8" round in lieu of 6" round shown on plan.
- b. Doors F123 & F167 shall include a 24"x24" door louver. Provide galv/primed steel to be field painted, color as selected by architect.
- c. Relocate exhaust duct roof penetration to new dryer location in F167 Storage, as indicated on attached sheet A115R2.

**D. Electrical Items**

**1. Sheet E124 Segment 'E' Power Plan**

- a. See attached 8.5"x11" sheet E124R2 for changes.
  - b. Provide (3) additional electrical connections to future display cases. Display
-

cases are NIC and by owner.

2. Sheet E500 Segment 'F' Lighting Plan
    - a. See attached 8.5"x11" sheet E500R1 for changes.
    - b. Provide a 112.5 KVA transformer in lieu of a 75 KVA (transformer T4).
    - c. Provide a 400A main breaker for panel LB.
    - d. Provide (1) 150A breaker in lieu of a 110A breaker in panel HB to feed transformer T4.
    - e. Make all wiring and conduit changes as required.
  3. Sheet E700 Electrical Schedules
    - a. See attached 8.5"x11" sheet E700R2 for changes.
  4. Sheet E800 Panelboard Schedules
    - a. See attached 11"x17" sheet E800R2 for changes.
-

HSR Associates, Inc.  
100 Milwaukee Street  
La Crosse, Wisconsin 54603  
608.784.1830 fax 608.782.5844

## Bulletin Requesting Proposal for Contract Change

Project: New Junior/Senior High School  
Independence Iowa

Owner: Independence Community School District  
1207 1<sup>st</sup> Street West  
Independence, Iowa 50644

To: Larson Construction Company, Inc.  
600 17<sup>th</sup> St. SE. P.O. Box 112  
Independence, Iowa 50644

Attn.: Doug Larson

Bulletin No.: Twelve (12)

Date: July 13, 2012

HSR Project No.: L11042

Contract For: Site Work

Contract Date: May 2, 2012

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. Include complete breakdown for labor, materials, profit and overhead for each item listed. Indicate effect, if any, of proposed change to completion date.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

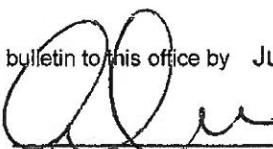
Description: (Written description of work)

A. Civil Item

1. Loading Dock/Delivery Drive. Revise radius of delivery drive at loading dock and driveway at northwest corner per attached revised drawings.

Contractor to return acknowledgment of this bulletin to this office by July 20, 2012 indicating:

- ☒ Increase in Contract  
☐ Decrease in Contract  
☐ No change in Contract

  
Contractor Signature

7.25.12  
Date

Attachments: (List attached documents that support description)

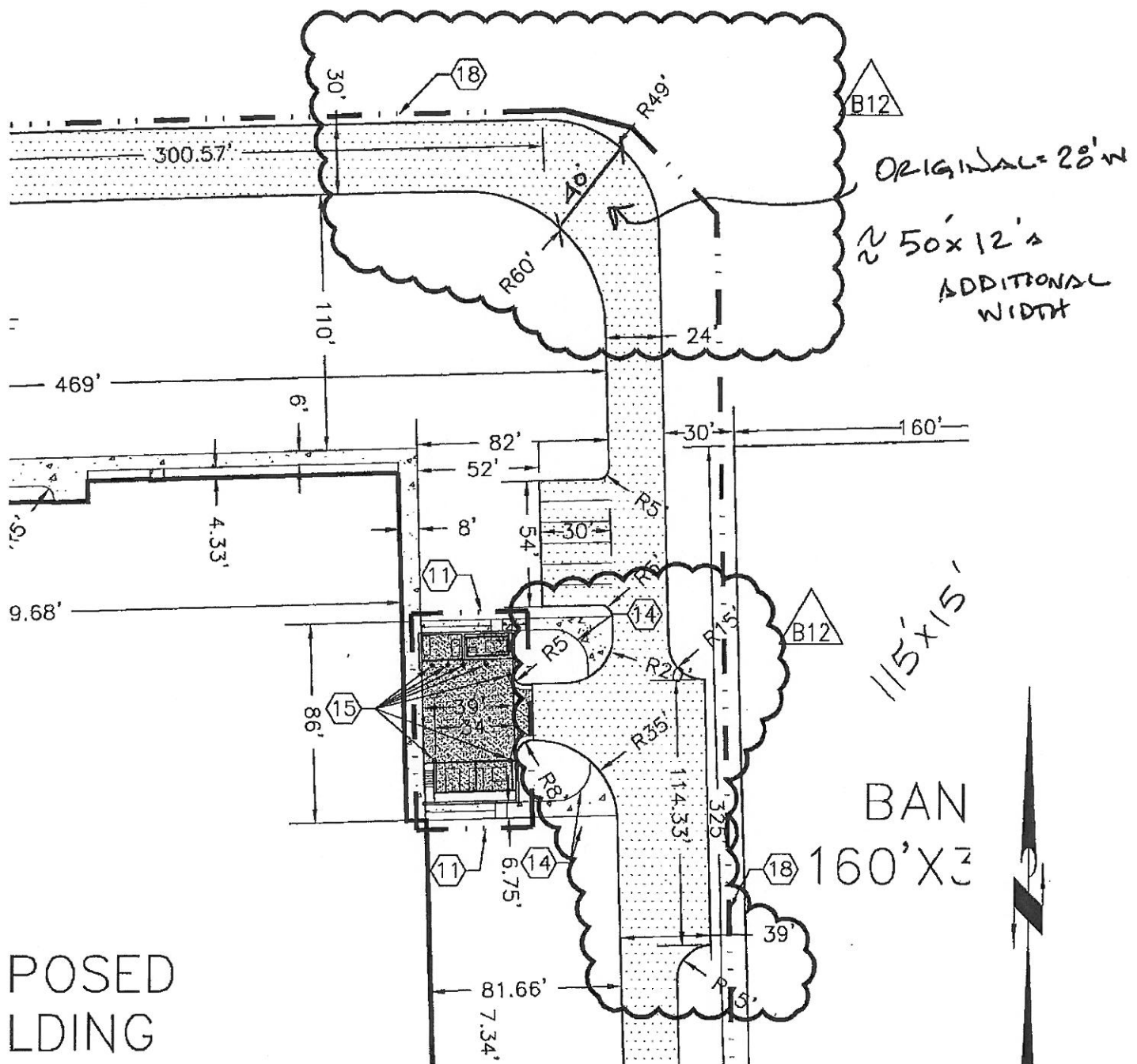
P.O.B. Drwgs: C1.0-R2, C1.0-R3, C2.0-R2, & C2.0-R3

Contractors are required to acknowledge receipt of this Bulletin even though their work is not affected.

HSR ASSOCIATES

By: Ben Reining

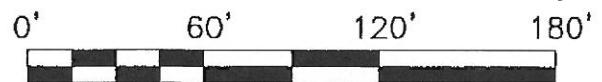
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POSED  
LOADING

6" CONCRETE

6" GRANULAR FILL



Scale 1"=60'

ARCHITECTURE  
ENGINEERING  
INTERIOR DESIGN



HSR ASSOCIATES INC.  
100 MILWAUKEE STREET  
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WEB SITE: [www.hsrassociates.com](http://www.hsrassociates.com)

INDEPENDENCE COMMUNITY SCHOOL DISTRICT  
NEW JUNIOR-SENIOR HIGH SCHOOL

INDEPENDENCE, IOWA

BULLETIN #12

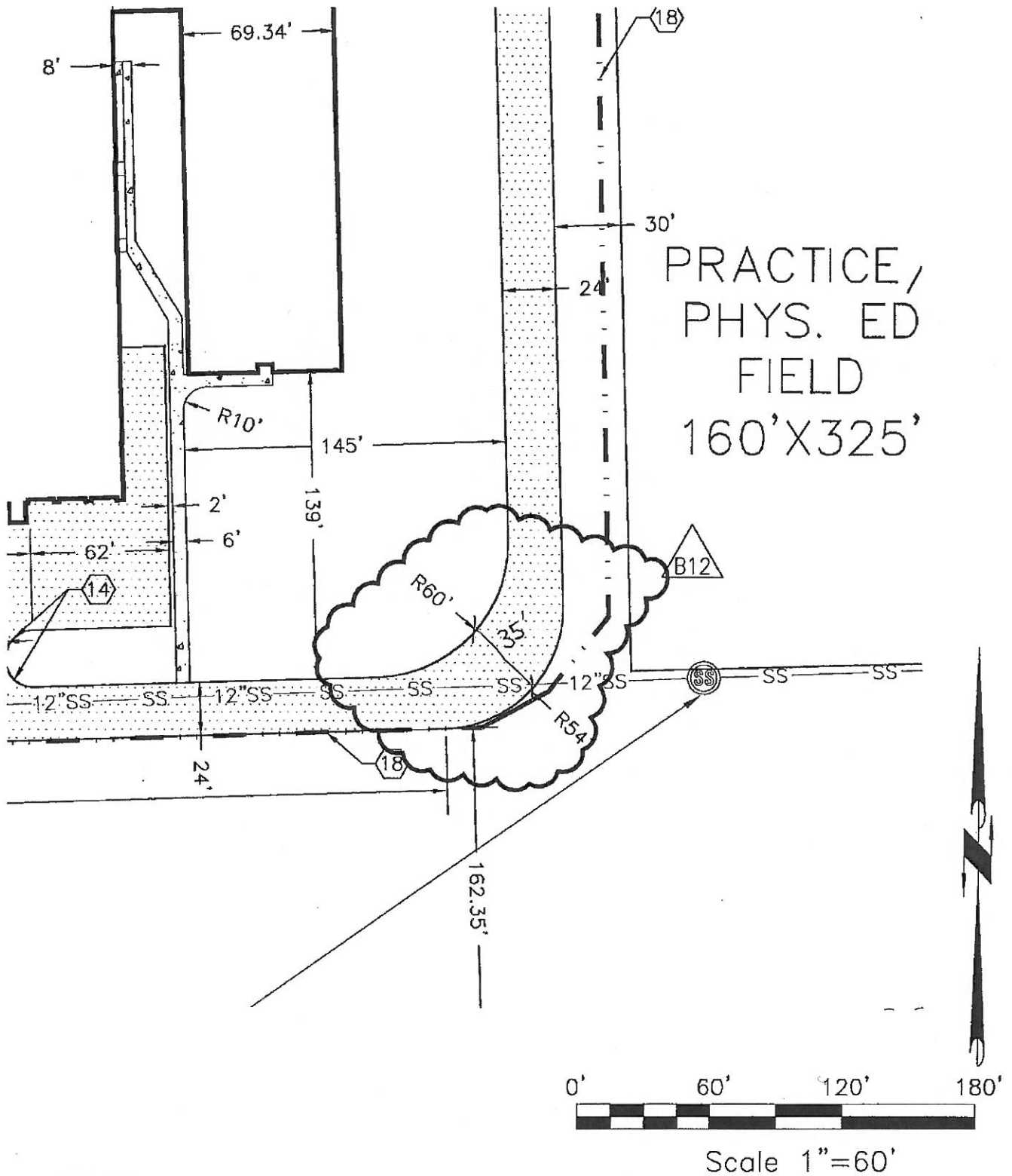
C1.0-R2

HSR PROJECT NUMBER: L11042

LAST UPDATE: 07/05/12

DRAWN BY: JLL

DATE ISSUED: MARCH 26, 2012



ARCHITECTURE  
ENGINEERING  
INTERIOR DESIGN



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## HSR Associates

Celebrating over **50 Years** of Innovative Design  
100 Milwaukee St. • La Crosse, WI 54603 • 608.784.1830

August 15, 2012

Independence Community School District  
1207 1<sup>st</sup> Street West  
Independence, IA 50644

Attention: Jean Peterson, Superintendent  
Brian Eddy, School Board President

Reference: Independence IA Junior-Senior High School  
Owner and Contractor Agreement  
HSR #L11042

Dear Jean/Brian

The following information is a summary of the distributed Bulletins to date:

<u>Bulletin No.</u>	<u>Description</u>	<u>Cost</u>	<u>Status</u>
1	Change to Square 'D', added	\$ 54,499.70	Approved Change Order #1 – 7/16/12
2	Misc. code items & AE Omissions	\$ 14,512.30	Approved Change Order #2 – 7/18/12
3	Added Classrooms	\$ 519,070.96	Approved Change Order #3 – 7/18/12
4	Misc. restroom finishes, Finish Hardware changes, and Unit Heaters	Pending	Awaiting Contractors revised proposal
5	Mech/Elec Items	\$ 14,787.30	Approved Change Order #2 – 7/18/12
6	Window size changes in	\$ 710.60	Approved Change Order #2 – 7/18/12
7	Structural Revisions	\$ 0.00	Awaiting School Board approval

8	Mech/Elec changes to the	\$ 9,504.00	Awaiting School Board approval
9	Excess excavation, work by others, step ftgs., colored mortar, draintile, kitchen equip., markerboards	\$ 306,005.68	Approved Change Order #4 – 7/18/12
10R	Plbg code revisions, HVAC/Elec changes to Laundry Room	\$ 18,601.00	Awaiting School Board approval
11	Revisions to Brick Type 'C'	\$ 6,339.30	Approved Change Order #4 – 7/18/12
12	Revisions to service drive	\$ 11,412.60	Awaiting School Board approval
13	Fire Protection @ Dust Collector	Pending	Awaiting Contractors Cost proposal
14	Revisions to Corridor E137	Pending	Awaiting Contractors cost proposal

The contractor's itemized breakdowns/back-up information is in the HSR (CB Review) folder in Sharefile along with the signed Bulletin cover sheet form. The items listed as "Awaiting School Board approval" have been reviewed by HSR and determined acceptable.

If you have any questions please feel free to give me a call. Hopefully this summary will help as a guide.

Sincerely,



Ben Reining,  
Construction Administrator



Date: August 20, 2012

The proposed action and the extent of objections thereto were then considered.

Director \_\_\_\_\_ introduced the following Resolution and moved that it be adopted. Director \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was:

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

\_\_\_\_\_

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

\_\_\_\_\_

Whereupon, the President declared the resolution duly adopted as follows:

#### RESOLUTION FOR A CONVEYANCE OF A PERMANENT EASEMENT

WHEREAS, pursuant to notice published as required by law, the Board of Directors of the Independence Community School District on the 20th day of August, 2012, held a hearing on the proposal to convey an interest in real property and the extent of objections received from residents or property owners as to said proposed transaction has been fully considered; and, accordingly the following action is now considered to be in the best interests of the District and residents thereof:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE INDEPENDENCE COMMUNITY SCHOOL DISTRICT:

Section 1. That the interest in the real property described herein shall be conveyed by the District to the City of Independence for \$720 plus legal fees and other good and valuable consideration.

Section 2. The Board President and Secretary are authorized to sign the easement agreement with the City of Independence.

Section 3. The Board President, Secretary, Superintendent, and administrative officers of the District are authorized to take all actions necessary to complete the above-described transaction, including execution of ancillary documents.



Section 4. The real property is described as follows:

The Southeast ¼ of Section 5, Township 88 North, Range 9 West of the 5<sup>th</sup> Principal Meridian; Buchanan County, Iowa; described as: Commencing at the Southwest Corner of the Northwest ¼ of the Southeast ¼ of Section 5; thence N89°35'31"E, 530.01 feet along the south line of the Northwest ¼ of the Southeast ¼ of Section 5 to the Point of Beginning; thence N00°00'00"E, 177.50 feet to the existing sanitary sewer main; thence N89°35'31"E, 50.00 feet along said sanitary sewer main; thence S00°00'00"W, 177.50 feet to the south line of the Northwest ¼ of the Southeast ¼ of Section 5; thence S89°47'46"W, 50.00 feet along said south line to the Point of Beginning.

PASSED AND APPROVED, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

INDEPENDENCE COMMUNITY SCHOOL  
DISTRICT

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

ATTEST:

\_\_\_\_\_  
Secretary

00883439

Date: August 20, 2012

The proposed action and the extent of objections thereto were then considered.

Director \_\_\_\_\_ introduced the following Resolution and moved that it be adopted. Director \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was:

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

\_\_\_\_\_

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

\_\_\_\_\_

Whereupon, the President declared the resolution duly adopted as follows:

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PASSED AND APPROVED, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

INDEPENDENCE COMMUNITY SCHOOL  
DISTRICT

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

ATTEST:

\_\_\_\_\_  
Secretary

00883442

Date: August 20, 2012

The proposed action and the extent of objections thereto were then considered.

Director \_\_\_\_\_ introduced the following Resolution and moved that it be adopted. Director \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was:

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

\_\_\_\_\_

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

\_\_\_\_\_

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The Southeast ¼ of Section 5, Township 88 North, Range 9 West of the 5<sup>th</sup> Principal Meridian; Buchanan County, Iowa; described as: Commencing at the Southwest Corner of the Northwest ¼ of the Southeast ¼ of Section 5; thence N89°35'31"E, 1959.05 feet along the south line of the North 1/2 of the Southeast ¼ of Section 5 to the Point of Beginning; thence N00°00'00"E, 177.50 feet to the existing sanitary sewer main; thence N89°35'31"E, 50.00 feet along said sanitary sewer main; thence S00°00'00"W, 177.50 feet to the south line of the Northwest ¼ of the Southeast ¼ of Section 5; thence S89°47'46"W, 50.00 feet along said south line to the Point of Beginning.

PASSED AND APPROVED, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

INDEPENDENCE COMMUNITY SCHOOL  
DISTRICT

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

ATTEST:

\_\_\_\_\_  
Secretary

00883448

MILLENNIUM THERAPY  
 2300 Swan Lake Blvd, Suite 103  
 Independence, IA 50644  
 ph 319.334.5155 fax 319.334.6166

8-16-12

Millennium Therapy is pleased to submit the agreement to provide another year of the following sports-medicine coverage for Independence High School.

This is an outline of the agreement for the 2012-2013 School year. This is based on the previous 2011-2012 contract with revisions submitted based on review of prior year completed. Either party may terminate this agreement upon providing a 30-day notice to the other party.

**Millennium Therapy shall provide the following:**

- Sports-medicine coverage for sports practices and events specified.
- A certified Athletic Trainer for the purpose of injury prevention and athletic assessments. A licensed Physical Therapist or Physical Therapist Assistant may attend sporting events in the event that the ATC is unable to provide coverage. If PTA is providing coverage he / she will be in direct communication with a Physical Therapist when injury is identified.
- Primary sports-medicine coverage after school and home contests of football, wrestling, volleyball, soccer (boys and girls).
  - Attend 4<sup>th</sup> quarter of home opener/and all home varsity contests. (Necessary taping to be provided by coaching staff or Millennium Therapy staff (ATC, PT, PTA).
  - Provide coverage for Conference and Regional coverage if IHS is a participant.
  - Primary sports-medicine coverage availability in the training room after school for 1.0 hrs, 1x per week and by appointment per request of coach or AD.

Millennium Therapy will make arrangements with Girl's and Boy's basketball coaches to attend varsity home contests, based on availability of athletic support personnel.
- Primary sports-medicine coverage for the home contests of Boy's and Girl's Varsity Soccer, Cross Country invitational.
- Consultation services from appropriate athletic support person for all other sports and activities as per request from the coach, determined on a case by case basis. Including, but not limited to specific coaching clinic is subject to fee for service.
- Per request of any coach we will continue to provide and make adjustments to each sport and their needs.
- Train coaching staff regarding basic taping techniques. Millennium Therapy will do this through an additional coaching clinic and provide initial taping technique for specific athlete on case by case basis, then follow up taping provided by coaching staff per request of AD.
- Continue to ensure that all students and staff are made aware of their rights and responsibilities regarding their choices when seeking medical care.
- The number of hours for each specific sport will be outlined below, and limited per agreement with Athletic Director and Superintendent of ICSD and designated Manager of Millennium Therapy.

- Any additional coverage of practices, game, etc. will be billed with prior approval from the Superintendent of schools for ICSD. This may be subject to sport specific fund raising in order for ICSD to provide the fee for additional Millennium Therapy services not included in the \$4000 agreement.

**Independence High School shall:**

- Provide pre-wrap and athletic tape.
- Reimburse Millennium Therapy a total cost of \$4000 for Athletic Training services. This payment will be made on a quarterly basis.

**ICSD VARSITY Sports Coverage by Millennium Therapy**

Season 2012/2013 Agreed upon hours to be covered: (AD/Joan O'Loughlin-Good)

Wrestling home dual meets ~5: 18.5 hrs

Girls BB 14 hrs

Boys BB 14hrs

Football 5 home events 22.5 hrs

Volleyball 3 home events 4.5 hrs

Girls Soccer 7 home events 13 hrs

Boys Soccer 7 home events 13 hrs

Cross Country 2 hrs

Softball Tournament

All hours in reserve may be used for any post season special events.

If ongoing taping is necessary a licensed Physical Therapist or ATC can screen this athlete and determine possible underlying injury leading to dependence on taping appropriate referral for medical treatment (ie: Doctor). This will prevent excessive amounts of taping materials being used.

Reimbursement for all of the above will be paid by ICSD to Millennium Therapy.

Millennium Therapy may volunteer in other capacities that they are qualified with prior approval from the Superintendent of schools for ICSD.

If this proposal is accepted by ICSD with Millennium Therapy, a formal contract with the appropriate signatures will be obtained.

INDEMNITY AND INSURANCE:

ICSD and Millennium Therapy each agree to indemnify and hold harmless the other from and against any and all manner of claims, demands, and causes of action (including reasonable costs and attorney's fees) arising from or incident to the negligent or willful act or omission of such respective party including but not limited to obligations set forth in this Agreement. Notwithstanding the foregoing, Millennium Therapy shall maintain during the term of this Agreement a liability insurance policy in the amount of not less than \$1,000,000/\$3,000,000, to include coverage for this promise of indemnity and hold harmless.

Agreed and Accepted:

\_\_\_\_\_  
ICSD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Millennium Therapy

\_\_\_\_\_  
Date



## 2012 – 2013 Equal Employment Opportunity / Affirmative Action Plan Independence Community School District, Independence, Iowa

### Administrative Statement

The Independence Community School District is deeply committed to the principles of equal employment opportunity and affirmative action to attain a workforce representative of ethnic and gender diversity. A diverse workforce serves as role models for our students. A diverse workforce broadens and deepens the capacity of our organization to address issues related to diversity. This plan contains the policy and employment goals to assist us in continuing toward our goal of an increasingly diverse organization.

Every employee of the Independence School District plays a vital role in promoting equal employment opportunity and diversity in the workplace. In the 2012 – 2013 school year, we will target recruitment efforts to boost applicants in underrepresented categories, review application and interview materials to ensure nondiscrimination, and provide equal employment opportunity, affirmative action, and intergroup relations training for employees who hire and supervise.

Employment decisions are made without regard to race, religion, color, national origin, ancestry, age, gender, sexual orientation, gender identity, creed, disability, marital status, military service, veteran status, or any other legally protected status. Furthermore, reasonable accommodations will be made to the known limitations of otherwise qualified applicants or employees with disabilities except where such accommodations are determined to impose an undue hardship. Any employee who files a complaint of discrimination or harassment will be protected against retaliation. District policies for non-discrimination, affirmative action, harassment and bullying are appended to this plan. Annually, data will be collected to determine progress with meeting plan goals.

This plan is designed to meet the requirements of Iowa Code chapter 19B.11 and Iowa Administrative Code chapter 95.

  
Jean Peterson, Superintendent

August 20, 2012  
Date

### Identification of Coordinator

The employee responsible for coordinating the development and implementation of the equal employment opportunity and affirmative action plan is the Superintendent of Schools. Inquiries or grievances related to the Independence Community School District's Equal Employment Opportunity / Affirmative Action policies or plan may be directed to Jennifer Sornson, High School Principal, Independence School District, 1207 1<sup>st</sup> Street West, Independence, IA 50644, 319-334-7400, [jsornson@independence.k12.ia.us](mailto:jsornson@independence.k12.ia.us); or to the Director of the Iowa Civil Rights Commission, to the Director of the Region VII Office of the United States Equal Opportunity Commission, or the Region VII Office of Civil Rights within the United States Education Department. In addition, inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, 515-281-5294.

### Workforce Analysis

The following analysis of workforce distribution is based on gender, race and ethnicity. Employment groups analyzed are certificated and professional staff, including administrators, teachers and other professional staff, and support staff, including associates, food service, physical plant, administrative assistants and secretaries, and technical/supervisor staff. The analysis of distribution data is done to provide a portrait of the district's employees and to monitor growth toward hiring and recruitment goals. Charts are presented to show employees based on race, gender and employment positions. The data is based on the August 2012 employee database.

### Administrators

The District employs 8 administrators. There is (1) chief executive administrator – the superintendent. There are 5 building level administrators. There is (1) full-time principal at the junior-senior high school, (1) full time assistant principal who also serves as the activities director at the junior-senior high school, (1) full time elementary principal at the grades 3-6 elementary, (1) full time elementary principal at the K-2 building who also oversees an early childhood center, (1) district technology director, (1) curriculum/student services director and (1) finance director/board secretary.

Chart 1 shows the gender and the racial/ethnic composition of the District's administrative staff. There is a balance of male and female administrative staff. Racial and ethnic groups are underrepresented in this category.

Chart 1: Gender and Ethnic composition of administrative staff

	<i>Nonwhite</i>	<i>Male</i>	<i>Female</i>	<i>Total</i>
Superintendent	0	0	1	1
Principals	0	0	3	3
Asst principal/Activities Director	0	1	0	1
Other Administrators	0	1	2	3
<b>Total</b>	0	2	6	8
<b>Percentage</b>	0%	25%	75%	100%

### Teachers and Other Professional Staff

The District employs (104) teachers, (4) counselors, (1) librarian and (1) other professional staff. Each of these staff holds a license granted by a governing board or other oversight group. Chart 2 shows the gender and the racial/ethnic composition of the District's teachers and other professional staff. Males are underrepresented in the following categories: preschool teachers, elementary teachers and special education teachers. There is a balance of males and females in the categories of secondary teachers and counselors. Racial and ethnic groups are underrepresented in all categories of teachers and other professional staff.

Chart 2: Gender and Racial/Ethnic composition of teachers and other professional staff

	<i>Nonwhite</i>	<i>Male</i>	<i>Female</i>	<i>Total</i>
Preschool teachers	0	0	3	3
Elementary teachers (K-6)	0	4	39	43
Secondary teachers (7-12)	0	20	17	37
Special Education teachers	0	3	18	21
Counselors	0	2	2	4
Librarians	0	0	1	1
Other professional staff	0	1	0	1
<b>Total</b>	0	30	80	110
<b>Percentage</b>	0%	27%	73%	100%

### Support Staff

The district employs 110 support staff employees. This number reflects a per-person count and not a full-time equivalency. Teacher assistants (called associates by the District) are employees who provide in-classroom support for special needs students, or provide support to other teachers or programs. Associates include special education associates, media associates and medical assistants. Other support staff includes the assistant to the director of technology and volunteer mentor coordinator. Chart 3 shows the distribution of support staff over position categories according to gender and race/ethnicity. Males and females each dominate job categories traditionally gender-bound. Specifically, males are underrepresented in teacher assistants, food service workers, payroll/accounts payable, secretary/administrative assistant and nurse categories. Racial and ethnic groups are underrepresented in all categories of support staff.

Chart 3: Gender and Racial/Ethnic composition of support staff

	<i>Nonwhite</i>	<i>Male</i>	<i>Female</i>	<i>Total</i>
Teacher assistant (Assoc)	0	1	49	50
Food Service worker	0	0	17	17
Janitor/custodial	0	4	4	8
Bus driver	0	6	5	11
Payroll/Acct payable	0	0	2	2
Secretary/Admin assist	0	0	13	13
Nurse	0	0	2	2
Transportation Dir/AssistTrans Dir	0	1	1	2
Food Svc Dir	0	0	1	1
Bldgs & Grounds Dir/Dist Grounds	0	2	0	2
Other Support Staff	0	1	1	2
<b>Total</b>	0	15	95	110
<b>Percentage</b>	0%	14%	86%	100%

### Employees with disabilities

Iowa Administrative Code 95.5(3) directs that for the “purpose of confidentiality, disability data may be based on total agency figures, rather than those of major job categories.” Of the district’s 228 total employees, not one employee has a known disability.

### Qualitative Analysis

The district has had a stable workforce, with little to no turnover in most employment categories. Annually the district hires approximately five to 10 percent (5% - 10%) for vacant K-12 teaching positions. Over seventy percent of the district’s teaching staff has been employed by the district for five or more years.

A qualitative analysis of the district’s employment and personnel policies and practices reveal no intended or unintended bias toward or against a candidate for employment based on race, creed, color, religion, gender, age, national origin, sexual orientation, gender identity, or disability. In employment categories where vacancies have occurred, the data indicates the district has been successful in hiring men and women in positions traditionally held by one gender. Secondary mathematics and science positions, career and technical education positions, and administrative positions are all evenly balanced by gender. However, the data reveals that the district has been unsuccessful in hiring employees of diverse racial and ethnic backgrounds in any job category.



The district's recruitment efforts consist of posting vacancy notices in the local newspapers, on the district's website, on the nationwide National Schools Applications Network (IAREAP) and Teach Iowa. Periodically, when mid-year vacancies occur, targeted recruiting efforts have occurred to college and university education placement offices, although these have been the exception rather than the rule. In short, the recruitment efforts have been passive.

The district will need to learn how to target its recruitment efforts to boost applicants in underrepresented categories. It will need to review its application and interview materials to ensure nondiscrimination. Finally, it will need to provide equal employment opportunity, affirmative action, and intergroup relations trainings for employees who hire and supervise.

## 2012 – 2013 Qualitative Goals/Actions/Timelines

1. Target recruitment efforts to boost applicants in underrepresented categories.
2. Review application and interview materials to ensure nondiscrimination.
3. Provide equal employment opportunity, affirmative action, and intergroup relations training for employees who hire and supervise.

Goals	Actions	Timeline
1. Target recruitment efforts	a. Expand recruiting efforts geographically	Continually
	b. Participate in job fairs	As available
	c. Recruit via personal contact at employment offices/job placement offices/career counseling center	Continually
2. Review application and interview materials	a. Collect and review principals' and supervisors' application and interview materials	June 2013
	b. Revise materials as appropriate	August 2012
3. Provide training for employees who hire and supervise	a. Gather information on available training from DE, AEA, other school districts, community/county groups	June 2013
	b. Conduct training for supervisors	Continually

## Goals

The District will aspire to the following numerical goals when hiring for the 2012 – 2013 biennium for those employment vacancies for which an internal transfer does not occur. The categories listed are those in which one gender is underrepresented in the current employment pool, or in those categories that typically hire on an annual basis.

	<i>Nonwhite</i>	<i>Male</i>	<i>Female</i>	<i>Total</i>
Elementary teacher (K-6)	1	3		4
Secondary teacher (7-12)	1			1
Special Education teacher	1	3		4
Teacher assistant	1	3		4
Food prep worker	1	3		4
Janitor/custodial	1		1	2
Bus driver	1			1
<b>Total</b>	7	12	1	20
<b>Percentage</b>	35%	60%	5%	100%

## Appendix

- A. Equal Employment/Affirmative Action policy
- B. Non-discrimination statement
- C. Anti-Bullying/Harassment policy

## Appendix A: Equal Employment/Affirmative Action Policy

Code No. 401.2

Page 1 of 2

### EQUAL EMPLOYMENT OPPORTUNITY

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

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board annually.

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

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

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

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Independence Community School District, 1207 – 1<sup>st</sup> Street West, Independence, Iowa 50644; or by (319) 334-7400.

Approved 06/19/2007

Reviewed \_\_\_\_\_

Revised 06/19/2007  
04/26/2010

## EQUAL EMPLOYMENT OPPORTUNITY

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Boulevard, 8th Floor, P. O. Box 901381, Kansas City, Missouri 64190-1381, (816) 891-8026, TTY (816) 374-7607 or the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-1004, Phone: 515-281-4121, Toll Free: 1-800-457-4416, Fax: 515-242-5840. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Legal Reference:      29 U.S.C. §§ 621-634 (1994).  
                              42 U.S.C. §§ 2000e *et seq.* (1994).  
                              42 U.S.C. §§ 12101 *et seq.* (1994).  
                              Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8; 692.2; 692.2A; 692.2C(5);  
                              235A.15; 235A.6e(9) (2001).  
                              281 I.A.C. 12.4; 95.  
                              28 I.A.C. 14.1; 2000.

Cross Reference:      102      Equal Educational Opportunity  
                              403.5    Harassment  
                              405.2    Licensed Employee Qualifications, Recruitment, Selection  
                              411.2    Classified Employee Qualifications, Recruitment, Selection

## Appendix B: Statement of Non-Discrimination

### **Statement of Non-Discrimination**

It is the policy of the Independence School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Jennifer Sornson, Junior Senior High School Principal at 319-334-7400, ext. 703, or [jsornson@Independence.k12.ia.us](mailto:jsornson@Independence.k12.ia.us).



## Appendix C: Anti-Bullying/Harassment Policy

Code No. 106

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### ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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 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 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. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees 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.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived 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.

Approved 06/18/2007

Reviewed \_\_\_\_\_

Revised 06/18/2007  
06/18/2012

## ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing 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 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 injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment 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.

## ANTI-BULLYING/HARASSMENT POLICY

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

It also is the responsibility of the superintendent, in conjunction with the principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,

and a copy shall be made to any person at the Central Administrative Office located at 1207 1<sup>st</sup> Street West, Independence, IA.

### Legal References:

20 U.S.C. §§ 1221-1234i (2004).  
29 U.S.C. § 794 (1994).  
42 U.S.C. §§ 2000d-2000d-7 (2004).  
42 U.S.C. §§ 12001 *et. seq.* (2004).  
Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup> General Assembly, (2007).  
Iowa Code §§ 216.9; 280.3 (2007).  
281 I.A.C. 12.3(6).

### Cross References:

403.6 Harassment  
502 Student Rights and Responsibilities  
503 Student Discipline  
506 Student Records

Bowling Team Creation:

Coach: Male and Female or Male/Female 1 coach.

Bowling Alley Rental/Season: Bart will donate the practice time but will charge a nominal fee for matches. (12 dates total, so half at home)

Schedule: Played in Winter during BB and Wrestling Season. First Practice 1st Week of November. First Game is Nov. 19th. Get 12 Playing Dates.

Costs:

1. Bowling Alley
2. Coaches- Would be negotiable on Category they would start.
3. Transportation.

Rules/Regulations: From 2011-2012 IAHSAA Handbook.

## **RULES**

The IHSAA will rule on any situation arising, which is not covered specifically by the IHSAA/IBF Guidelines, the IHSAA Handbook, or the United States Bowling Congress High School Division rule book.

### **A. Team Structure:**

1. A varsity or junior varsity team shall consist of no more than 6 bowlers. A team may have an unlimited number of reserve bowlers. Each of the six team members will bowl each individual game with the best 5 two game total pin scores being used to determine the team individual total.

2. A legal lineup may consist of a minimum of 3 bowlers and 2 vacancies or subs. 3. Coaches may change player(s) on a team after a game but not in the middle of a game. 4. Six (6) bowlers will bowl two regular games of competition and five (5) bowlers 5 games (one equivalent game) of 5 person Baker Format. (See Substitution Rule)

### **B. Competition Format:**

1. Round 1 (approximately 35 minutes) Two Games: Six (6) players bowl straight individual 10 frame scoring. Between rounds, both teams assemble on one pair of lanes. The top five (5) two game total pins from Round 1 are added to each team's first frame of Round 2. (If scoring units will not accept total pins from Round 1, enter the difference between both teams total for Round 1.) Cross-lane bowling procedures will be used for Round 1.

2. Round 2 (approximately 45 minutes) Five Games Baker format (one equivalent game): As games progress, total pins are always visible on the scorer. Substitutions may be made in this round BETWEEN GAMES, as long as the bowling order is not modified. Teams will bowl all frames of each Baker game on one lane, switching lanes only between games. There is NO rotation of bowlers during baker games in any competition.

3. Total combined pinfall of both rounds wins the match. In case of a tie, there will be a roll-off consisting of one Baker game to determine the winner.

### C. Playing Format:

1. Team Presentation: A team is expected to present a legal lineup on the lanes at the scheduled starting time for each match.

2. Practice Balls: Bowlers will be allowed two (2) deliveries per lane for both regular season and tournament play. Bowlers are not permitted to bowl on the same day, prior to a competition, in the bowling center where the competition is to be held with the exception of PE classes and school and youth sponsored events or programs. A bowler that violates this provision will not be allowed to compete in the given event.

3. Lineups: Coaches shall post their roster five minutes prior to the scheduled start time. After posting the roster, no position changes will be made with the exception of substitutes. (See substitutes.) Teams bowling on the odd-numbered lanes will enter their lineup first.

4. Substitutes: Substitutions may only be made between games. No substitutions once a game begins, unless an injury occurs. A player can re-enter between Baker games but cannot change the bowler order. The only legal substitute is the 6th member listed on the lineup. Substitutes must bowl in the same position as the bowler they are replacing. Example: If sub (6th bowler) goes in for bowler #2 in the second baker game and the coach decides bowler #3 needs to be replaced in the third game of baker, then #2 goes back into the rotation at the second spot and the sub (#6) goes into the #3 spot.

5. Absentee/Vacancy: An absentee/Vacancy score of zero (0) shall be given when a team has a legal lineup but less than a full lineup at the start of any game in the series.

6. Conduct of Coaches, Players, and Spectators: IHSA Policy will be enforced. a. All bowlers will remain in the immediate bowling area while competition is in progress. b. Bowlers will be expected to follow the previous bowler promptly and will be required to bowl as soon as the one lane to their right is clear. c. Unsportsmanlike conduct, including but not restricted to vulgar language, or abuse of equipment or facilities is not permitted. Violators are subject to disqualification. d. Foul Line: The foul line shall be observed during match play. Awards will not be issued if automatic foul detecting devices or a human foul judge is not used. When a player deliberately fouls, the player shall receive zero pin fall for that frame. e. Authorized Personnel: The coach(es), participating bowlers and bowling center staff as needed, are the only persons authorized to be in the bowler's area during a match. Substitutes and other interested parties must remain behind the area defined as the bowler's area.

7. Score keeping: Score keeping will be performed by a computer/automatic scoring unit in centers so equipped. If a center is not equipped with automatic scoring, an independent, non-biased third party will perform scoring. It will be the responsibility of coaches to verify that scores are complete and accurate. Coaches must sign official score records and leave a copy with tournament official.

8. No electronic use (cell phone, ipod, mp3 player etc) is permitted in competition area during warm-up or competition. Failure to follow this rule will result in disqualification of bowler and a score of 0 for the game.

Note: At the conclusion of the game in which disqualification occurred a substitute may be allowed to enter the competition to replace the disqualified bowler. Bowling out of Rotation/Order: Any ball(s) thrown out of order will be scored as a zero. Example: If bowler #3 bowls in place of bowler #2, then bowler #3 receives a zero for their next designated turn for any ball(s) thrown in the incorrect frame. Bowler #2 will bowl the frame in which they were supposed to bowl.

## **UNIFORMS**

Pants - Shall be a long pant, similar in color (no blue jeans).

Shirts - a. Shall be identical

b. Shall have a collar

c. Shall have no advertising d. Identification on the front can be either the participant's first or last name, or school name/nickname if owned by the school. e. Identification on the back of shirt may be school name/nickname. Note: The IBF logo is permitted on the front of the shirt.

Hats - no hats are allowed.

If not in appropriate uniform and it cannot be corrected immediately the player will be disqualified and team will use an absentee score for the game in which that bowler is participating.

## **POST-SEASON PLAY**

Only IHSA sanctioned schools shall be allowed to participate in postseason play.

## **STATE QUALIFYING TOURNAMENT**

1. State qualifying tournaments will be held on Thursday, February 16, 2011 in conjunction with the girls' state qualifying tournament.
2. The number of state qualifying tournaments will be eight (8) in each of the two classes.
3. A team champion will advance from each state qualifying tournament along with the next two (2) highest pin count totals statewide. There will be ten (10) teams from each class.