

# BOARD REPORT

September 20, 2010

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

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Jean Peterson  
Superintendent

Lynnette Engel  
Director of Finance  
Board Secretary/Treasurer

September 16, 2010

To: All School Board Members  
From: Jean Peterson, Superintendent

Voting Orders:  
Dawnye Sturtz – DD #2 '11  
Charlie McCardle – DD # 3 '11  
John Christensen – DD # 3 '13  
Kathryn Jensen – DD # 1 '11  
Stacy Henderson – At-Large '13

Re: Working agenda for the regular/annual meeting, organizational meeting and work session on  
**Monday, September 20, 2010 beginning at 7:00 p.m.** at the **School Administration Office**, 1207  
First Street West, Independence, Iowa

## **REGULAR/ANNUAL MEETING – 7:00 p.m.**

1. PLEDGE OF ALLEGIANCE  
A. Call to order
2. FRIEND OF EDUCATION  
A. Stacy McMahon, Kristi Moeller and Ashley Beeh  
*We would like to honor and recognize Stacy McMahon, Kristi Moeller and Ashley Beeh from the Buchanan County Health Center for writing Wellmark Foundation and Buchanan Co Health Trust grants to create the SPARK program for the area PK4 Programs which encourages healthy eating and wellness activities in young children.*
3. CONSIDERATION OF ACTION ON CONSENT ITEMS  
A. Approval of the minutes of the special session on August 11, 2010, the work session on August 11, 2010, the regular meeting on August 16, 2010, the work session on August 16, 2010 and the special session on August 30, 2010. Motion 3.A.  
*I am seeking approval of the minutes.*  
B. Approval of Agenda Motion  
*I am seeking approval of the agenda.*

## C. Proposed Committee Assignments for 2010-2011

Motion

*I am seeking Board approval of the assignments listed below.*

<u>Current Member</u>	<u>Current Member</u>	<u>New Member (Proposed)</u>
1. Building & Grounds	Stacy Henderson	Charlie McCardle
2. Transportation	Stacy Henderson	Stacy Henderson
3. Co-Curricular Activities	Charlie McCardle	Stacy Henderson
4. Review Board Meeting Bills	Dawnye Sturtz	Oct/Nov - Christensen Dec/Jan/Feb - Henderson Mar/Apr - Jensen May/Jun - McCardle Jul/Aug/Sept - Sturtz
5. IASB – Legislative Network	Dawnye Sturtz	Dawnye Sturtz
6. IASB – Delegate Assembly (represents the school district at the 2010 IASB Delegate Assembly on November 17, 2010)	Dawnye Sturtz	Dawnye Sturtz
7. Buchanan County Conference Board (1 year)	John Christensen	John Christensen
8. Mustang Foundation Board of Directors	Charlie McCardle & John Christensen	Charlie McCardle & John Christensen
9. Calendar Committee	Charlie McCardle	Charlie McCardle
10. School Improvement Advisory Committee-SIAC (also referred to as CCC)	Kathryn Jensen	Kathryn Jensen
11. Mentor/Volunteer Advisory Board	John Christensen	John Christensen
12. Resource Enhancement And Protection (REAP) Committee	Stacy Henderson	Stacy Henderson
13. Industrial Technology Advisory Committee	Dawnye Sturtz	Dawnye Sturtz
14. City/County/School Representatives	Kathryn Jensen & Dawnye Sturtz	Kathryn Jensen & Dawnye Sturtz

## D. Approval of Board Policies (\* changes noted)

Motion 3.D.

**Second Readings:**

	<b>POLICY #</b>	<b>POLICY NAME</b>
1.	203	Board of Directors' Conflict of Interest
2.	204	Code of Ethics
3.	205.1	Board Security and Protection
4.	205.2	Board Member Liability
5.	206.3	Secretary-Treasurer
6.	207	Board of Directors' Legal Counsel
7.	208	Board of Directors' Self-Evaluation
8.	209.1 & 209.1E1	Ad Hoc Committees and Ad Hoc Committees Exhibit
9.	504.6* and 504.6E1	Student Fund Raising and Fund Raising Request Form (New Form)
10.	507.9 & 507.9E1	Independence Comm Schools Wellness Policy and Physical Act. Contract
11.	802.4*, 802.4R1* & 802.4R2	Capital Assets (formally called Fixed Assets Management System), Capital Assets Regulation (formally Fixed Assets Management System Regulation) and Capital Assets Management System Definitions (New Regulation)
12.	906.1, 906.1E1, 906.1E2, 906.1R1*, 906.1R2*, 906.1R3	Community Use of School District Facilities & Equipment, Application Form, Indemnity & Liability Insurance Agreement, Regulation, Fees Schedule and ICN Room Use

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

**First Readings:**

	POLICY #	POLICY NAME
1.	210.1	Development of Policy
2.	210.2	Adoption of Policy
3.	210.3	Dissemination of Policy
4.	210.4	Suspension of Policy
5.	210.5	Administration in the Absence of Policy
6.	210.6	Review and Revision of Policy
7.	210.7	Review of Administrative Regulations

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

E. Termination of Contract – Classified Staff

Motion

**I am seeking approval of the following termination due to budgetary decisions for the 2010-2011 school year (effective 08/17/2010):**

- Nichole LaMarsh – West Elem 5.5 hour Special Education Associate

**Roll Call Vote**

F. Transfers/Reassignments

Motion

NAME	PREVIOUS ASSIGNMENT	NEW ASSIGNMENT	DATE
Rick Alber	8.0 hr HS Custodian	8.0 hr District Grounds/Maint/Sub Cust	
Rob Ratchford	7 <sup>th</sup> Grade Football	Assist Football (Grades 9-12)	08/01/10

*I am seeking approval of the above transfer(s)/reassignment(s).*

G. New Hires (pending acceptable background checks)

Motion

NAME	ASSIGNMENT	SALARY	DATE
Stewart Bagley (Recall)	West Elem 8.0 hr Custodian	\$9.85/hr	08/25/2010
Paula Decker	West Elem 5.5 hr Food Service Worker	\$8.75/hr	09/09/2010
Keith Donnelly	7 <sup>th</sup> Grade Football Coach	\$1,161	08/23/2010
Jessi Dorsey	Farm to School Coordinator	\$9.00/hr	08/30/2010
Michael Doyle	7 <sup>th</sup> Grade Football Coach	\$1,349	08/23/2010
Amy Gustafson	.15 FTE Jr/Sr HS Math Teacher	\$5,017	08/19/2010
Nichole LaMarsh (Recall)	West Elem 5.75 Special Ed Associate	\$8.85/hr	09/09/2010
Coleen Meissner	.5 FTE Assistant Speech Coach	\$899	Fall 2010
Greg Moen	7 <sup>th</sup> Grade Girls Track Coach	\$2,023	Spring 2011
Bradley Schmitt	Assist Volleyball Coach (Grades 9-12)	\$2,248	08/18/2010
Diana Sloan	.5 hr Supervision at Old East Elem Bldg	\$10.20/hr	09/07/2010
Tony Whitaker	8 <sup>th</sup> Grade Football Coach	\$1,855	08/23/2010
Michael Zimmerly	7 <sup>th</sup> Grade Football Coach	\$1,012	08/23/2010

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

## H. Resignations

Motion

NAME	ASSIGNMENT	DATE
Ron Fank	8 <sup>th</sup> Grade Football Coach	08/21/2010
Lanette Frye	West Elem 5.5 hr Cook/Food Service Worker	09/03/2010
Deb Hickey	West Elem 5.75 Special Education Associate	08/31/2010
Jason Kilby	.5 FTE Assistant Speech Coach	08/23/2010
Rob Ratchford	7 <sup>th</sup> Grade Football Coach	08/20/2010
Brent Reck	Assistant Boys Basketball Coach (Grades 9-12)	09/08/2010
Mark Toale	Assistant Football Coach (Grades 9-12)	08/24/2010

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

## I. Approval of Financial Reports

Motion 3.I.

1. Approval of Bills – Director Sturtz will have reviewed the bills
2. Vendor Report
3. Board Report
4. Financial Settlement Statement as of June 30, 2010

## 4. ANNOUNCEMENTS AND COMMUNICATIONS

- A. Comments from public
- B. Comments from Board
- C. Presentations

## 5. REPORTS

## A. Building Administrator Reports

5.A.

1. Sr High School
2. Jr High School
3. West Elementary
4. East Elementary/Early Childhood Center

## B. Activities Director Report

5.B.

## C. School Improvement/Curriculum Director Report

5.C.

## D. Technology Report

5.D.

## E. Food Service Report

5.E.

## F. Transportation/Building &amp; Grounds Report

5.F.

## 6. OLD BUSINESS

## A. Hazard Mitigation Plan Resolution

Motion 6.A.

***A Resolution of the School Board of the Independence Community School District Adopting The City Of Independence Hazard Mitigation Plan.***

***Roll Call Vote***

## 7. NEW BUSINESS

## A. Proposed New Locker Room Facility

Discussion

***It has been proposed by a volunteer group that a new locker room facility be built at Leinbaugh Field.***

B. Travel Request - Band

Motion 7.B.

***I am seeking approval for the Band to travel to Indianapolis, IN for the Bands of America Grand Nationals departing November 12, 2010 and returning November 14, 2010.***

C. Canvas of Votes from September 14, 2010

Motion 7.C.

***I am seeking board approval of the Public Measure A Independence School District Revenue Purpose Statement where the measure was adopted.***

***Roll Call Vote***

D. Fund Raising Request(s)

Motion 7.D.

***I am seeking approval of the following fund raising request(s).***

GROUP	DESCRIPTION OF EVENT	PURPOSE	START UP COSTS	TARGET AMOUNT	DATE
HS Football	Sell T-shirts for \$12.00	Pay for supplies		\$500	Football games
HS Band	Marching Mustang Morning Madness Raffle for \$1.00	Pay for end of the year awards		\$500 - \$1000	09/10/10 through 10/01/10
HS Student Council	Tickets to Rough & Tough Volleyball & Homecoming Dance will be sold	Raise funds for decorations for future dances and to support local charities	\$80.00 for printing dance tickets	\$1500	09/27/10 through 10/02/10
West Elem	Collect items for Iowa's Braves wish list; collect \$ for care package postage	Show support for our troops		\$100	10/11/10 through 10/21/10
West Elem	Collect shoes, socks, clothes etc. for kids & donate to Goodwill				10/18/10 through 10/29/10

E. 65th Annual IASB Convention – November 17-18, 2010

Motion 7.E.

***I am recommending that the board members that can attend the convention do so and that the trip is approved for those attending.***

F. Business Associate Agreement with Timberline Billing Service LLC

Motion 7.F.

***I am seeking approval of the agreement with Timberline Billing Service LLC. This is a legal document that both parties sign to acknowledge and adhere to confidentiality rules as they relate to HIPPA regulations. This contract remains in effect through the course of the district's contract with Timberline.***

G. Annual Insurance Report

Discussion 7.G.

H. Board of Directors' Legal Counsel

Motion

***I am seeking approval for Swisher & Cohrt, P.L.C. and Ahlers & Cooney, P.C. to be legal representatives for the Independence Community School District and Board of Directors.***

I. Organization Resolution and Agreement for Credit Card Program

Motion 7.I.

*This is a routine document that BankIowa is required to have on file proving that the Board of Education is aware that the school has a credit card through the bank and provides them with information as to who the school contact person is. As part of this resolution it will be Superintendent Peterson's recommendation that, #1 we have a school credit card, and #2 Lynnette Engel, Director of Finance/Board Secretary be named as the Designated Officer overseeing the account.*

**Roll Call Vote**

J. New CCC Members for 2010-2011

Motion 7.J.

*The Curriculum Coordinating Council is asking for the approval of the following members to the council for the 2010-2011 school year:*

- *Stephanie Yonkovic, HS representative*
- *Judy Olsen, district media representative*
- *Nate Whited, community representative*
- *Tammy Rasmussen, community representative*
- *Ruth Duritsa, community representative*
- *Jess Brunko, student representative*
- *Lisa Keierleber, student representative*
- *Ben Crawford, student representative*

K. Education Jobs Fund

Motion

*I am seeking approval to spend money from the Education Jobs Fund on the following for a total of \$137,795.00 per year for two years:*

- *Increasing Ashley Coulter from .75 FTE to 1.0 FTE - increase of \$20,361*
- *Increasing Amy Gustafson from .15 FTE to .75 FTE - increase of \$23,000*
- *Hiring a new assistant technology director with a salary max of \$33,000 for total salary and benefit package of \$48,594*
- *Hiring a new .5 FTE Elementary math strategist (\$20,000 base - \$22,920*
- *Hiring a new .5 FTE Jr/Sr High reading specialist (\$20,000 base) - \$22,920*

L. Resolution Naming Depositories

Motion 7.L.

**Roll Call Vote**

M. Resolution to Pay Bills when the Board is not in Session

Motion 7.M.

**Roll Call Vote**

N. Resolution to Automatically Disburse Payroll

Motion 7.N.

**Roll Call Vote**

O. Resolution Authorizing the Use of a Check Protector and Signer and the Proper Control of the Signer

Motion 7.O.

**Roll Call Vote**

**ORGANIZATIONAL MEETING**

## 1. CALL TO ORDER

- A. Election of President and Oath of Office – Ballots will be distributed to the board members to vote for President of the School Board for 2010-2011. Members must sign the ballots so the votes can be recorded. A majority of those voting is necessary to elect. The oath of office will be administered to the new President.

*Lynnette will read off the ballots of each member who was nominated and the nominated board member will be recorded.*

- B. Election of Vice President – Ballots will be distributed to the board members to vote for Vice President of the School Board for 2010-2011. Members must sign the ballots so the votes can be recorded. A majority of those voting is necessary to elect. The oath of office will be administered to the new Vice President.

*Lynnette will read off the ballots of each member who was nominated and the nominated board member will be recorded.*

- C. Set meeting dates, times and places for 2010-2011. Presently the School Board meets on the third Monday of the month at 7:00 p.m. in the Central Office Boardroom for regular meetings.

Motion

**Proposed Schedule - Proposed time change to 6:30 p.m.**

October 25, 2010 (Fourth Monday) *This is for the Board's consideration.*

*There is a HS Vocal Concert on Monday, Oct. 18<sup>th</sup>.*

Independence

November 15, 2010 Rowley

December 20, 2010 Independence

January 17, 2011 Brandon

February 21, 2011 Independence

March 21, 2011 Independence

April 18, 2011 Rowley

May 23, 2011 (Fourth Monday) *This is for the Board's consideration.*

*Band Night is on Monday, May 16<sup>th</sup>.*

Brandon

June 20, 2011 Independence

July 18, 2011 Independence

August 15, 2011 Independence

September 19, 2011 Independence

*We need to set the dates for this coming school year. Above are the dates that correspond to the dates we met this past year. We changed this past year's meetings for the HS Vocal Concert and Band Night.*



D. Set Roll Call Vote Order

Motion

*We need to set the order in which we do the roll call voting. It has been suggested to rotate the order as listed below.*

<i>Oct/Nov</i>	<i>Christensen Henderson Jensen McCardle Sturtz</i>
<i>Dec/Jan/Feb</i>	<i>Henderson Jensen McCardle Sturtz Christensen</i>
<i>Mar/Apr</i>	<i>Jensen McCardle Sturtz Christensen Henderson</i>
<i>May/June</i>	<i>McCardle Sturtz Christensen Henderson Jensen</i>
<i>Jul/Aug/Sept</i>	<i>Sturtz Christensen Henderson Jensen McCardle</i>

2. ADJOURNMENT

WORK SESSION

1. CALL TO ORDER

2. BOARD SELF EVALUATION AND GOALS

Discussion

3. ADJOURNMENT

Independence Community School Board Minutes  
Special Session  
August 11, 2010

A special session of the Independence Community School Board was called to order at 7:00 p.m. by Chairperson Dawnye Sturtz in the Administration Office, Independence, Iowa.

Members Present: Chairperson Dawnye Sturtz, John Christensen,  
Charlie McCardle, Kathryn Jensen,  
Stacy Henderson

Superintendent Present: Jean Peterson

Board Sec/Treas Present: Lynnette Engel

Press Present: John Klotzbach, "Independence Bulletin Journal"  
Steven Smith, "The News"

Visitors Present: Interested Patrons

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

**A. Approval of Agenda** – Motion McCardle, second Christensen to approve the agenda. All voted "aye". Motion carried.

**B. Resignations** – Motion McCardle, second Christensen to approve the following resignation. All voted "aye". Motion carried.

NAME	ASSIGNMENT	DATE
Tim Purdum	BCSC Teacher and Assistant Vocal Music Director	07/22/2010

**ADJOURNMENT**

Motion Henderson, second Jensen to adjourn the meeting at 7:04 p.m. All voted "aye".  
Motion carried.

Dawnye Sturtz  
Chairperson

Lynnette Engel  
Secretary

Independence Community School Board Minutes

Work Session

August 11, 2010

A Work Session of the Independence Community School Board was called to order at 7:05 p.m. by Chairperson Dawnye Sturtz in the Administration Office, Independence, Iowa.

Members Present: Chairperson Dawnye Sturtz, John Christensen,  
Charlie McCardle, Kathryn Jensen,  
Stacy Henderson

Superintendent Present: Jean Peterson

Board Sec/Treas Present: Lynnette Engel

Press Present: Steven Smith, "The News"  
John Klotzbach, "Independence Bulletin Journal"

Visitors Present: Interested Patrons

**1. Penny Sales Tax Referendum Vote and Facility Planning With P4P**

**Representatives.**

The Board had discussions with the P4P board regarding an action plan to get the positive word out to the community about the upcoming SILO Sales Tax vote on September 14<sup>th</sup>. After a brainstorming session, it was determined that the P4P board will present at the School Board meeting on Monday the 16<sup>th</sup> the committees that need to be formed.

**ADJOURNMENT**

Motion McCardle, second Christensen to adjourn the meeting at 7:55 p.m. All voted "aye". Motion Carried.

Dawnye Sturtz  
Chairperson

Lynnette Engel  
Secretary

Independence Community School Board Minutes  
Regular Meeting  
August 16, 2010

A regular meeting of the Independence Community School Board was called to order at 7:00 p.m. by Chairperson Dawnye Sturtz in the Administration Office, Independence, Iowa.

Members Present: Chairperson Dawnye Sturtz, Charlie McCardle,  
Kathryn Jensen, Stacy Henderson

Members Absent: John Christensen

Superintendent Present: Jean Peterson

Board Sec/Treas Present: Lynnette Engel

Press Present: Steven Smith, "The News"  
Nichol Hohenbrink, "Independence Bulletin Journal"  
John Klotzbach, "Independence Bulletin Journal"

Visitors Present: Interested Patrons

**FRIENDS OF EDUCATION**

- A. Smith D. & L. Insurance was recognized for their donation to allow registration day to be held out at Heartland Acres.
- B. Walmart was recognized for their donation to allow our Welcome Back Day to be held out at Heartland Acres.
- C. BankIowa was recognized for their donation to allow our Welcome Back Day to be held out at Heartland Acres.
- D. Pizza Ranch was recognized for donating lunch to our staff on our Welcome Back Day.

**SPOTLIGHT ON EDUCATION**

- A. Catie Flaucher was recognized for being named to the All-State First Team in softball and Kayla Hickon was recognized for being named to the All-State Honorable Mention in softball. Thanks to Lyle Hosch, Keith Donnelly and Trixie Reed for coaching these students.
- B. Lizzy O'Loughlin was recognized for being named to the Class 1-A All-State First Team in soccer. Thanks to Trish O'Loughlin and Erica Baedke for coaching her.
- C. The boys baseball team was recognized for qualifying for the 2010 State Baseball Tournament. Players who qualified included: Matt Beebe, Jeff Burns, Blaize Cabell, Kyle Fank, Michael Fischels, Adam Flaucher, Nick Fuller, Corbin Henningson, Keaton Hosch, Mike Krempges, Mitch McMartin, Colin Miller,

Andrew Niedert, Jayce Payne, Austin Pink, Sam Rasmussen, Mike Reiff, Nick Shannon and Nick Zieser. The bat boy was Jacob Burns and the coaches included: Jim Arnold, Rob Burns and Brad Arnold. A special congratulations to Keaton Hosch for being named to the Class 3A All-State Second Team.

#### **4. CONSIDERATION OF ACTION ON CONSENT ITEMS**

Motion McCardle, second Henderson to approve the following consent items 4-A, 4-B, 4-C, 4-D, 4-E, 4-F and 4-G. All voted "Nay." Motion failed.

Motion McCardle, second Henderson to approve the following consent items 4-A with the addition of the word "complete" in the following sentence; "McCardle made the point that this is not a new tax and will not cost the taxpayers any additional money and that it will not build a complete new building for us.", 4-B, 4-C, 4-D, 4-E, 4-F and 4-G.

**4-A APPROVAL OF MINUTES** of the regular meeting on July 19, 2010 with corrections stated and the work session on July 22, 2010.

#### **4-B APPROVAL OF AGENDA**

**4-C APPROVAL OF BOARD POLICIES** (All policies may be viewed in the Administration Office)

#### **SECOND READINGS:**

	<b>POLICY #</b>	<b>POLICY NAME</b>
1.	200.1	Role of the Board of Directors
2.	200.2	Organization of the Board of Directors
3.	200.3	Powers of the Board of Directors
4.	200.4	Responsibilities of the Board of Directors
5.	201	Board of Directors' Elections
6.	202.1	Qualifications
7.	202.2	Oath of Office
8.	202.3	Term of Office
9.	202.4	Vacancies
10.	202.5	Individual Authority

**FIRST READINGS:**

	POLICY #	POLICY NAME
1.	203	Board of Directors' Conflict of Interest
2.	204	Code of Ethics
3.	205.1	Board Security and Protection
4.	205.2	Board Member Liability
5.	206.3	Secretary-Treasurer
6.	207	Board of Directors' Legal Counsel
7.	208	Board of Directors' Self-Evaluation
8.	209.1 & 209.1E1	Ad Hoc Committees and Ad Hoc Committees Exhibit
9.	504.6* and 504.6E1	Student Fund Raising and Fund Raising Request Form (New Form)
10.	507.9 & 507.9E1	Independence Comm Schools Wellness Policy and Physical Act. Contract
11.	802.4*, 802.4R1* & 802.4R2	Capital Assets (formally called Fixed Assets Management System), Capital Assets Regulation (formally Fixed Assets Management System Regulation) and Capital Assets Management System Definitions (New Regulation)

**4-D TRANSFERS/REASSIGNMENTS**

NAME	PREVIOUS ASSIGNMENT	NEW ASSIGNMENT	DATE
Teresa Barske	5.75 hr ECC Regular Ed Assoc	4.0 hr ECC Secretary	08/16/2010
Brian Loughren (Recall)	East Elem Physical Ed Teacher	BCSC Teacher	08/19/2010
Brenda Zimmerly (Recall)	2.0 hr Food Service	3.0 hr Food Service	08/20/2010

**4-E NEW HIRES:**

NAME	ASSIGNMENT	SALARY	DATE
Kris Gruber	Assistant Girls Basketball Coach (Grades 9-12)	\$2,428	08/11/2010
Corin Healey	Assistant Jazz Coach	\$3,035	08/2010
Coleen Meissner	7th & 8th Grade Special Education Teacher	\$41,506	08/19/2010
Jennifer Schmitt	.65 FTE HS Marketing Teacher	\$24,173	08/19/2010
Pat Thomas	Assistant Vocal Music Director	\$2,832	08/19/2010
Angie Williams	East Elem 5.5 hr Cook/Food Service Worker	\$8.75/hr	08/20/2010

**4-F RESIGNATIONS:**

NAME	ASSIGNMENT	DATE
Nadine Chesmore	East Elem 5.5 hr Cook/Food Service Worker	08/05/2010
Kris Gruber	7 <sup>th</sup> Grade Boys Basketball	08/13/2010

**4-G APPROVAL OF FINANCIAL REPORTS**

All voted "aye". Motion carried.

**5. ANNOUNCEMENTS AND COMMUNICATIONS**

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.

No patrons approached the Board.

Sturtz read a statement on behalf of Christensen stating the Wrestling documentary was inspiring, well done and informative. Jensen and Sturtz shared that Rusty Horn is planning a youth soccer complex on land he owns. This would be a win-win for everyone involved. Henderson thanked all those involved with the football complex clean up and Sturtz also thanked the West Parent Advisory Group and all volunteers and staff that assisted with the realignment.

Members of Absolutely Indee spoke to the board about their new initiative, what they are doing and what they are hoping to accomplish. The Independence PTO informed the board of the upcoming activities they are planning on doing over the course of the school year. Sandy Merritt addressed the board regarding the AYP and APR.

## **6. REPORTS**

Building Administrators, Activities Director, School Improvement/Curriculum Director, Technology Director, Food Service Director, and Transportation/Buildings and Grounds Director reported on their respective buildings or areas of assignment.

## **7. OLD BUSINESS**

### **A. One Cent Sales Tax Extension/Facilities Plan Presentation**

Matt Gillaspie from Piper Jaffray presented financial information to the Board and the public regarding the SILO vote and what can and can't be done depending on whether the vote passes or not. The board will use this information to help explain the Revenue Purpose Statement vote

### **B. P4P and One Cent Sales Tax Extensions**

P4P board members presented the committees that are needed to be formed: Marketing, Fundraising, Letters to the Editor, Community, Absentee Ballot and "Get Out to Vote" are the committees that will be forming. Board members will have the opportunity to participate on a committee as an individual. P4P members encourage others to step forward if they are interested in volunteering.

### **C. Safe Room/FEMA Grant/Hazard Mitigation**

Charlie updated the board on where things stood regarding the Hazard Mitigation process. The school needs to hold a public hearing on the plans and then adopt them to submit as part of an application. This process will make us eligible for safe room grants. Application deadline is November 1, 2010.

## 8. NEW BUSINESS

### A. Communication

The Board is searching for ideas to increase communication between schools and the public. Jensen will contact AEA to see about having someone come to a meeting to explain our options regarding having our meetings “go live”.

### B. Contracted Services Agreement with Tri-County

Motion Jensen, second McCardle to approve the Contracted Services Agreement with Tri-County Child & Family Development Council, Inc. All voted “aye”. Motion carried.

### C. 28E Agreement with Hawkeye Community College

Motion McCardle, second Henderson to approve the 28E agreement with Hawkeye Community College to continue the Project Lead the Way programming partnership for the 2010-2011 school year. All voted “aye”. Motion carried.

### D. Fund Raising Requests

Motion Jensen, second McCardle to approve the following fund raising requests.

All voted “Aye”. Motion carried.

GROUP	DESCRIPTION OF EVENT	PURPOSE	START UP COSTS	TARGET AMOUNT	DATE
HS Football	American Family Insurance Safe Driving Promotion; See attached sheet.	Purchase food after road games.		\$900	Home football games
West Elem - Milk Moola	Milk Moola – Collect milk lids and turn in for reimbursement	Bldg activities such as pizza parties for Kids of Character		\$100	Throughout school year
West Elem - Pencils	Sell pencils for \$0.25 from machine in office area	Activities throughout year		\$12.50/ gross	Throughout school year
West Elem - Readers Digest	Disseminate post cards for Readers Digest and possibly selling cookie dough	Field trip to Living History Farms & other trips		\$1000	02/2011
West Elem - Life Touch	LifeTouch - Pictures offered to families for purchase; school gets % of sales	Funding for special projects/ field trips		\$900	02/10/2011
Athletic Booster Club	Sell Cotton Candy & Sno Cones for \$1.00-\$2.00	Fundraiser to be given by athletic teams under Booster Club name		\$200 - \$300 per game	All Home Football Games
Athletic Booster Club	Pigskin Lottery – Turf Wars \$10-\$100 Note: This goes with the Pigskin Bingo fund raiser submitted by HS football on July 19, 2010	Raise money		\$6,000-\$7,000	All Football, volleyball games etc.



**E. Buchanan County Success Center Year End Report**

Shelly Bertelli introduced to the board the new counselor at the Success Center/High School. She also went through her report and updated the board on the excellent growth performances from last year.

**F. Sale of Old East Elementary**

Motion McCardle, second Jensen to solicit bids for the sale of the Old East Elementary utilizing the Request for Proposal and seeking assistance from our attorney as needed. All voted "Nay". Motion failed.

Motion McCardle, second Jensen to solicit bids for the sale of the Old East Elementary seeking legal advice to assist and update the Request for Proposal to eliminate language pertaining to leasing and to include language to allow bidders the opportunity to raise their bids. All voted "aye". Motion carried.

**G. School Administrative Manager (SAM) Contract with School Administrators of Iowa (SAI)**

Motion Jensen, second Henderson to approve the SAM contract with SAI utilizing At-Risk funds. If grant money is secured, the funds will be paid back to At-Risk. All voted "aye". Motion carried.

**H. Annual Progress Report 2009-2010**

Motion McCardle, second Henderson to approve the Annual Progress Report for the 2009-2010 school year. All voted "aye". Motion carried.

**I. Employee Theft Insurance**

Lynnette updated the board that as long as we have a stipulation of "segregation of duties" on our audit, we are at the maximum allowed for employee theft insurance.

**J. Community Use of School District Facilities & Equipment Policy (906.1)**

Motion McCardle, second Jensen to approve the first reading of the Community Use of School District Facilities and Equipment Policy with the recommended changes. The policy may be viewed in the Administration Office. All voted "aye". Motion carried.

**K. Guidance Regarding Athletics and Students Involved in Other Sports/Activities**

Activities Director, Dave Jacobson, presented a print out to the board regarding information he reviews with all coaches prior to their season. The Board emphasized student participation in more than one sport and good sportsmanship.

**ADJOURNMENT**

Motion Henderson, second Jensen to adjourn the meeting at 10:07 p.m. All voted "aye".

Dawnye Sturtz  
Chairperson

Lynnette Engel  
Secretary

Independence Community School Board Minutes  
Work Session  
August 16, 2010

A Work Session of the Independence Community School Board was called to order at 10:16 p.m. by Chairperson Dawnye Sturtz in the Administration Office, Independence, Iowa.

Members Present: Chairperson Dawnye Sturtz, Charlie McCardle,  
Kathryn Jensen, Stacy Henderson

Members Absent: John Christensen

Superintendent Present: Jean Peterson

Board Sec/Treas Present: Lynnette Engel

Visitors Present: Interested Patrons

**1. Board Self Evaluations and Goals**

Lynnette handed out a compilation of everyone's self evaluations for the board to read and review. This item will be brought back to a later meeting to discuss the results as well as the board goals.

**ADJOURNMENT**

Motion Henderson, second Jensen to adjourn the meeting at 10:20 p.m. All voted "aye".  
Motion Carried.

Dawnye Sturtz  
Chairperson

Lynnette Engel  
Secretary

Independence Community School Board Minutes  
Special Session  
August 30, 2010

A special session of the Independence Community School Board was called to order at 7:02 p.m. by Chairperson Dawnye Sturtz at the Independence Public Library, Independence, Iowa.

Members Present: Chairperson Dawnye Sturtz, John Christensen,  
Charlie McCardle, Kathryn Jensen,  
Stacy Henderson

Superintendent Present: Jean Peterson

Board Sec/Treas Present: Lynnette Engel

Press Present: John Klotzbach, "Independence Bulletin Journal"  
Steven Smith, "The News"

Visitors Present: Interested Patrons

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

**A. Approval of Agenda** – Motion Christensen, second McCardle to approve the agenda. All voted "aye". Motion carried.

**2. New Business**

**A. City Council, School Board and County Supervisors** – All groups reviewed items that evolved out of last year's meeting. Leaders of each represented group took a few minutes to make a brief presentation of the various items that have gone on during the past year. Mr. Kremer spoke for the County Supervisors, Mr. Scharff spoke for the City and Mrs. Sturtz spoke for the School Board. Superintendent Peterson, City Manager Diers and Supervisor Kremer were given the opportunity to present their goals for our community, school and county. The group discussion was concluded by each member describing what one thing they would do if they had a magic wand to use.

**B. Independence Educational Support Personnel (Custodians) Master Contract 2010-2011**

Motion Jensen, second Henderson to approve the Independence Educational Support Personnel (Custodians) Master Contract for the 2010-2011 school year. All voted "aye". Motion carried.

**C. Independence Educational Support Personnel (Secretaries, Food Service, Associates) Master Contract 2010-2011**

Motion McCardle, second Jensen to approve the Independence Educational Support Personnel (Secretaries, Food Service, Associates) Master Contract for the 2010-2011 school year. All voted "aye". Motion carried.

**D. Camp Ewalu Contract**

Motion McCardle, second Jensen to approve a contract for Independence students to attend Camp Ewalu for the low and high ropes challenge courses. All voted "aye".  
Motion carried.

**3. ADJOURNMENT**

Motion Henderson, second Christensen to adjourn the meeting at 8:36 p.m. All voted "aye". Motion carried.

Dawnye Sturtz  
Chairperson

Lynnette Engel  
Secretary

## BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for a school textbook or school supply company doing business with the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the board member does not exceed \$2,500 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily competitively bid.

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

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

Approved 11/1/2004Reviewed 9/19/2005Revised 09/21/2009

## BOARD OF DIRECTORS' CONFLICT OF INTEREST

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

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

It is the responsibility of each board member to be aware of an actual or potential conflict of interest. It is also the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

Legal Reference: Iowa Code §§ 55; 68B, 71.1; 277.27; 279.7A; 301.28 (2009).  
 1990 Op. Att'y Gen. 37.  
 1988 Op. Att'y Gen. 21.  
 1986 Op. Att'y Gen. 10.  
 1984 Op. Att'y Gen. 23.  
 1982 Op. Att'y Gen. 302.  
 1978 Op. Att'y Gen. 295.  
 1976 Op. Att'y Gen. 89.  
 1974 Op. Att'y Gen. 137.  
 1936 Op. Att'y Gen. 237.

Cross Reference: 201 Board of Directors' Elections  
 202.1 Qualifications  
 204 Code of Ethics  
 216.3 Board of Directors' Member Compensation and Expenses  
 217 Gifts to Board of Directors  
 401.3 Nepotism

## CODE OF ETHICS

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

### AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity

Approved 11/1/2004

Reviewed 9/19/2005

Revised \_\_\_\_\_

### CODE OF ETHICS

13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

### IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.

### IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.



## CODE OF ETHICS

6. I will expect the superintendent to keep the board adequately informed through oral and written reports
7. I will vote to employ employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and the board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

## TO COOPERATE WITH OTHER SCHOOL BOARDS

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
3. I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.
4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.
5. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference: Iowa Code §§ 21.6(3)(d); 68B; 69; 277.28; 279.7A, 279.8, 301.28 (2003).

Cross Reference: 202 Board of Directors Members  
203 Board of Directors' Conflict of Interest

## BOARD SECURITY AND PROTECTION

Public bodies must feel free to meet in the public setting as required by law without concern of risk of personal injury. The board shall take whatever action is necessary to maintain an orderly board meeting, free from interference or interruption by spectators, and to keep the board members safe while complying with the open meetings law.

Individuals who threaten the board with violence or who are continuously disruptive may be asked to leave the meeting. If the individuals do not leave, the board may have law enforcement officials escort the individuals from the board meeting. The board may hire a security officer if the board members' concern for safety or actions by spectators warrants it.

Legal Reference: Iowa Code §§ 21.7; 279.8; 716.7 (2003).

Cross Reference: 215 Public Participation in Board Meetings  
904.4 Public Conduct on School Premises

Approved 11/1/2004

Reviewed 9/19/2005

Revised \_\_\_\_\_

## BOARD MEMBER LIABILITY

Board members shall not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members shall act in good faith.

The school district shall defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless it constitutes a willful or wanton act or omission. However, the school district shall not save harmless or indemnify board members for punitive damages.

Legal Reference:     Wood v. Strickland, 420 U.S. 308 (1975).  
                              42 U.S.C. §§ 1983, 1985 (1994).  
                              Iowa Code ch. 670 (2003).

Cross Reference:     709     Insurance

Approved 11/1/2004

Reviewed 9/19/2005

Revised \_\_\_\_\_

## SECRETARY-TREASURER

A secretary-treasurer may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary-treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. It is the responsibility of the superintendent to evaluate the secretary-treasurer annually.

It is the responsibility of the secretary-treasurer, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The secretary-treasurer will also be responsible for filing the required reports with the Iowa Department of Education.

In the event the secretary-treasurer is unable to fulfill the responsibilities set out by the board and the law, the superintendent secretary or payroll clerk will assume those duties until the secretary-treasurer is able to resume the responsibility or a new secretary-treasurer is appointed. The secretary-treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 64; 277.27; 279.3, .5, .7, .31-.33, .35; 291.2-.4, .6-.15; 299.10, .16 (2003).  
281 I.A.C. 12.3(1).  
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office  
210.1 Annual Meeting  
215 Board of Directors' Records  
501.10 Truancy - Unexcused Absences  
704.3 Investments  
707 Fiscal Reports  
708 Care, Maintenance and Disposal of School District Records

Approved 11/1/2004Reviewed 11/21/2005

Revised \_\_\_\_\_

## BOARD OF DIRECTORS' LEGAL COUNSEL

It shall be the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district.

The superintendent and board secretary shall have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board secretary believe it is necessary for the management of the school district. The board president may contact and seek advice from the school board's legal counsel. The board's legal counsel shall attend both regular and special school board meetings upon the request of the board or the superintendent. Board members may contact legal counsel upon approval of a majority of the board. It shall be the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

It shall be the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

Legal Reference: Bishop v. Iowa State Board of Public Instruction, 395 N.W.2d 888 (Iowa 1986).  
Iowa Code § 279.37 (2003).

Cross Reference: 200 Legal Status of the Board of Directors

Approved 11/1/2004

Reviewed 11/21/2005

Revised \_\_\_\_\_

## BOARD OF DIRECTORS' SELF-EVALUATION

Annually, the board shall conduct an evaluation of itself. The goal of the self-evaluation is not to criticize fellow board members but rather to point out strengths as well as weaknesses of the board.

The evaluation will focus on board policies, board meetings, education program, financial management, board members' personal qualities, and the board's relationship with the superintendent, employees, school district community, and students.

It shall be the responsibility of the board president to develop a board evaluation program. The board may employ an outside facilitator if the board determines the facilitator is necessary.

Legal Reference: Iowa Code § 279.8 (2003).

Cross Reference: 105 Long-Range Needs Assessment

Approved 11/1/2004

Reviewed 11/21/2005

Revised \_\_\_\_\_

## AD HOC COMMITTEES

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees or students to assist the board. Committees formed by the board shall be ad hoc committees.

An ad hoc committee is formed by board resolution which shall outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee shall automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee will be subject to the open meetings law if the committee is established by statute or if the committee makes policy recommendations and is established by or approved by the board.

The method for selection of committee members shall be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and shall consider the various viewpoints on the issue. The board may designate a board member and the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

Legal Reference: Iowa Code §§ 21; 279.8; 280.12(2) (2003).  
281 I.A.C. 12.3(3), .3(8); .5(8).  
O.A.G., Nov. 18, 1993

Cross Reference: 104 The People and Their School District  
105 Long-Range Needs Assessment  
212 Open Meetings  
213 Closed Sessions  
218 Board of Directors' Records  
605.1 Instructional Materials Selection  
900 Principles and Objectives for Community Relations

Approved 11/1/2004

Reviewed 11/21/2005

Revised \_\_\_\_\_

## AD HOC COMMITTEES EXHIBIT

### Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board's role to take action based on information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

### Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of others. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of business to the ad hoc committee.

### Ad Hoc Committee Membership

Ad hoc committee members may be appointed by the board. The board may request input from individuals or organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Boards must follow the legal limitations or requirements regarding the membership of an ad hoc committee.



## STUDENT FUND RAISING

Students may raise funds for school-sponsored events with the permission of the principal. ~~Fund raising by students for events other than school sponsored events must be approved by the principal.~~ Collection boxes for school fund raising must have prior approval from the principal before being placed on school property. *by having the coach/sponsor fill out the appropriate fund raising form for permission. This form must be approved by the Activities Director, Building Principal, and Director of Finance before presentation to the Board of Education for final approval. No fund raisers will be held without prior approval from the Board of Education. If this policy is not followed as written, the disciplinary steps will be:*

*1st Offense – Letter of reprimand to be placed in personnel file signed by Activities Director and Staff Member*

*2nd Offense – One half of money raised will be placed in general activity fund*

*3rd Offense – All money raised will be placed in general activity fund*

*Requests are due for the board agenda the Monday prior to the regular monthly board meeting.*

It shall be the responsibility of the superintendent, in conjunction with the ~~principal~~ *Activities Director and Director of Finance*, to develop administrative regulations regarding this policy.

Legal Reference: Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).  
Iowa Code § 279.8 (2003).

Cross Reference: 402.9 Solicitations from Outside  
502 Student Rights and Responsibilities  
503 Student Discipline  
504 Student Activities  
704.5 Student Activities Fund  
905.2 Advertising and Promotion

Approved 11/1/2004

Reviewed 12/15/2008

Revised \_\_\_\_\_

FUND RAISING REQUEST FORM

INDEPENDENCE COMMUNITY SCHOOL DISTRICT  
ACTIVITY FUND  
FUNDRAISING REQUEST

DATE OF REQUEST: \_\_\_\_\_

BUILDING: \_\_\_\_\_

NAME OF GROUP: \_\_\_\_\_

DATE(S) OF SALE: \_\_\_\_\_

PURPOSE OF FUNDRAISER: \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF ITEMS TO BE SOLD: \_\_\_\_\_

\_\_\_\_\_

COST OF ITEMS TO BE SOLD: \_\_\_\_\_

WHEN WILL YOUR GROUP BE SELLING ITEMS: \_\_\_\_\_

WILL THE ITEMS BE SOLD IN THE SCHOOL, COMMUNITY OR BOTH: \_\_\_\_\_

IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED: \_\_\_\_\_

\_\_\_\_\_

DATE FOR PROGRESS REPORT ON FUNDRAISER: \_\_\_\_\_

(THIS REPORT MAY BE WAIVED)

ESTIMATED PROFIT FROM FUNDRAISER: \_\_\_\_\_

SIGNATURES: \_\_\_\_\_ GROUP SPONSOR

\_\_\_\_\_ BUILDING PRINCIPAL

\_\_\_\_\_ ACTIVITIES DIRECTOR

\_\_\_\_\_ DIRECTOR OF FINANCE

-----

ACTUAL FUNDS RAISED: \$ \_\_\_\_\_

TARGET GOAL MET?      YES      NO

### INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards ***and be in compliance with state and federal law***. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district has developed a local wellness policy committee comprised of representatives of the board, parents, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate an individual to evaluate the implementation of the policy. The committee will report annually to the board regarding the effectiveness of this policy.

The following guidelines apply during the school day which is considered to be during the hours of 8:00 a.m. - 3:15 p.m. and applies to all school campus buildings and facilities with the objective of promoting student health and reducing childhood obesity. The wellness policy is broken down into 5 areas:

1. Goals for nutrition education, physical activity, and other school-based activities that are designated to promote student wellness in a manner that the local education agency determines to be appropriate.
2. Includes nutritional guidelines selected by the local educational agency for all foods available on each school campus under the local educational agency during the school day with the objectives of promoting student health and reducing childhood obesity.
3. Provide assurance that guidelines for reimbursable meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture.
4. Establish a plan for measuring implementation of the local wellness policy, including one or more persons charged with operational responsibility for ensuring that the school meets the local wellness policy.
5. Involve parents, students, representatives of the school food authority, the school board and the public in the development of the school wellness policy.

Approved 04/17/2006

Reviewed \_\_\_\_\_

Revised 11/16/2009

## INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

### NUTRITION EDUCATION AND PROMOTION

#### A. Instructional Program Design

- a. Nutrition education topics shall be integrated within the sequential, district-aligned comprehensive education program taught pre-kindergarten through twelfth grades.
- b. The nutrition education program shall focus on student's ability to maintain and promote all aspects of personal wellness. The personal wellness behaviors education program will be based on theories and methods proven effective by published research, and be consistent with the district's health education Grade Level Expectations and Components.
- c. Personal wellness education shall be designed to help students learn:
  - i. Concepts regarding injury and disease prevention, disease control and safety.
  - ii. Essential concepts regarding nutrition and diet.
  - iii. Awareness of environmental and external factors that affect individual, family and community health.
  - iv. Awareness of the availability of effective use of health services, products and information.
  - v. Awareness and knowledge of the fundamental concepts of growth and development.
- d. The minimum requirements suggested are:
  - i. At least 5 hours of classroom nutrition education are provided each year for all students. Instruction to be administered by a highly qualified certified teacher or health care provider.
  - ii. Nutrition education instruction should involve as many hands on activities as possible engaging students in enjoyable, developmentally appropriate, culturally relevant, participatory activities.
  - iii. Each year, some individual classrooms participate in one or more events that are either centered on nutrition or conclude nutrition as a main component.
  - iv. Families are provided with information that encourages them to teach their children about health and nutrition and to provide nutritious meals for their families.
  - v. Nutrition education at the High School will be integrated in the following curricular areas: Family and Consumer Sciences, Health, Social Studies and Science.
- e. As part of the on-going curriculum revision cycle in the Independence Community School District, nutrition and wellness education is integrated into areas where large populations of students will benefit.

#### B. Staff Qualifications

- a. Staff responsible for nutrition education shall be highly qualified as per the State of Iowa Teacher Quality Act. They will participate in professional development activities allowing them to effectively deliver an education program. Preparation and professional development activities shall provide basic knowledge of nutrition, combined with skill practice in program specific activities and instructional techniques and strategies designed to promote personal wellness.
- b. School staff is encouraged to model healthy eating behaviors.

#### C. Educational Reinforcement

- a. School guidance and/or nursing staff shall collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families. Guest speakers invited to address students shall receive appropriate orientation to the relevant policies of the school district.

## INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

- b. School instructional staff shall be closely coordinated with the food service program and other components of the school health program. Classroom teachers will be given alternative choices they may consider to use as snacks or rewards in order to encourage healthy eating habits in the classroom.

### PHYSICAL EDUCATION

#### A. Instructional Program Design

- a. Physical education topics shall be integrated within the sequential, district aligned comprehensive physical education program taught at every grade level, pre-kindergarten through twelfth grade.
- b. The physical education program shall focus on student's ability to maintain and promote all aspects of a physically active lifestyle. The physical education program will be based on theories and methods proven effective by published research National Education Standards and be consistent with the district's Physical Education Grade Level Expectations and Components.
- c. Physical education shall be designed to help students:
  - i. Achieve and maintain a health enhancing level of physical fitness.
  - ii. Demonstrate competency in many movement forms and proficiency in a few movement forms.
  - iii. Apply movement concepts and principles to the learning and development of motor skills.
  - iv. Demonstrate responsible personal and social behavior in physical activity settings.
  - v. Understand that physical activity provides opportunities for enjoyment, challenge, self expression and social interaction.
  - vi. Demonstrate understanding and respect for differences among people in physical activity settings.
- d. The minimum requirements for physical education suggested are:
  - i. All students K-12, including students with disabilities, special health care needs and in alternate educational setting have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled basis each school week during the entire school year within the confines of the building schedules.
  - ii. Students will receive physical education during each week of school for the specified amount of time:
    - 1. East Elementary students will receive 30 minutes of physical education instruction every other day of the rotating building schedule throughout the school year.
    - 2. West Elementary students will receive 80 minutes of physical education every sixth day of the rotating building schedule throughout the school year.
    - 3. ~~Middle~~ **Jr. High** School students will receive between 45-50 minutes of physical education every other day during the building schedule throughout the school year.
    - 4. **Sr.** High School students will receive between 30-75 minutes of physical education instruction throughout the school year-a minimum of 25% and a maximum of 50% of the school year. (One 9-week term is required or two 9-week terms are available if physical education is chosen as an elective course in the block schedule.) A waiver may be granted to Junior or Senior student at the High School who carry a full academic load (students who have all four blocks filled with academic courses). In these cases, students are exempt from taking the required one nine week Physical Education course during the school year.

## INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

- iii. Classroom physical education reinforces the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on secondary activities, such as watching television.
- iv. Adequate age appropriate equipment is available for all students to participate in physical activity.
- v. Physical activity facilities on school grounds are safe.
- e. Physical Activity
  - i. Moderate to vigorous physical activity is encouraged verbally and through the provision of adequate space and age appropriate equipment.
  - ii. Elementary school students have at least 45 minutes a day of supervised recess, preferably outdoors.
  - iii. Information is provided to help families incorporate physical activity into the lives of all household members.

### B. Staff Qualifications

- a. Staff responsible for physical education shall be highly qualified as per the State of Iowa Teacher Quality Act. They will participate in professional development activities allowing them to effectively deliver a physical education program. Preparation and professional development activities shall provide basic knowledge of physical fitness, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote physical fitness.
- b. School staff is encouraged to model a physically active lifestyle.

### C. Education Reinforcement

- a. School instructional staff shall collaborate with agencies and groups conducting physical education in the community to send consistent messages to students and their families. Guest speakers invited to address students shall receive appropriate orientation to the relevant policies of the school district.
- b. School personnel shall not use physical activity (e.g. running laps, push-ups, etc) as a punishment for students when participating in required classroom/physical activities.

## PHYSICAL ACTIVITY

### A. Daily Physical Education

- a. The school district will provide physical education that:
  - i. ~~is daily (The Centers for Disease Control and Prevention recommends at least 150 minutes a week for elementary students and 225 minutes a week for middle and high school students);~~
  - ii. is for all students in grades K-12 for the entire school year;
  - iii. is taught by a certified physical education teacher;
  - iv. includes students with disabilities, students with special health-care needs may be provided in alternative educational settings; and,
  - v. engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

*(The Centers for Disease Control and Prevention recommends at least 150 minutes a week for elementary students and 225 minutes a week for middle and high school students.)*

## INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

### B. Daily Recess

- a. Elementary schools should provide recess for students that:
  - i. is at least 20 minutes a day;
  - ii. is preferably outdoors;
  - iii. encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; and,
  - iv. discourages extended periods (i.e., periods of two or more hours) of inactivity.
- b. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

### C. Physical Activity and Punishment

- a. Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

## FAMILY & CONSUMER SCIENCE, HEALTH, SCIENCE, SOCIAL STUDIES AND GUIDANCE

### A. Instructional Program Design

- a. Grade level expectations and components will be consistent with and integrate the curricular areas of Family & Consumer Science, Health, Science, Social Studies and Guidance.
- b. Family & Consumer Science, Health, Science, Social Studies and Guidance topics shall be integrated within the sequential, district aligned comprehensive education programs taught at every grade level, pre-kindergarten through twelfth grade, and aligned with the wellness standards and guidelines established.
- c. The Family & Consumer Science, Health, Science, Social Studies and Guidance programs shall focus on student's ability to maintain and promote aspects of personal wellness. These programs will be consistent with the district's grade level expectations and components.
- d. Family & Consumer Science, Health, Science, Social Studies and Guidance curriculums shall be designed to help students:
  - i. Recognize, understand and plan for the responsibility of parenting; physically, emotionally and financially. Understand and recognize the importance of food and nutrition in the development of a healthy person.
  - ii. Learn how to plan nutritionally adequate meals. Realize the role of family relationships on the development of personal wellness of an individual.
  - iii. Realize, recognize and analyze the complexity of marriage and family relationships.
  - iv. Identify and take part in activities that promote the understanding of self.
  - v. Understand the systems of the body as well as functions of reproduction and development.
  - vi. Understand and exhibit procedures regarding safe behavior.
  - vii. Utilize the skills in the area of human awareness to become better communicators and better listeners.
  - viii. Identify and understand sexually transmitted disease causes and preventions.
  - ix. Be aware of basic emotion needs of an emotionally healthy person and learn methods of coping with problems.

### INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

- x. Understand the social problem of substance abuse; its effects and implications to individuals and society.
- xi. Assess one's personal eating habits, set goals for improving personal wellness and achieve those goals.

#### B. Staff Qualifications

- a. Staff responsible for Family & Consumer Science, Health, Science, Social Studies and Guidance shall be encouraged to participate in professional development activities allowing them to effectively deliver an education program. Preparation and professional development activities shall provide basic knowledge in their content area, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote health and wellness.

#### C. Education Reinforcement

- a. School instructional staff shall collaborate with agencies and groups conducting wellness education in the community to send consistent messages to students and their families. Guest speakers invited to address students shall receive appropriate orientation to the relevant policies of the school district.

### COMMUNICATION WITH PARENTS

The school district will support parent's efforts to provide a healthy diet and daily physical activity for their children. The school district will share information when possible regarding topics such as; tips to pack a healthy lunch, classroom snack ideas and nutrition information that may include tips for physical fitness, as they are available.

### NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

#### A. School Meals

- a. Meals will be appealing and attractive to children.
- b. Meals will be served in clean and pleasant surroundings.
- c. Meet, at a minimum, nutritional requirements established by local, state and federal laws.
- d. Meals will offer a variety of fruits and vegetables daily, including fresh items when available.
- e. Meals will include a variety of milk to encourage consumption among students.
- f. Meals will, when possible, add whole grain items to the menu.
- g. Nutritional content will be placed on menus as a reference for students/parents.

#### B. Breakfast

- a. All buildings will participate in the breakfast program.
- b. Students will be encouraged to eat breakfast either at home or school.
- c. We will notify parents of the availability of the breakfast program twice a year at all elementary buildings.



## INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

### Foods sold outside the meal ( e.g. vending, a la carte, sales )

~~Foods sold in elementary schools should be sold as balanced meals, given young children's limited nutrition skills. Foods and beverages sold individually should be limited to fruits, veggies or 100% juices. This applies to any a la carte sales as well as student run organizations within the elementary school buildings.~~

~~Individual items sold during the school day at all campus buildings must meet the following requirements:~~

- ~~A. Beverages sold on a la carte must be in no more than 12oz containers with the exception of bottled water.~~
- ~~B. Dessert items will not be sold as seconds.~~
- ~~C. Pop/soda will be available for sale only in staff lounges away from students. Staff choosing to consume pop/soda during class time must do so in a concealed container as to not promote consumption to students. Pop/soda may not be sold at any campus buildings or facilities with the exception of allowing selling at concession stands outside school hours.~~
- ~~D. Prepackaged items will be limited to items with no more than 7 grams of fat per serving.~~
- ~~E. Baked chips only.~~
- ~~F. Fresh fruit and veggies offered daily.~~
- ~~G. Juices must be 100% juice.~~
- ~~H. Milk must be offered on a la carte.~~
- ~~I. Vending machines will be limited to offering only waters and 100% juices.~~

***All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet nutrition standards as required by state or federal law.***

### Celebrations

Schools should evaluate their celebrations practices that involve food during the school day. The school district will disseminate a list of healthy party ideas to parents and teachers.

### Snacks

Snacks served during the school day in the classroom are to include healthy choices from the parent list sent home. Schools will assess when to offer snacks based on timing of meals, children's nutritional needs, children's ages, etc.

If eligible, schools that provide snacks through after school programs will pursue receiving reimbursements through the National School Lunch Program.

### Rewards

Foods given as rewards for academic performance or good behavior shall be healthy. Staff may not withhold food or beverages (including food served through meals) as a punishment. Foods may be used a catalyst for communication with special needs students.

### Sharing of Foods

Schools should discourage students from sharing their foods and beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

## INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

### Fundraising Activities

To support children's health and school nutrition efforts, school-sponsored organizations scheduling fundraising activities are encouraged to include selling healthy foods or non-food items. Fundraising activities that encourage physical exercise are also recommended. The school district will make available a list of fundraising ideas for organizations and staff.

***There are two types of fundraising – regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations, or through on-campus school stores. Regulated fundraising activities must comply with the state nutrition guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutrition guidelines if the activities involve foods and beverages.***

***The school district encourages fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.***

### School Sponsored Events/Concessions

Organizations that are responsible for providing concessions for school sponsored events and game concessions are encouraged to also provide healthy choices along with their regular items sold. To the extent possible, this may include having available 100% juices & bottled water.

### Meal Times & Scheduling

The school district will provide students with at least 15 minutes for breakfast and 25 minutes for lunch. Meal periods will be scheduled after recess in Elementary buildings and at appropriate times (e.g. lunch periods will be scheduled between 11am and 1pm). Club, organizational meetings or activities should not be scheduled during mealtimes unless students may eat during such activities.

### Free/Reduced Priced Meals

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free/reduced priced meals. This will be accomplished by utilizing computer software on the serving lines and by limiting free/reduced information only to those who need to utilize that information for purposes directly related to their position within the district. Confidentiality forms will also be kept on file for all staff to which that information is released making them aware of the penalties for distributing that information to other sources. Out of date lists will be destroyed to prevent information from being exposed.

### Qualifications of Food Service Staff

Qualified nutrition professionals will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will provide continuing education and provide reimbursement for staff programs that include appropriate certifications for staff according to their levels of responsibility as detailed in the staff handbook. All food service staff will receive 12 hours of in-service training on a variety of related topics per year.

### Staff Wellness

The school district values the health and well-being of every staff member and will assist in the planning and implementation of activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The school district has established a staff wellness committee to promote and oversee a staff wellness program for school staff.

## INDEPENDENCE COMMUNITY SCHOOLS WELLNESS POLICY

### Food Safety

- A. All foods made available on campus adhere to food safety and security guidelines.
- B. All foods made available on campus comply with the state and local food safety and sanitation regulations. HACCP (Hazard Analysis and Critical Control Points) program is fully implemented to prevent food illness in schools. All groups/organizations requesting use of the food service areas will be required to follow all HACCP guidelines. A guideline sheet will be issued to those groups upon signing a Rental of Facilities and Equipment form.
- C. For the safety and security of the food and facility, access to the food service areas are limited to food service staff and authorized personnel.

### PLAN FOR IMPLEMENTATION

The superintendent will ensure compliance with established district-wide nutrition and physical activity wellness policies. Building principals will be responsible for ensuring compliance in their buildings and will report on the building's compliance to the superintendent. The Food Service Director and food service staff will ensure compliance with nutrition policies within food service areas and will report compliance to the superintendent. The superintendent will develop a summary report every three years on school-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from buildings within the district. To help in the development of the school district's wellness policies, each building will conduct an assessment annually to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The school district, and the individual buildings within the school district, will revise the wellness policies and develop work plans to facilitate their implementation.

## Physical Activity Contract for the Current School Year

In 2008, the Iowa Legislature enacted "the Healthy Kids Act," requiring that all students in grades 6 – 12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. The law also requires that we monitor how students fulfill this requirement.

Please fill out the items below, sign (both student and parent/guardian), and return to the school by \_\_\_\_\_.  
 If you have any questions, call: \_\_\_\_\_ (date)  
 (# of local school official)

Name of Student: \_\_\_\_\_ Grade (current school year): \_\_\_\_\_

School activities that student will be involved in during the current school year (include estimate of minutes per week):

FALL	WINTER	SPRING
Cross country _____	Basketball _____	Track _____
Football _____	Wrestling _____	Golf _____
Volleyball _____	Bowling _____	Tennis _____
Swimming _____	Swimming (boys) _____	Soccer _____
Marching band _____	Show choir _____	Baseball _____
Cheerleading _____	Cheerleading _____	Softball _____
Drill team _____	Drill team _____	Pom squad _____
Trapshooting _____		

Other\* (what, when, how many minutes per week):

\_\_\_\_\_  
 \_\_\_\_\_

\* Non-school activities (may include non-school sport teams, gymnastics, dance, individualized exercise program, etc.) that student will be involved in during the current school year.

Signature of Student: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

## CAPITAL ASSETS

The school district will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the school district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law; to improve the school district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than \$5,000. The Federal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset.

All intangible assets with a purchase price equal to or greater than \$25,000 with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

~~Phase III districts, as determined under GASB 34, [will/will not] retroactively report intangible assets. If actual historical cost cannot be determined for intangible assets due to lack of sufficient records, estimated historical cost will be used.~~

This policy applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to "net" the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government's personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

The capital assets management system must be updated monthly to account for the addition/acquisition, disposal, relocation/transfer of capital assets. It is the responsibility of the superintendent, *and/or other designated staff*, to count and reconcile the capital assets with capital assets management system on June 30 each year.

It is the responsibility of the superintendent, *and/or other designated staff*, to develop administrative regulations implementing this policy. It will also be the responsibility of the superintendent, *and/or other designated staff*, to educate employees about this policy and its supporting administrative regulations.

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A (2009).

Cross Reference: 709 Insurance Program  
701.3 Financial Records

Approved 11/1/2004

Reviewed \_\_\_\_\_

Revised 03/15/2010

## CAPITAL ASSETS REGULATION

## A. Capital Assets Management System

The superintendent, and/or other designated staff, shall:

- 1) Conduct the fixed assets physical count;
- 2) Develop the fixed assets listing;
- 3) Tag fixed assets included in the fixed assets management system with a bar code identification number;
- 4) Make a recommendation of a computer software program for managing the fixed assets management system;
- 5) Enter the necessary data into the fixed capital assets management system and compile the appropriate reports;
- 6) Develop forms and procedures for maintaining the integrity of the fixed capital assets management system; and,
- 7) Maintain responsibility for an accurate fixed capital assets management system.

## B. Determining historical cost

1. The historical cost of a capital asset is based on the actual costs expended in making the capital assets serviceable.
2. Gifts of capital assets are valued at the estimated fair market value at the addition/acquisition date.
3. Fixed assets purchased under a capital lease are valued at historical cost of the net present value of the minimum lease payments on the addition/acquisition date.
4. The historical cost of capital assets must include capitalized interest.

## C. Annual capital assets listing reconciliation

1. The superintendent, and/or other designated staff, in conjunction with the capital assets management team, will conduct an annual capital assets physical count to develop the annual capital assets listing in a manner similar to the initial capital assets listing process in B above. At least every three years, someone other than the person in custody of the capital assets in the building/department/room will perform the capital assets physical count for the building/department/room.
2. Upon completion of the annual capital assets listing, the capital assets listing is reconciled to the capital assets management system data base.
3. Capital assets found to have been excluded from the data base are added to the capital assets management system. The capital assets management system process should be reviewed to prevent future incidents of excluding a capital asset.
4. Capital assets unaccounted for are reported to the superintendent who contacts the supervisor of and the individual in charge/control/custody of the capital asset. The individual in charge/control/custody of the capital asset has thirty days to account for the capital asset.

## CAPITAL ASSETS REGULATION

5. Capital assets unaccounted for after thirty days are reported to the superintendent for appropriate action and documentation. "Appropriate action" may include discipline, up to and including discharge, and may require the employee/person in charge/control/custody of the capital asset to replace the asset.
6. The superintendent, *and/or other designated staff*, is responsible for documenting the reasons each asset was not reconciled to the capital assets management system.

## D. Addition/acquisition of capital assets.

1. The school district's purchasing policy and administrative regulations must be followed when acquiring capital assets. The school district's policy and administrative regulations must be followed for receiving a gift of capital assets.
2. The capital assets addition/acquisition documentation must be completed for each additional capital assets with an addition/acquisition cost of equal to or greater than \$5,000. The following information should be collected, if applicable:
  - a. Name of location-building/department/room;
  - b. Location-building/department/room code;
  - c. Balance sheet accounting/class code;
  - d. Government or BTA program;
  - e. Addition/acquisition date;
  - f. Check/purchase order number or gift;
  - g. Bar code identification number assigned to and placed on the capital asset;
  - h. Serial/model number;
  - i. Cost-historical;
  - j. Fair market value on acquisition date (donated assets only);
  - k. Estimated useful life;
  - l. Vendor;
  - m. Purchasing fund and function;
  - n. Description of capital asset;
  - o. Department/person charged with custody,
  - p. Method of addition/acquisition-purchase, trade, gift etc.,
  - q. Quantity;
  - r. Replacement cost;
  - s. Addition/acquisition authorization; and,
  - t. Function for depreciation.
3. Capital assets acquired in a month must be entered into the capital assets management system in the same month.
4. The actual costs of construction in progress, other than infrastructure, is entered into the capital assets management system in the month in which costs are incurred until the total cost of addition/acquisition is entered. Upon completion of construction, the total costs accumulated over the period of construction are reclassified to buildings.

## CAPITAL ASSETS REGULATION

5. Capital assets acquired in a month must be entered into the capital assets management system in the same month.

E. Relocation/transfer of machinery and equipment capital assets.

1. A capital assets relocation/transfer documentation must be completed prior to removing machinery and equipment capital assets from their current location. The following information must be collected:
  - a. Relocation/transfer date;
  - b. Quantity;
  - c. Bar code identification number;
  - d. Current location-building/department/room code;
  - e. Name of current location-building/department/room;
  - f. New location-building/department/room code;
  - g. Name of new location-building/department/room;
  - h. Date placed at new location-building/department/room;
  - i. Department/person charged with custody; and
  - j. Relocation/transfer authorization.
2. Capital assets relocated/transferred in a month must be entered into the capital assets management system in the same month.

F. Disposal of capital assets

1. A Capital Assets disposal documentation must be completed prior to disposing of real property. The following information must be collected:
  - a. Disposal date;
  - b. Quantity;
  - c. Bar code tag identification number;
  - d. Legal description,
  - e. Location/Address;
  - f. Purchaser;
  - g. Disposal methods for real property trade, sale, stolen, etc.; and,
  - h. Disposal authorization.
2. Capital assets disposed of in a month must be entered into the capital assets management system in the same month.
3. When assets are sold or disposed of, it is necessary to calculate and report a gain or loss in the statement of activities. The gain/loss is calculated by subtracting the net book value (historical cost less any accumulated amortization) from the net amount realized on the sale or disposal.

G. Lost, damaged or stolen capital assets.

1. A Lost, Damaged or Stolen Capital Assets Report must be completed when a capital asset has been lost, damaged or stolen. The following information must be collected:



## CAPITAL ASSETS REGULATION

- a. Date of loss, damage or theft;
  - b. Employee/person discovering;
  - c. Quantity;
  - d. Description of capital asset;
  - e. Bar code tag identification number;
  - f. Location-building/department/room;
  - g. Description of loss, damage, etc.;
  - h. Filing of police report-yes or no;
  - i. Filing of insurance report-yes or no;
  - j. Sent for repair-yes or no;
  - k. Date returned from repair;
  - l. Date returned to location-building/department/room;
  - m. Department/person charged with custody; and,
  - n. Authorization.
2. Capital assets damaged, lost or stolen in a month must be entered into the capital assets management system in the same month.

## H. Capital assets reports

1. Annual reports for June 30 each year.
  - a. Capital assets listing including the following items:
    - 1) Balance sheet accounting/class code;
    - 2) Purchasing fund, function and depreciation function;
    - 3) Bar code tag identification number;
    - 4) Description of the capital asset;
    - 5) Historical cost or other;
    - 6) Location;
    - 7) Current year depreciation/expense; and,
    - 8) Accumulated depreciation/amortization.
  - b. capital assets listing by location/building;
  - c. capital assets listing by department/employee/person charged with custody; and,
  - d. capital assets listing by replacement cost.

## CAPITAL ASSETS MANAGEMENT SYSTEM DEFINITIONS

**Back trending/standard costing** - an estimate of the historical original cost using a known average installed cost for like units as of the estimated addition/ acquisition date. This cost is only applied to the capital assets initially counted upon implementation of the capital assets management system when the historical original cost cannot be determined. It is inappropriate to apply the back trending/standard costing method to any capital assets acquired after the assets management system implementation date.

**Balance sheet accounting/class codes** - the codes set out for assets in the Iowa Department of Education Uniform Accounting Manual. They are: 200-capital assets; 211- land and land improvements; 221-site improvements; 222-accumulated depreciation on site improvements; 231-buildings and building improvements; 232-accumulated depreciation on buildings and building improvements; 241-machinery and equipment; 242-accumulated depreciation on machinery and equipment, 251-works of art and historical treasures; 252-accumulated depreciation on works of art and historical treasures, 261-infrastructure, 262-accumulated depreciation on infrastructure, and 271-construction in progress.

**Book value** - the value of capital assets on the records of the school district, which can be the cost or, the cost less the appropriate allowances, such as depreciation.

**Buildings and building improvements** - a capital assets account reflecting the addition/acquisition cost of permanent structures owned or held by a government and the improvements thereon.

**Business-type activities** – one of two classes of activities reported in the government-wide financial statements. Business-type activities are financed in the whole or in part by fees charged to external parties for goods or services. These activities are usually reported in enterprise funds.

**Capital expenditures/expenses** - expenditures/expenses resulting in the addition/acquisition of or addition/acquisition to the school district's capital assets.

**Capital assets** - Capital assets with a value of equal to or greater than \$5,000 based on the historical cost include: long-lived assets obtained or controlled as a result of past transactions, events or circumstances. Capital assets include buildings, construction in progress, improvements other than facilities, land, machinery and equipment, and intangible assets.

**Capitalization policy** - the criteria used by the school district to determine which capital assets will be reported as capital assets on the school district's financial statements and records

**Capitalization threshold** - The dollar value at which a government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

**Capitalized interest** - interest accrued and reported as part of the cost of the capital assets during the construction phase of a capital project. The construction phase extends from the initiation of pre-construction activities until the time the asset is placed in service.

**Construction in progress** - buildings in the process of being constructed other than infrastructure.

**Cost** - the amount of money or other consideration exchanged for goods or services.

## CAPITAL ASSETS DEFINITIONS

**Depreciation/Amortization** - expiration in the service life of capital assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. In accounting for depreciation/amortization, the cost of a capital asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost.

**Fixtures** - attachments to buildings that are not intended to be removed and cannot be removed without damage to the buildings. Those fixtures with a useful life presumed to be as long as that of the building itself are considered a part of the building. Other fixtures are classified as machinery and equipment.

**General capital assets** - capital assets that are not capital assets of any fund, but of the governmental unit as a whole. Most often these capital assets arise from the expenditure of the financial resources of governmental funds.

**General capital assets account group (GFAAG)** - a self-balancing group of accounts established to account for capital assets of the school district, not accounted for through specific proprietary funds.

**Government activities** – activities generally financed through taxes, intergovernmental revenues, and other non-exchange revenues. These activities are usually reported in governmental funds and internal service funds.

**Government-wide financial statements** – Financial statements that incorporate all of a government's governmental and business-type activities, as well as its nonfiduciary component units. There are two basic government-wide financial statements the statement of net assets and the statement of activities. Both basic government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting.

**Historical (acquisition) cost** - the actual costs expended to place a capital asset into service. For land and buildings, costs such as legal fees, recording fees, surveying fees, architect fees and similar fees are included in the historical cost. For machinery and equipment, costs such as freight and installation fees and similar fees are included in the historical cost.

**Improvements** – In addition made to, or change made in, a capital asset, other than maintenance, to prolong its life or to increase the efficiency or capacity. The cost of the addition or change is added to the book value of the asset.

**Improvements other than buildings** - attachments or annexation to land that are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains and sewers. Sidewalks, curbing, sewers and highways are sometimes referred to as "betterments," but the term "improvements" is preferred.

**Infrastructure** – long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include; roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.

**Investment in general capital assets** - an account in the GFAAG representing the school district's investment in general capital assets. The balance in this account generally is subdivided according to the source of the monies that finance the capital assets addition/acquisition, such as general fund revenues and special assessments.

## CAPITAL ASSETS DEFINITIONS

**Land and buildings** - real property owned by the school district.

**Machinery and equipment** - capital assets which maintain their identity when removed from their location and are not changed materially or consumed immediately (e.g., within one year) by use. Machinery and equipment are often divided into specific categories such as: transportation machinery and equipment which includes school buses and school district owned automobiles, trucks and vans; other motor machinery and equipment which includes lawn maintenance machinery and equipment, tractors, motorized carts, maintenance machinery and equipment, etc.; other machinery and equipment which includes furniture and machinery and equipment contained in the buildings whose original cost is equal to or greater than \$5,000, and capital assets under capital leases and capital assets being acquired under a lease/purchase agreement.

**Proprietary funds** – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

**Replacement cost** - the amount of cash or other consideration required today to obtain the same capital assets or its equivalent.

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities who wish to use school district facilities or equipment must apply through the Activity Director. It is the responsibility of the Activity Director to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the Activity Director to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment. Fees will be billed through the Central Administration Office.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings or sites must leave the building or site in the same condition it was in prior to its use. Entities that use school district equipment must return the equipment in the same working condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

The school district will sponsor education related organizations' use of the ICN upon approval of the superintendent. Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorized users of the ICN shall ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming, must follow the state scheduling requirements. However, it is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming, contact the school district's ICN scheduler's office to inform them of their needs.

Approved 11/1/2004

Reviewed \_\_\_\_\_

Revised 06/15/2009

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

The board may allow entities, that are school related or of an educational nature, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

It is the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 8D; 276; 278.1(4); 279.8; 288; 297.9-.11 (2003).  
751 I.A.C. 14.  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

## USE OF SCHOOL DISTRICT FACILITIES &amp; EQUIPMENT APPLICATION FORM

**Permit to Use School Buildings and Grounds for Non-School Activities**

Independence Community School District  
1207 First Street West  
Independence, IA 50644  
319-334-7400

Copies to: Administration  
Organization  
Principal  
Custodian  
Food Service, if applicable

Date of Request: \_\_\_\_\_

Date to be used: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Representative: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Building to be used: \_\_\_\_\_

Will admission be charged? \_\_\_\_ Yes \_\_\_\_ No

Principal: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Proof of Insurance attached? \_\_\_\_ Yes \_\_\_\_ No

Move-in or set up time: \_\_\_\_\_

**Facilities:****Equipment Needed:**

\_\_\_\_ Gymnasium

\_\_\_\_ Public Address System

\_\_\_\_ Multi-purpose Room

\_\_\_\_ Special Lighting

\_\_\_\_ Cafeteria

\_\_\_\_ Audio Visual Equipment

\_\_\_\_ Kitchen

\_\_\_\_ Tables (Number?) \_\_\_\_ Chairs (Number?)

\_\_\_\_ Classrooms (Number?)

\_\_\_\_ Kitchen Equipment

\_\_\_\_ Playground

\_\_\_\_ Other Equipment needs:

\_\_\_\_ Other

Rental Fee: \_\_\_\_\_

Additional Stipulations: \_\_\_\_\_

*The organization agrees to comply with all school rules and regulations and the Board of Education policies and to pay as directed the Independence Community Board of Education the charges as stated on the attached sheet. The organization should give the school building principal forty-eight hours notice in case of cancellation. Additionally, district activities take precedence.*

*The organization agrees to reimburse the Independence Community School District for any and all injuries and damages occasioned or arising out of the use of school property.*

*The organization agrees to indemnify and hold harmless the Independence Community School District, its agents and employees from and against all loss and expense, including attorney fees, by reason of liability imposed by law upon the owner for damages because of bodily injury, including death at any time resulting there from sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by the Independence Community School District, its agents or employees.*

*I hereby certify that I have full authority and have been authorized to sign for and on behalf of the above-entitled organization.*

\_\_\_\_\_  
Board of Education Representative\_\_\_\_\_  
Organization Representative\_\_\_\_\_  
Date\_\_\_\_\_  
Title

USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT INDEMNITY  
& LIABILITY INSURANCE AGREEMENT

The undersigned hereafter referred to as "entity," states that it shall hold the Independence School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as shall protect the entity and the school district from claims for damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity. Such insurance shall include the Independence Community School District as an additional named insured in the policy carried by the entity and described above.

The entity shall furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at \_\_\_\_\_, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Entity)

By \_\_\_\_\_

By \_\_\_\_\_  
Superintendent

Title \_\_\_\_\_

By \_\_\_\_\_

Address \_\_\_\_\_

Secretary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES &amp; EQUIPMENT REGULATION

1. Alcoholic beverages will not be brought to or consumed in the school district facilities or grounds.
2. Smoking is prohibited in school district facilities.
3. A custodian or employee must be present while the school district facility or equipment is being used by an entity, if deemed necessary by the superintendent/designee.
4. After a school district facility or site has been used by an entity, cleaning, including restoring the facility or site to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility or site will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility or site to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
6. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time shall be charged a ½ the original fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.
7. All groups using school facilities must have responsible adult supervision. No group will be admitted to a building unless accompanied by or preceded by an adult supervisor. The adult supervisor must remain in the building until the last member of the group is out of the building.
8. If kitchen equipment is to be used, a food service staff person is to be present and the school will be reimbursed for their time.
9. If a large crowd is expected, the organization should secure special police for the protection of the school facilities, if deemed necessary by the superintendent/designee.
10. FEE SCHEDULE
  - a. If custodians are needed, the rate will be charged actual cost to the district and in accordance with state and federal regulations.
  - b. If food service personnel are needed, the rate will be the actual cost to the district and in accordance with state and federal regulations.
  - c. The following rate schedule is per day. A day is defined as any length of time in a 24 hour period.

<u>Entity</u>	<u>Charges</u>	
	Rental Fee	Custodial Fee
Non-school for-profit	Yes	Yes
Non-school non-profit	No	<del>Yes</del> <b><i>Determined by Superintendent</i></b>
School-related non-profit	No	No
Government related	No	No

- d. The superintendent or designee will determine the fee schedule for exceptional or unusual circumstances concerning the rental of school facilities.

## USE OF SCHOOL DISTRICT FACILITIES &amp; EQUIPMENT FEES SCHEDULE

## Rates for Use of Buildings and Sites

<i>East</i> Elementary school gym	\$75.00
<i>East</i> Elementary kitchen	\$100.00
Middle <i>West Elementary</i> school gym	\$125.00
Middle <i>West Elementary</i> school kitchen	\$100.00
<i>Jr/Sr</i> High School gym	\$125.00
Single classroom	\$50.00
<i>Jr/Sr</i> High school kitchen	\$100.00
<i>Jr/Sr</i> High school lunch room	\$100.00
Middle school <i>West Elementary</i> commons	\$100.00
Outdoor athletic facilities	\$125.00 plus ½ gate *Exception EB/Jesup ½ gate only
Storage Fee (upon availability)	\$30.00/month
Add to above:	
Custodial charges	Per hour + IPERS, FICA
Food service employee charges	Per hour + IPERS, FICA

ICN classroom per hour	\$12.50/hr plus hourly custodial fee
*School scheduling takes priority	

In addition to paying the above fees, other than entities using the ICN classroom, each entity must make arrangements with the school district to have adequate custodial and supervisory services. Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

Renter is responsible for the repair and/or replacement of damaged equipment and/or facilities.

## ICN ROOM USE

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees and board members. The school district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the school district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal law in using the ICN.

*Jr/Sr* High School Media Specialist is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program shall be filed with the *Jr/Sr* High School Media Specialist.

It shall be the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
5. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other school district facilities, sites, areas in the school district building or equipment are off limits to the authorized users.
6. The charge for use of the ICN room is \$12.50 per hour plus hourly custodial fee.
7. The ICN will be available Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m. School scheduling takes priority.
8. The sponsored or authorized user is responsible for all site and site usage charges.
9. A school district employee will be present in the school district facility while the ICN is in use.
10. Food and drink are not permitted in the ICN room.
11. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.
12. The school district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.
13. The school district reserves the right to charge all costs, including attorneys' fees that may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.

## DEVELOPMENT OF POLICY

The board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy provides the general direction as to what the board wishes to accomplish while allowing the superintendent to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements shall be the basis for the formulation of regulations by the administration. The board shall determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas shall be submitted to the superintendent's office for possible placement on the board agenda. It shall be the responsibility of the superintendent to bring these proposals to the attention of the board.

Legal Reference: Iowa Code §§ 274.1-.2; 279.8; 280.12 (2003).  
281 I.A.C. 12.3(2).  
1970 Op. Att'y Gen. 287.

Cross Reference: 101 Educational Philosophy of the School District  
200.1 Role of the Board of Directors  
200.3 Powers of the Board of Directors  
200.4 Responsibilities of the Board of Directors  
210 Board of Directors' Management Procedures

Approved 11/1/2004

Reviewed 12/20/2005

Revised \_\_\_\_\_

## ADOPTION OF POLICY

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes shall be distributed and public comment will be allowed at both meetings prior to final board action. This notice procedure shall be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion unless second reading was waived at the first meeting. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Legal Reference: Iowa Code § 279.8 (2003).  
281 I.A.C. 12.3(2).  
1970 Op. Att'y Gen. 287.

Cross Reference: 200.1 Role of the Board of Directors  
200.3 Powers of the Board of Directors  
200.4 Responsibilities of the Board of Directors  
210 Board of Directors' Management Procedures

Approved 11/1/2004

Reviewed 12/20/2005

Revised \_\_\_\_\_

## DISSEMINATION OF POLICY

A board policy manual shall be housed in the Central Administration Office. Board members shall have electronic access to the board policy manual. Persons wishing to review the board policy manual shall contact the board secretary, who shall have a board policy manual available for public inspection.

It shall be the responsibility of the board secretary to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals no later than the first regular board meeting following the policy's adoption. Changes in board policy shall be reflected in the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Legal Reference: Iowa Code §§ 277.31; 279.8 (2003).  
281 I.A.C. 12.3(2).

Cross Reference: 200.4 Responsibilities of the Board of Directors  
210 Board of Directors' Management Procedures

Approved 11/1/2004

Reviewed \_\_\_\_\_

Revised 11/17/2008

## SUSPENSION OF POLICY

Generally, the board shall follow board policy and enforce it equitably. The board, and only the board, may, in extreme emergencies of a very unique nature, suspend policy. It shall be within the discretion of the board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of board policy shall be documented in board minutes.

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

Cross Reference: 200.4 Responsibilities of the Board of Directors  
210 Board of Directors' Management Procedures

Approved 11/1/2004

Reviewed 12/20/2005

Revised \_\_\_\_\_

## ADMINISTRATION IN THE ABSENCE OF POLICY

When there is no board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the school district.

It shall be the responsibility of the superintendent to inform the board of the situation and the action taken and to document the action taken. If needed, the superintendent shall draft a proposed policy for the board to consider.

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

Cross Reference: 200.4 Responsibilities of the Board of Directors  
210 Board of Directors' Management Procedures  
303.4 Superintendent Duties  
306 Policy Implementation

Approved 11/1/2004

Reviewed 12/20/2005

Revised \_\_\_\_\_



## 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 (Series 200)
- 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 1/16/2006

Revised \_\_\_\_\_

## REVIEW OF ADMINISTRATIVE REGULATIONS

Board policy sets the direction for the administration of the education program and school district operations. Some policies require administrative regulations for implementation.

It shall be the responsibility of the superintendent to develop administrative regulations to implement the board policies. The regulations, including handbooks, will be approved by the board prior to their use in the school district.

The administrative regulations will be available within one day after the adoption of the board policy unless the board directs otherwise.

Legal Reference: Iowa Code §§ 279.8, .20 (2003).

Cross Reference: 200.4 Responsibilities of the Board of Directors  
210 Board of Directors' Management Procedures

Approved 11/1/2004

Reviewed 1/16/2006

Revised \_\_\_\_\_

Independence Community School District

09/13/2010 07:00 PM

## Period Vendor Report by Fund

08/01/2010 - 08/31/2010

Page: 1

User ID: ARF

Fund: 10 OPERATING FUND

<u>Vendor Name</u>		<u>Total</u>
ADVANCED SYSTEMS INC	SUPPLIES	63.48
ANFINSON & LUCE, P.L.C.	SERVICES	822.50
AREA EDUCATION AGENCY 267	TUIT/SUPP/SERV	205.13
AVATECH SOLUTIONS	SUPPLIES	4,194.00
BUCHANAN COUNTY TREASURER	TAXES	1,724.00
BUSINESS SYSTEMS INC.	SUPPLIES	413.66
CALLOWAY HOUSE INC	SUPPLIES	357.84
CAPITAL SANITARY SUPPLY CO INC	SUPPLIES	616.40
CAROLINA BIOLOGICAL SUPPLY	SUPPLIES	87.83
CDW GOVERNMENT, INC.	SUPPLIES	1,339.70
CENTER POINT-URBANA COMMUNITY SCHOOL	OE/SE TUITION	6,539.88
CENTRAL IOWA DISTRIBUTING	SUPPLIES	3,768.80
CITY LAUNDERING CO	SERVICE	50.00
CONRAD, RODNEY	REIMBURSEMENT	10.70
COURAGE TO CHANGE	SUPPLIES	120.01
CY & CHARLEY'S INC	REPAIRS/MAINT	1,260.67
DELTA	SUPPLIES	566.72
DHS CASHIER 1ST FLOOR	MEDICAID	15,839.97
DISCOUNT SCHOOL SUPPLY	SUPPLIES	140.84
ELECTRICAL ENGINEERING & EQUIP	IMPROVEMENT	66.48
ESCHEN TARPY NAPA	SUPPLIES	269.85
FARM PLAN	SUPPLIES	1,098.86
FASTENAL COMPANY	SUPPLIES	175.42
FIRST STREET DELI	SUPPLIES	105.00
FOUR OAKS-RESIDENTIAL	INSTRUCTION	4,017.33
FUSION FORWARD	SERVICES	175.00
G. TRYON AND ASSOCIATES	SERVICE	691.00
HAMMOND & STEPHENS	SUPPLIES	52.35
HARDWARE HANK	SUPPLIES	1,348.62
HAWKEYE ALARM SIGNAL COMPANY	SERVICES	1,075.00
HAWKEYE FIRE & SAFETY	SUPPLIES	892.75
HEARTLAND PAPER COMPANY	SUPPLIES	10,038.16
HIGLEY CHEMICAL COMPANY	SUPPLIES	258.70
HOUGHTON MIFFLIN	SUPPLIES	697.18
HYDE TELECOM	SERVICE	1,025.00
IASE	DUES/FEES	4,450.00
INDEPENDENCE BULLETIN JOURNAL	SUPPLIES	32.00
INDEPENDENCE LIGHT & POWER	UTILITIES	9,031.50
INDEPENDENCE PLUMBING/HTG INC	IMPROVEMENT	107.00
IOWA COMMUNICATIONS NETWORK	SERVICE	208.03
KEPHART'S MUSIC CENTER INC	SUP/SVC	267.80
KEY EQUIPMENT FINANCE	LEASE AGREEMENT	448.95
KWIK TRIP/KWIK STAR STORES	GASOLINE	912.37
LAKE SHORE LEARNING MATERIALS	SUPPLIES	884.46
LEARNING A-Z	SUPPLIES	339.80
LEARNING RESOURCES	SUPPLIES	92.91
LYNCH DALLAS PC	SERVICES	11,088.15
LYNCH ROOFING & SIDING INC	IMPROVEMENTS	305.00

Independence Community School District  
09/13/2010 07:00 PM  
Fund: 10 OPERATING FUND

Period Vendor Report by Fund  
08/01/2010 - 08/31/2010

Page: 2  
User ID: ARF

<u>Vendor Name</u>		<u>Total</u>
MASTER TEACHER	SUPPLIES	130.25
MIDAMERICAN ENERGY CO.	NATURAL GAS	653.66
MILLER QUARRY	SUPPLIES	40.00
NOLTE, CORNMAN, & JOHNSON PC	SERVICES	3,800.00
NYSTROM	SUPPLIES	250.95
OELWEIN GLASS, INC.	REPAIRS	288.88
OFFICE DEPOT, INC	SUPPLIES	740.82
OFFICE TOWNE, INC.	SUPPLIES	42.63
O'REILLY AUTOMOTIVE, INC.	SUPPLIES	87.55
ORIENTAL TRADING CO	SUPPLIES	50.87
PAPER CORPORATION	PAPER	20,367.10
PITNEY BOWES	LEASE	107.00
POSTMASTER-INDEE	POSTAGE	61.39
PYRAMID SCHOOL PRODUCTS	SUPPLIES	67.44
REALLY GOOD STUFF	SUPPLIES	206.91
RIDELL/ALL AMERICAN SPORTS COMPANY	SUPPLIES	3,182.00
RITE PRICE OFFICE SUPPLY INC	SUPPLIES	2,005.54
SCHOLASTIC INC	SUPPLIES	530.86
SCHOOL BUS SALES	SUPPLIES	108.72
SCHOOL SPECIALTY	SUPPLIES	508.33
SIOUX CENTRAL COMM SCHOOL DISTRICT	SERVICES	8,439.36
SMILEMAKERS INC	SUPPLIES	126.67
SPAHN & ROSE LUMBER CO INC	EQUIPMENT	501.89
STAPLES CREDIT PLAN	SUPPLIES	250.43
SUPERIOR CLEANING SERVICES LTD	IMPROVEMENT	2,230.00
SWISHER & COHRT	SERVICES	1,523.60
TEACHER DIRECT	SUPPLIES	99.22
TEXTBOOK WAREHOUSE	SUPPLIES	172.20
THE NEWS	ADS/LEGALS	907.29
TIMBERLINE BILLING SERVICES LLC	SERVICES	2,511.89
TOM'S AUTO TRIM	SERVICE	180.00
TREND FOR KIDS	SUPPLIES	79.37
TROTT TROPHIES	SUPPLIES	92.00
U.S. CELLULAR	TELEPHONE	768.55
UNITED RENTALS	SUPPLIES	435.00
VERN'S TRUE VALUE	SUPPLIES	2,536.20
VISA CARD SERVICES	SUPPLIES	1,239.03
WALMART 01-0750	SUPPLIES	12.00
WALMART COMMUNITY	SUPPLIES	237.06
WASTE MANAGEMENT OF WI-MN	SERVICE	1,675.25
WEBER PAPER COMPANY	SUPPLIES	4,616.38
WEST DELAWARE SCHOOL DISTRICT	TUITION/FEEs	12,121.20
WEST DES MOINES MARRIOTT	RESERVATIONS	206.08
WEST MUSIC CO INC	SUPPLIES	1,898.92
WITTROCK, KELSIE	REIMBURSEMENT	48.49

Vendors Listed: 93

Total: 164,415.78

Independence Community School District  
09/13/2010 07:00 PM  
Fund: 21 STUDENT ACTIVITY FUND

**Period Vendor Report by Fund**  
08/01/2010 - 08/31/2010

Page: 3  
User ID: ARF

<u>Vendor Name</u>		<u>Total</u>
BOECKMANN, TREVOR	OFFICIAL	174.00
CHUCK, EPPERSON	OFFICIAL	90.00
CY & CHARLEY'S INC	REPAIRS/MAINT	425.00
FILLINGER, CARLEY	OFFICIAL	50.00
FILLINGER, JADE	OFFICIAL	50.00
GRAWE, BOB	OFFICIAL	82.50
JESUP COMMUNITY SCHOOL	TUIT/FEES/REIMB	(75.00)
JW PEPPER & SON, INC.	SUPPLIES	303.99
KESSLERS TEAM SPORTS, INC.	SUPPLIES	2,930.15
LOWRY, TOMMY	OFFICIAL	81.00
MAKE MUSIC	SUPPLIES	30.00
MARCO PRODUCTS	SUPPLIES	118.58
OLSON, ERIC	OFFICIAL	121.60
RINDAHL, ROD	OFFICIAL	90.00
SYVERSON, DARRYL	OFFICIAL	102.00
UNITED BUSINESS SUPPLY	SUPPLIES	2,012.58
VISA CARD SERVICES	SUPPLIES	1,008.27
WALMART COMMUNITY	SUPPLIES	376.00
Vendors Listed:	18	Total: 7,970.67

Independence Community School District  
09/13/2010 07:00 PM  
Fund: 22 MANAGEMENT FUND

**Period Vendor Report by Fund**  
08/01/2010 - 08/31/2010

Page: 4  
User ID: ARF

<u>Vendor Name</u>	<u>Total</u>
SMITH - D & L INSURANCE SERVICES	167,938.00
Vendors Listed: 1	Total: <u>167,938.00</u>

09/13/2010 07:00 PM

08/01/2010 - 08/31/2010

User ID: ARF

Fund: 23 PHYSICAL PLANT &amp; EQUIPMENT

<u>Vendor Name</u>		<u>Total</u>
DONNELLY WOOD FLOORING & REF.	IMPROVEMENT	2,000.00
ELECTRICAL ENGINEERING & EQUIP	IMPROVEMENT	6,983.98
INDEPENDENCE PLUMBING/HTG INC	IMPROVEMENT	4,246.49
PLUMB SUPPLY COMPANY	IMPROVEMENTS	513.55
SPAHN & ROSE LUMBER CO INC	EQUIPMENT	587.12
WBC MECHANICAL, INC.	IMPROVEMENTS	8,518.50
Vendors Listed:	6	Total: 22,849.64

09/13/2010 07:00 PM

08/01/2010 - 08/31/2010

User ID: ARF

Fund: 33 LOCAL OPTION SALES AND SERVICES TAX

<u>Vendor Name</u>	<u>Total</u>
A-1 STORAGE AND CRANE SERVICE, INC. LEASE	2,506.00
CDW GOVERNMENT, INC. SUPPLIES	1,629.46
IOWA WALL SAWING SERVICE IMPROVEMENT	1,472.00
LYNCH ROOFING & SIDING INC IMPROVEMENTS	28,925.00
RSP & ASSOCIATES, LLC SERVICE	9,600.00
WIELAND & SONS LUMBER INC IMPROVEMENT	5,400.00
Vendors Listed: 6	Total: 49,532.46



Independence Community School District  
09/13/2010 07:00 PM  
Fund: 61 SCHOOL NUTRITION FUND

**Period Vendor Report by Fund**  
08/01/2010 - 08/31/2010

Page: 7  
User ID: ARF

<u>Vendor Name</u>		<u>Total</u>
COMFORT INN	LODGING	235.17
CROSSLEY, KELLY	REIMBURSEMENT	38.99
DELAWARE COUNTY EXTENSION OFFICE	FEES	560.00
FAREWAY STORES INC	SUPPLIES	18.21
FRISBEY, ANDREA	REIMBURSEMENT	278.00
I.C.S. NUTRITION FUND	SUPPLIES	0.00
JOBLINSKE, TORI	REIMBURSEMENT	127.58
Vendors Listed:	7	Total: <u>1,257.95</u>

Independence Community School District

09/13/2010 07:00 PM

Fund: 91 AGENCY POP FUND

**Period Vendor Report by Fund**

08/01/2010 - 08/31/2010

Page: 8

User ID: ARF

<u>Vendor Name</u>	<u>Total</u>
HAUSERS WATER SYSTEM                      SUPPLIES	11.00
Vendors Listed:                      1	Total: <u>11.00</u>

<u>Vendor Name</u>	<u>Vendor Description</u>	
Checking	1	
Checking Account: 1	Fund: 10 OPERATING FUND	
ACADEMIC SUPERSTORE	SUPPLIES	Vendor Total: 5,221.77
ADA BADMINTON & TENNIS	SUPPLIES	Vendor Total: 543.24
ADVANCED SYSTEMS INC	SUPPLIES	Vendor Total: 126.96
ADVENTURELAND FESTIVAL OF BANDS	REGISTRATION	Vendor Total: 90.00
AHLERS AND COONEY, P.C.	SERVICES	Vendor Total: 81.85
AREA EDUCATION AGENCY 267	TUIT/SUPP/SERV	Vendor Total: 109,773.07
ASCD	SUPPLIES	Vendor Total: 943.93
AUTO-JET MUFFLER CORPORATION	SUPPLIES	Vendor Total: 96.84
BARRON, CHRIS	REIMBURSEMENT	Vendor Total: 126.07
BEST BUY	SUPPLIES	Vendor Total: 151.32
BEYER, JAYME	SUPPLIES	Vendor Total: 56.76
BONEFAS, ANGIE	REIMBURSEMENT	Vendor Total: 79.59
BROWN, PAUL	REIMBURSEMENT	Vendor Total: 20.00
BUSINESS SYSTEMS INC.	SUPPLIES	Vendor Total: 659.54
CAPITOL VENDING	SERVICE	Vendor Total: 302.50
CDW GOVERNMENT, INC.	SUPPLIES	Vendor Total: 535.57
CEDAR RAPIDS GAZETTE	SUBSCRIPTION	Vendor Total: 192.79
CITY LAUNDERING CO	SERVICE	Vendor Total: 77.01
COMPANION CORPORATION	SUPPLIES	Vendor Total: 599.00
CONSOLIDATED ENERGY COMPANY	DIESEL	Vendor Total: 1,827.57
COULTER, ASHLEY	REIMBURSEMENT	Vendor Total: 60.00
CRAWFORD, ROBIN	REIMBURSEMENT	Vendor Total: 26.55
CURRICULUM ASSOCIATES, INC.	SUPPLIES	Vendor Total: 48.99
CY & CHARLEY'S INC	REPAIRS/MAINT	Vendor Total: 55.00
DELTA	SUPPLIES	

<u>Vendor Name</u>	<u>Vendor Description</u>		
		Vendor Total:	116.60
DEMCO	SUPPLIES		
		Vendor Total:	141.08
DES MOINES STAMP MFG CO	SUPPLIES		
		Vendor Total:	54.95
DICK BLICK	SUPPLIES		
		Vendor Total:	1,498.90
DON'S TRUCK SALES INC	SERVICE		
		Vendor Total:	2,338.56
DOORS INC.	SUPPLIES		
		Vendor Total:	450.81
DUNLAP MOTORS INC	SERVICE		
		Vendor Total:	23.90
ELLSWORTH PUBLISHING CO.	SUPPLIES		
		Vendor Total:	1,344.60
ESCHEN TARPY NAPA	SUPPLIES		
		Vendor Total:	416.00
EXCEPTIONAL PERSONS, INC	SERVICE		
		Vendor Total:	32.52
FARM PLAN	SUPPLIES		
		Vendor Total:	34.05
FASTENAL COMPANY	SUPPLIES		
		Vendor Total:	87.96
FOLLETT LIBRARY RESOURCES	SUPPLIES		
		Vendor Total:	912.58
FOUR OAKS	INSTRUCTION		
		Vendor Total:	60.00
FOUR OAKS-RESIDENTIAL	INSTRUCTION		
		Vendor Total:	120,611.83
GAGE EXTERMINATING	SERVICES		
		Vendor Total:	1,350.00
GLENCOE/MCGRAW HILL	BOOKS		
		Vendor Total:	738.60
GREAT SOURCE EDUCATION GROUP	SUPPLIES		
		Vendor Total:	1,475.21
GREENLEY LUMBER INC	SUPPLIES		
		Vendor Total:	115.08
HADDOCK CORPORATION	EQUIPMENT		
		Vendor Total:	2,099.50
HAMMOND & STEPHENS	SUPPLIES		
		Vendor Total:	333.55
HARDWARE HANK	SUPPLIES		
		Vendor Total:	305.33
HATCH EARLY CHILDHOOD	SUPPLIES		
		Vendor Total:	8,554.65
HAWKEYE ALARM SIGNAL COMPANY	SERVICES		
		Vendor Total:	273.00
HAWKEYE FIRE & SAFETY	SUPPLIES		
		Vendor Total:	144.00
HEARTLAND PAPER COMPANY	SUPPLIES		
		Vendor Total:	276.59

<u>Vendor Name</u>	<u>Vendor Description</u>		
HEINEMANN	SUPPLIES	Vendor Total:	682.00
HENKES, SUSAN	REIMBURSEMENT	Vendor Total:	45.00
HOLIDAY INN - DOWNTOWN	RESERVATIONS	Vendor Total:	413.60
HYDE TELECOM	SERVICE	Vendor Total:	1,098.75
I.C.S. ACTIVITY FUND	TRANSFER OF FUNDS	Vendor Total:	118.58
I.C.S. NUTRITION FUND	SUPPLIES	Vendor Total:	466.70
IASBO	DUES/FEES	Vendor Total:	60.00
IKON OFFICE SOLUTIONS	SUPPLIES/LEASE	Vendor Total:	2,613.97
INDEPENDENCE LIGHT & POWER	UTILITIES	Vendor Total:	12,811.05
INDEPENDENCE NEWSPAPER INC	SERVICE	Vendor Total:	39.00
INFRASTRUCTURE TECHNOLOGY SOLUTIONS	SUPPLIES	Vendor Total:	3,304.50
IOWA COMMUNICATIONS NETWORK	SERVICE	Vendor Total:	1,201.04
IOWA HIGH SCHOOL MUSIC ASSOC	DUES/FEES	Vendor Total:	757.00
IOWA HIGH SCHOOL SPEECH ASSOC.	DUES/FEES/SUPPLIES	Vendor Total:	50.00
J & D BODY SHOP	PARTS/REPAIRS/SERVICE	Vendor Total:	195.00
JESUP COMMUNITY SCHOOL	TUIT/FEES/REIMB	Vendor Total:	31,309.75
KAPLAN EARLY LEARNING CO.	SUPPLIES	Vendor Total:	229.71
KARSTEN, ELIZABETH	REFUND	Vendor Total:	126.07
KEPHART'S MUSIC CENTER INC	SUP/SVC	Vendor Total:	937.86
KEY EQUIPMENT FINANCE	LEASE AGREEMENT	Vendor Total:	448.95
KILBY, SHERRY	REIMBURSEMENT	Vendor Total:	31.68
KILER, BARBARA	REIMBURSEMENT	Vendor Total:	120.00
KNOTT, SUSAN	REIMBURSEMENT	Vendor Total:	62.52
KRESS, KELLY	REIMBURSEMENT	Vendor Total:	91.47
KWIK TRIP/KWIK STAR STORES	GASOLINE	Vendor Total:	1,259.32

<u>Vendor Name</u>	<u>Vendor Description</u>		
LAKE, DAN	SUPPLIES	Vendor Total:	107.89
LASTA CO.	SUPPLIES	Vendor Total:	54.50
LEARNING A-Z	SUPPLIES	Vendor Total:	754.45
LEGO EDUCATION	SUPPLIES	Vendor Total:	286.20
LINN-MAR BANDS	REGISTRATION FEES	Vendor Total:	100.00
LYNCH ROOFING & SIDING INC	IMPROVEMENTS	Vendor Total:	409.32
MACKEY, BARD	SERVICE	Vendor Total:	157.50
MAXIMOVICH, VALERIE	REIMBURSEMENT	Vendor Total:	66.01
MAYER-JOHNSON LLC	SUPPLIES	Vendor Total:	419.00
MCGRAW HILL CHILDRENS PUB.	SUPPLIES	Vendor Total:	43.78
MERRITT, SANDRA	SUPPLIES	Vendor Total:	231.99
MIDAMERICAN ENERGY CO.	NATURAL GAS	Vendor Total:	315.97
MID-IOWA SCHOOL IMPROVEMENT CONSORTIUM	SERVICES	Vendor Total:	2,862.00
MILLER QUARRY	SUPPLIES	Vendor Total:	445.78
MIRACLE RECREATION EQUIPMENT C	SUPPLIES	Vendor Total:	593.38
MULTI SERVICE CORPORATION	SUPPLIES	Vendor Total:	1,749.95
NASCO	SUPPLIES	Vendor Total:	23.19
NCS PEARSON INCORPORATED	SERVICE	Vendor Total:	190.64
NORBY'S FARM FLEET INC.	SUPPLIES	Vendor Total:	52.87
NORTHEAST IOWA BANDMASTERS ASSOCIATION	DUES	Vendor Total:	70.00
NORTHERN AUTO PARTS	SUPPLIES	Vendor Total:	286.99
OELWEIN PUBLISHING COMPANY	ADS/LEGALS	Vendor Total:	1,101.31
OFFICE DEPOT, INC	SUPPLIES	Vendor Total:	306.46
OFFICE TOWNE, INC.	SUPPLIES	Vendor Total:	2,246.13
O'REILLY AUTOMOTIVE, INC.	SUPPLIES	Vendor Total:	31.60

<u>Vendor Name</u>	<u>Vendor Description</u>		
PAETEC	UTILITIES	Vendor Total:	1,351.75
PCI EDUCATIONAL PUBLISHING	SUPPLIES	Vendor Total:	1,211.35
PEARSON EDUCATION	SUPPLIES	Vendor Total:	254.40
PERFECTION LEARNING INC	SUPPLIES	Vendor Total:	249.71
PHONAK HEARING SYSTEMS	SUPPLIES	Vendor Total:	116.49
PITNEY BOWES	LEASE	Vendor Total:	107.00
PITNEY BOWES INC	SUPPLIES	Vendor Total:	171.67
PLAY WITH A PURPOSE	SUPPLIES	Vendor Total:	1,529.24
PLUMB SUPPLY COMPANY	IMPROVEMENTS	Vendor Total:	212.57
PRAIRIE MUSIC ASSOCIATION	DUES/FEES	Vendor Total:	125.00
PURCHASE POWER	POSTAGE	Vendor Total:	3,000.00
RAWLINS, MEGAN	REIMBURSEMENT	Vendor Total:	5.76
RAY & ASSOCIATES. INC.	SERVICES	Vendor Total:	5,433.75
REALLY GOOD STUFF	SUPPLIES	Vendor Total:	141.55
REX'S REFILLS & SUPPLIES	SUPPLIES	Vendor Total:	581.56
RITE PRICE OFFICE SUPPLY INC	SUPPLIES	Vendor Total:	2,004.52
RJS MOTORSPORTS & WELDING	IMPROVEMENT	Vendor Total:	160.31
SAINT LUKE'S STAFF DEVELOPMENT	TRAINING	Vendor Total:	150.00
SCHMITZ, JOE	REIMBURSEMENT	Vendor Total:	50.00
SCHOLASTIC INC	SUPPLIES	Vendor Total:	4,293.62
SCHOOL BUS SALES	SUPPLIES	Vendor Total:	372.18
SCHOOL SPECIALTY	SUPPLIES	Vendor Total:	2,159.57
SIGNS AND MORE	SUPPLIES	Vendor Total:	115.42
SOURCE SIGN	SUPPLIES	Vendor Total:	492.87
SPAHN & ROSE LUMBER CO INC	EQUIPMENT	Vendor Total:	1,484.69
SPECE, JULIE	TRAINING		

<u>Vendor Name</u>	<u>Vendor Description</u>		
		Vendor Total:	45.00
SUMMIT LEARNING	SUPPLIES		
		Vendor Total:	146.14
SUPERIOR WELDING INC	SUPPLIES		
		Vendor Total:	6,294.11
SWISHER & COHRT	SERVICES		
		Vendor Total:	15.00
TEACHING STRATEGIES GOLD	ASSESSMENT		
		Vendor Total:	199.50
TEGTMEIER PIANO TUNING	SERVICES		
		Vendor Total:	96.50
THE NEWS	ADS/LEGALS		
		Vendor Total:	849.90
THOMAS BUS SALES, INC.	SUPPLIES		
		Vendor Total:	13.90
U.S. CELLULAR	TELEPHONE		
		Vendor Total:	1,547.77
U.S. GAMES	SUPPLIES		
		Vendor Total:	109.98
UNITED RENTALS	SUPPLIES		
		Vendor Total:	350.00
UNIVERSITY BOOK & SUPPLY	SUPPLIES		
		Vendor Total:	59.97
VALLEY HIGH SCHOOL	REGISTRATION		
		Vendor Total:	125.00
VAN GROLL, DAVID	TRAINING		
		Vendor Total:	150.00
VANHORN, BURT	REIMBURSEMENT		
		Vendor Total:	24.80
VERN'S TRUE VALUE	SUPPLIES		
		Vendor Total:	2,887.81
VIPS	SUPPLIES		
		Vendor Total:	1,394.61
VISA CARD SERVICES	SUPPLIES		
		Vendor Total:	28.98
WALMART 01-0750	SUPPLIES		
		Vendor Total:	46.43
WALMART COMMUNITY	SUPPLIES		
		Vendor Total:	631.52
WASTE MANAGEMENT OF WI-MN	SERVICE		
		Vendor Total:	113.27
WAUKEE HIGH SCHOOL	ENTRY FEES		
		Vendor Total:	125.00
WAVERLY-SHELL ROCK SCHOOL	REGISTRATION		
		Vendor Total:	2,285.96
WEBER PAPER COMPANY	SUPPLIES		
		Vendor Total:	213.53
WEST MUSIC CO INC	SUPPLIES		
		Vendor Total:	20.00
WILSON PHOTOGRAPHY	SUPPLIES		
		Vendor Total:	70.00



<u>Vendor Name</u>	<u>Vendor Description</u>
WINNINGER COMMERCIAL	SERVICE

Vendor Total: 1,050.00

WORTHINGTON DIRECT	SUPPLIES
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Vendor Total: 723.77

Fund Total: 382,259.63

Checking Account: 1	Fund: 22	MANAGEMENT FUND
SMITH - D & L INSURANCE		SERVICES

Vendor Total: 378.00

Fund Total: 378.00

Checking Account Total: 382,637.63

<u>Checking</u>	<u>2</u>	
Checking Account: 2	Fund: 61	SCHOOL NUTRITION FUND
BLACK HAWK COUNTY EXTENSION		FEES

Vendor Total: 130.00

DELAWARE COUNTY EXTENSION OFFICE	FEES
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Vendor Total: 35.00

FAREWAY STORES INC	SUPPLIES
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Vendor Total: 18.29

GOODWIN TUCKER GROUP	SUPPLIES
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Vendor Total: 298.60

HAWKEYE FOODSERVICE	SUPPLIES
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Vendor Total: 1,765.62

INTERSTATE BRANDS CORP.	BREAD
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Vendor Total: 547.80

KALENSKE, TRACY	REIMBURSEMENT
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Vendor Total: 3.50

MARTIN BROS DIST CO	SUPPLIES
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Vendor Total: 14,576.32

OFFICE TOWNE, INC.	SUPPLIES
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Vendor Total: 721.30

ORCHARD, DEANER	SUPPLIES
-----------------	----------

Vendor Total: 100.00

ROBERTS DAIRY COMPANY	DAIRY
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Vendor Total: 2,709.31

Fund Total: 20,905.74

Checking Account Total: 20,905.74

<u>Checking</u>	<u>3</u>	
Checking Account: 3	Fund: 21	STUDENT ACTIVITY FUND
ACDA INC.		DUES/FEES

Vendor Total: 176.00

BROCK, DOUGLAS	OFFICIAL
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Vendor Total: 125.00

FANDEL, MATT	OFFICIAL
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Vendor Total: 125.00

GREGG'S SPORTING GOODS	SUPPLIES
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Vendor Total: 611.60

HAUGEN, DONALD	OFFICIAL
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Vendor Total: 143.00

HERMAN, MARY	SERVICES
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Vendor Total: 100.00

INDEPENDENCE MAT CLUB	SUPPLIES
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Vendor Total: 500.00

Independence Community School District  
09/14/2010 11:19 AM

Board Report For Packet  
SEPTEMBER 2010 BOARD BILLS

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User ID: ARF

<u>Vendor Name</u>	<u>Vendor Description</u>		
IOWA SPORTS SUPPLY INC	SUPPLIES	Vendor Total:	120.00
JW PEPPER & SON, INC.	SUPPLIES	Vendor Total:	146.49
KESSLERS TEAM SPORTS, INC.	SUPPLIES	Vendor Total:	2,805.99
MARY'S ORIGINALS	SERIVCES	Vendor Total:	286.00
MAYNARD, NICK	OFFICIAL	Vendor Total:	55.00
MOVIE LICENSING USA	SUPPLIES	Vendor Total:	400.00
OFFICE TOWNE, INC.	SUPPLIES	Vendor Total:	23.98
PEPSI-COLA GEN BOT IN	SUPPLIES	Vendor Total:	2,001.96
POHORSKY, CHAD	OFFICIAL	Vendor Total:	125.00
PORTA PHONE	SUPPLIES	Vendor Total:	2,658.50
PRO-TUFF DECALS	SUPPLIES	Vendor Total:	227.99
QUALITY INN & SUITES	LODGING	Vendor Total:	201.50
RIVER RIDGE GOLF COURSE	SERVICE	Vendor Total:	337.50
SAM'S CLUB DIRECT	SUPPLIES	Vendor Total:	1,962.45
SCHAUB, STEVE	OFFICIAL	Vendor Total:	125.00
SHAFER, BEN	OFFICIAL	Vendor Total:	55.00
TEKIPPE, TERRANCE E.	OFFICIAL	Vendor Total:	55.00
TRIMBLE, COLE	OFFICIAL	Vendor Total:	55.00
TROTT TROPHIES	SUPPLIES	Vendor Total:	151.00
WAPSIE TV SALES & SERVICE	SERVICE	Vendor Total:	237.98
WEST DELAWARE SCHOOL DISTRICT	TUITION/FEES	Vendor Total:	50.00
		Fund Total:	13,861.94
Checking Account: 3	Fund: 91	AGENCY POP FUND	
BLAND'S FLOWER SHOP INC	FLOWERS	Vendor Total:	42.00
HAUSERS WATER SYSTEM	SUPPLIES	Vendor Total:	27.00
		Fund Total:	69.00
		Checking Account Total:	13,930.94

Checking

<u>Vendor Name</u>	<u>Vendor Description</u>		
Checking Account: 4	Fund: 23	PHYSICAL PLANT & EQUIPMENT	
INFRASTRUCTURE TECHNOLOGY SOLUTIONS	SUPPLIES		
	Vendor Total:		39,976.71
	Fund Total:		39,976.71
Checking Account: 4	Fund: 33	LOCAL OPTION SALES AND SERVICES TAX	
BG BRECKE INC	IMPROVEMENTS		
	Vendor Total:		27,340.00
CUSTOM CONCRETE	IMPROVEMENT		
	Vendor Total:		3,325.70
ELECTRICAL ENGINEERING & EQUIP	IMPROVEMENT		
	Vendor Total:		2,814.61
GISSEL CONSTRUCTION	IMPROVEMENTS		
	Vendor Total:		26,799.28
HSR ASSOCIATES INC	SERVICES		
	Vendor Total:		1,400.00
INDEPENDENCE PLUMBING/HTG INC	IMPROVEMENT		
	Vendor Total:		7,186.79
IOWA WALL SAWING SERVICE	IMPROVEMENT		
	Vendor Total:		1,404.00
LYNCH ROOFING & SIDING INC	IMPROVEMENTS		
	Vendor Total:		2,550.00
MCGRAW'S CARPETS	IMPROVEMENT		
	Vendor Total:		19,430.79
RJS MOTORSPORTS & WELDING	IMPROVEMENT		
	Vendor Total:		917.61
RSP & ASSOCIATES, LLC	SERVICE		
	Vendor Total:		376.05
SIGNS AND MORE	SUPPLIES		
	Vendor Total:		1,838.14
SUPERIOR CLEANING SERVICES LTD	IMPROVEMENT		
	Vendor Total:		1,647.00
TROY WEBER ELECTRIC, INC	IMPROVEMENT		
	Vendor Total:		17,370.00
WEBER PLUMBING, HEATING, COOLING	IMPROVEMENT		
	Vendor Total:		4,099.37
WIELAND & SONS LUMBER INC	IMPROVEMENT		
	Vendor Total:		3,600.00
	Fund Total:		122,099.34
	Checking Account Total:		162,076.05

## Board Report for September

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

The first few weeks of school have flown by. The entire staff has made everything work. We are asking numerous people to perform duties that they have never done before. I appreciate all the adjustments that people have made.

- The very complex schedule is working. Everyone has shown **great flexibility**.
- Room assignments have had to be adjusted. We are using the ICN room, the library, and the lunchroom on a daily basis (Junior High study hall or advisor). All areas are in use.
- Parking lots – The new parking arrangements are working. The southwest student lot always has spaces empty. The gates on the north end of the southwest lot are working. The gates are keeping student drivers away from the buses. Traffic flow is good in front of the building.
- Junior/Senior High building update. Our six new doors have been installed. They look great and should improve security. 32 of our security cameras are up and recording. We have about 10 more that will be running with in the week. We have great images even with low light.
- Tech issues – We still have some technology issues. The list is getting smaller.

High School Parent-Teacher conferences have been set for September 23, 3:45-7:30 (Dinner Break – 5:00-5:30). Teachers that are shared will only be available part of the time. Example if you teach at the Senior High half the day, then you would be at conferences half the time. Those teachers will communicate times with students and parents.

Homecoming week – September 27 – October 2

All activities are planned. Parade route has been changed but I think it will be good for the elementary students. I will go over the TP (vandalism) rule with the entire student body again this year. Last year we had better behavior than previous years. All students should follow the guidelines that were set last year.

All Jr./Sr. High Teachers have started with Professional Development material for the year, *Classroom Instruction that Works*.

At-Risk staff has started to meet once a week. We have two new At-Risk teachers at the high school. Students have been identified and staff are starting to meet and assist those students.

**JUNIOR HIGH BOARD REPORT**  
**ASSISTANT JR./SR. HIGH PRINCIPAL Dave Jacobson**  
**September 12, 2010**

The first month of school has gone very well and I want to compliment all the buildings & grounds staff, technology director Steve Noyes, the faculty, associates and students for making the transition to a new building successful for everyone. We experienced many hurdles we had to jump over but no obstacles we couldn't find a solution for!

The annual Magazine Sales Fundraiser is under way. The final turn in date will be Friday, September 17. We are encouraging every 7<sup>th</sup> & 8<sup>th</sup> grade student to renew or sell 5 subscriptions so we can reach our goal. This fundraiser is vital to our Junior High being able to offer many extras beyond what our school district can fund to enhance the education of our students.

We held our Meet the Teachers Night on August 24 for all 7<sup>th</sup> & 8<sup>th</sup> grade parents. Plans are in the works to streamline the agenda, find a better location to meet and increase parent numbers.

September 27 through October 8 all 7<sup>th</sup> & 8<sup>th</sup> grade students will be taking the NWEA/MAP tests. As in previous years, emphasis will be placed upon reading comprehension and math scores to provide our faculty with immediate and pertinent feedback on student instructional needs. Part of our yearly professional development is connected to the NWEA/MAP program.

Our 7<sup>th</sup> & 8<sup>th</sup> grade students will once again be taking a field trip to Camp EWALU on September 29 and October 13. Greg Moen and all of our 7<sup>th</sup> & 8<sup>th</sup> grade staff will put this program together. Parents will soon be receiving written information and permission slips to sign and return. This field trip has proven to be very educational, safe and a wonderful out of school experience we are glad to be able to offer our students.

7<sup>th</sup> & 8<sup>th</sup> grade athletic and fine arts programs are in full swing. We hope to see everyone out supporting our young people in these very important programs that contribute so much to their educational experiences.

**Report to the Board of Education  
West Elementary  
September 20, 2010**

**A Great Start**

We have had a great start to the school year. Our 392 students have adjusted to the new building quite well. Teachers have settled into their new classrooms and are busy doing beginning of the year assessments to better understand where students are in their learning. Some of the things that have happened in the last month include:

- ❖ Our **Open House** on August 20 was a huge success. We had 450 families/individuals come through the building. Teachers reported that 75-85% of their students and families attended. Community members also came through to see the building. Our Parent Advisory Council helped me personally greet every person that came in the doors. We heard many positive comments about how the building looked and excitement about the new year ahead.
- ❖ We had a “red carpet” on the first day of school for students to walk on as they entered the building and people were available taking pictures. The Ambassadors helped us dedicate the building with a **Ribbon Cutting Ceremony**. It was a lot of fun!
- ❖ Teachers have all set **classroom goals** with their students in reading and math and will be charting their progress toward meeting those goals throughout the year.
- ❖ **Safety before and after school** was a huge concern for us. We spent the first week refining our plan and believe that we have a policy that keeps our students safe in the parking lot as they come to and leave school. No cars are allowed into the parking lot before and after school. This allows children to move safely through the parking area and for buses to get around the campus. It took some adjustment time for our parents but, for the most part, they are now supporting our policy. Casey has taken an enormous lead in developing, revising, and enforcing the plan.

**School in Need of Assistance Audit and Action Plan**

As I reported last month, West has been designated as a School in Need of Assistance. We are 1 of 410 buildings who have been designated across the state as SINA and 295 on the Watch List! Because we have Title 1 services in the building, there are sanctions that come with the designation. A team from the building has already spent many hours working on an audit of our building that includes programs, professional development, climate, demographics, achievement data, etc. This is very similar to the process the district went through in 2007-08 when we asked the state to come and provide input. Our audit will be completed by September 16. We then make a diagnosis of what needs to be done and design an action plan for change. The plan has to be submitted to the state for approval by November 1.

We have had some very good conversation about our strengths and areas in which we could improve. In discussion with the staff, our plan will be to continue to strengthen our reading program with full implementation of small group reading instruction using the Guided Reading format. We will have a designated 30 minute block of time 3 days in a 6 day cycle devoted to small group intervention, with the primary focus being math. During that time, all staff will work with students on a specific concept/skill. Progress will be closely monitored. More information will be shared about our plan as it is developed.

Sandy Merritt

**Board Meeting  
East/ECC Principal's Report  
Mary Jean Blaisdell  
September 20, 2010**

**1. 2010-11 Enrollment update**

**East**

Kindergarten	First Grade	Second Grade
19	19	16
20	19	16
21	19	16
21	20	17
	20	19
<hr/>		
81	97	84

	05-06	06-07	07-08	08-09	09-10	10-11	Change
District K-2	289	293	305	297	300	262	-38

**2. Open House:**

East Elementary Open House is Tuesday, Sep 28, 6-7:30pm. Please join us!

**3. Year start:**

Very good despite all the movement this summer! We still have some smaller adjustments to make (rearrangement of space, small fix-its and long term assessments) but in general the facility is working well for K-2. Students are learning routines in the new setting and staff are getting in some extra mileage walking up and down the long hallways!

**4. Assessment:**

We have completed K-2 assessment for the fall and will be analyzing that data soon.

**5. Inservice:**

9/1 was spent with teachers continuing their work in language arts.

9/17 was spent in Waverly with the district faculty attending the Michael Schmoeker presentation on differentiated instruction.

**6. PTO:**

PTO is sponsoring the Writing Reptiles assembly in September and will be having a fundraiser this year.

**7. PK4:**

Verification occurs mid-November. We have an AEA 1 rep working with us through a grant to help us meet the goals of the verification.

## **ACTIVITIES SEPTEMBER BOARD REPORT**

### **Activities Director Dave Jacobson**

Fall sports and fine arts are in full swing. Volleyball and football participation numbers have seen a nice increase and we are hoping student numbers in all of our activities increase this year.

I am in the process of meeting with all Head Coaches and Sponsors so we can share information, viewpoints and build common ground where we can work together to increase the success of all of our programs. I am encouraging each Head Coach to incorporate four building blocks that will make up the foundation of their program:

1-Academic excellence.

2-Multi-sport/program participation.

3-Participation in a year round strength & conditioning program.

4-Program improvements; student numbers, goals, use of camps, in-house and out-of-house clinic attendance for all coaches, promotional ideas, etc. I am encouraging each program to be +1 this year over last year in their WAMAC conference finish.

I want to send out a very sincere THANK YOU to the many people that have helped to get me up to speed as the new Activities Director since July 1<sup>st</sup>. It has been a whirlwind process and things are falling nicely into place for all of our students. On the very near horizon for upcoming events are:

1-The Independence Co-ed Cross Country Invitational on Saturday September 25 at the MHI grounds.

2-Homecoming Week September 27 through October 2.

3-1<sup>st</sup> HOME Volleyball game versus Benton Community on Tuesday September 21 and the PACK THE GYM NIGHT during Homecoming Week Thursday September 30 versus Vinton Shellsburg.

Last, I want to thank the Independence Booster Club members for all of their efforts behind the scenes to help our programs. Their hours and hours of work DO make a difference and I want to encourage others to step up and help at just 1 activity because it does matter! Those that have attended one of our first 2 home football games know that the level of excitement and pride is improving in our school district. To see the band, student body, community members and athletes rally together is exactly what we want for our young people. **THANK YOU & GO MUSTANGS!**



**Report to the Board of Education  
Curriculum and School Improvement  
September 20, 2010**

**Iowa Core Curriculum**

The district leadership team had its first meeting at AEA a few weeks ago. We teamed with another district and shared each other's plans. The intent was to help each other identify ways we might be able to achieve our goals. We discussed how we might better communicate information about the Iowa Core to our students, parents, and community. We will use a variety of measures to share information electronically and in person. We also discussed how we might enhance the implementation of Characteristics of Effective Instruction-specifically Teaching for Learner Differences. We will be looking for examples of good practices to share. Principals will be looking for evidence in their walk throughs and formal observations. Staff will be encouraged to focus on teaching for learner differences in their peer observations.

We did not get any information about the alignment with the Common Core State Standards.

**Report to the Community**

The Annual Progress Report has been uploaded on the district website for the community. It will also be shared at our first CCC meeting this month and will be available in the community and in the buildings.

**District Wide Intervention Process**

As you recall, the Site Visit Report from last spring recommended we implement a district wide intervention process. The administrative team has had multiple discussions about how we will roll out Instructional Decision Making (IDM)/Response to Intervention (RtI). The process will be part of the Intervention Team process currently in place in all buildings. We are working on an implementation plan for small group intervention time in the buildings.

**Special Education**

Special education teams will meet on a monthly basis with their principals to review progress monitoring data and determine next steps for instruction.

Fifteen general and special education teachers from across the district have begun their training in co-teaching. The training is being provided by AEA 267 and is being held in the district.

**Curriculum Coordinating Council (CCC)**

CCC will transition into being formally designated as our School Improvement Advisory Council (SIAC) beginning this month. This was a recommendation from our Site Visit last year. The council will include more community members and meetings will be held in the evening.

**Teacher Quality Professional Development Funds**

The Teacher Quality Committee has determined how professional development dollars will be allocated. 60% will be used for individual/learning team projects, 20% will be divided between the buildings for Building Leadership Teams to use for building needs, and 20% will be used for district level professional development.

Sandy Merritt



# Independence

## Community School District

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Office of Stephen Noyes  
Technology Director

September 21, 2010

Technology has not gone very well for the beginning of the new school year. I underestimated the time involved to move and setup the computers. Things have improved in the last week or so.

PowerSchool: I have scheduled Thursday mornings for PowerSchool. This has worked out well and I plan to continue committing this time to work with PowerSchool.

Computers: Many of the computers have been relocated and are now setup to work with the improved network. We will start to use the District Ticket System starting October 27.

Printers: I have several printers to distribute throughout the district. In an attempt to save printing expenses, staff will be encouraged to print to the building copiers.

Network: The network surgery has had complications. We are working through these issues, but they are taking time because the network is in heavy-daily use. I have asked students to log-off of computers during the day to fix some remaining issues. The network is much faster then previous years. Last year, our average download speed was 300 kps, we are averaging about 1,800-2,000 kps this year. Home directories are staying mounted and most of the login issues are solved. The network has not crashed under its own weight this year.

Wireless Access: Our network will now support a wireless access solution. I am looking into various options and choices. I have sent maps to several interested companies.

District Content Filter: The content filter is doing a much better job of protecting the network. There are some growing pains and people need to pre-plan to make sure they are able to navigate to websites. We will eventually have different levels of content based on grade-level and classroom needs.

State Reporting: We are in the midst of collecting data for all of the Fall State reports. This is a busy time for everybody as we ensure the accuracy and timeliness of the reports.

Respectfully,

Stephen B. Noyes  
District Technology Director

**September 20, 2010****Nutrition/Food Services****Board Report**Nutrition

We have been able to get a list of Healthy Kids Act items for the High School's a la carte line, but we'll be adding to it as we find more items. So far this school year, we've been able to add an extra fruit or vegetable to the lunches almost every day, so students have plenty of choices.

Farm to School

We have served fresh tomatoes from our school garden at every school's lunch so far this year, at least once, some two or three times. We have also been able to serve a handful of peppers, cucumbers and zucchini from the garden at various schools' lunches. After meeting with Dan Lichty from Hawkeye's Horticulture program, we feel that we'll be getting ample assistance in the form of Hawkeye students and possibly student internships with our school garden. Micki Sand-Cohen and Joe Olsen continue to head up these efforts and have been doing a great job with the little spare time they have.

We've hired a Farm to School Coordinator, Jessi Dorsey. She hit the ground running on Aug. 30<sup>th</sup>, and has already spent hours on the phone and visiting our local growers (and local farmer's markets) to procure some great local produce. Many growers have had a tough summer with little produce, but we've been able to find local apples, cucumbers, baby red potatoes, and possibly green beans. I've been posting these menu items on our food Services website.

Jessi has also been busy trying to organize possible farm fieldtrips and farmer visits to the classrooms. We have 2 visits tentatively scheduled for East Elementary in November from our Dairy Farmer in Springville who does homemade Mozzarella demonstrations.

Equipment/Budget

Last year the auditors requested that I include equipment we disposed of in my board report. We disposed of one large capacity floor mixer from West Elementary. The budget is looking a bit tighter than usual, but we hope to continue to serve the same amount of fresh fruits and vegetables that we've been serving. We've had to spend some money in the High School storeroom. With the new coolers in it, the temperature was rising to 95 degrees or higher so we've had to put in an air conditioner. We will also be spending money to have the West Elementary steamer and steam kettle taken apart for their annual inspection this month.

Personnel

I had one cook resign her position, Lanette Frye at East Elementary. Luckily we have hired her replacement, Paula Decker and I think she will work out wonderfully. We also hired several new subs and they have all been working out well. We've already needed a lot of subs this year, as we've had my Kitchen Manager, Maureen Morehouse gone from her knee replacement surgery. She started back on the 8<sup>th</sup> part time.

Technology

We've had a bit of a rocky start to the school year. With our lunch program dependant on Powerschool's information, we struggled to get new accounts in, Free and Reduced forms in, and new students in before classes began. We are considering not using our databridge program as it seems to have created more problems that it has solved. I need to check to see if we've paid for this program through the school year or not before making this decision.

Respectfully Submitted,  
Kelly Crossley, Food Service Director

September Board Report 2010  
Grounds, Transportation, and Buildings

**Grounds:**

I would like to thank the football field committee for all the hard work they are doing getting the football complex in the best condition I have seen. They are making plans for the future and I believe this will be one of the nicest facilities around.

Our high School Football practice field has been flooded twice this summer and is basically ruined. We have been putting a lot of money into that field because of the flooding for several years. In my opinion instead of putting money into high school practice field we should use that money to improve the practice fields at the Linebaugh complex.

**Transportation:**

The A.M. bus routes for East, West and high School are going very good. The P.M. routes are not going as well as I would like to see them., but we are tweaking them every day and are continually improving. The bus drivers, teachers and parents need to be patient as there are a lot of students around the buildings at night. The decisions we are making are based on the safety of everyone. Superintendent Nathan Marting from Jesup and myself met on Sept 9<sup>th</sup> and both agree that the sharing agreement between Independence and Jesup is going very well.

**Buildings:**

The massive move has been completed. I would like to thank custodians, teachers, administrators, students and all the volunteers for their help. Without all these people working together the project could not of gotten done. I think this is a perfect example that if people work together anything can be done.

Mike Donnelly

## RESOLUTION \_\_\_\_\_

**A RESOLUTION OF THE SCHOOL BOARD OF THE INDEPENDENCE  
COMMUNITY SCHOOL DISTRICT ADOPTING THE CITY OF  
INDEPENDENCE HAZARD MITIGATION PLAN**

WHEREAS, the City Council of the City of Independence, Iowa has adopted its Hazard Mitigation Plan ("Plan"); and,

WHEREAS, the City received funding through the FEMA Hazard Mitigation Grant Program for the development of said Plan; and,

WHEREAS, a Public Hearing was held in the City Hall for the purpose of obtaining citizen input on the said Plan; and,

WHEREAS, said Plan Hazard Mitigation Plan was prepared in accordance with FEMA requirements at 44 C.F.R. 201.6 and has been certified by FEMA; and,

WHEREAS, the Independence Community School District participated in the formulation of said Plan through their representation on the Hazard Mitigation Planning Committee and attending related planning meetings and contributing or agreeing to goals, projects or activities contained therein.

NOW THEREFORE BE IT RESOLVED THAT the School Board of the Independence Community School District herewith adopts the Independence Hazard Mitigation Plan, and any amendments thereto.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

\_\_\_\_\_  
District President

ATTEST:

\_\_\_\_\_  
Superintendent

## **APPENDIX B – INDEPENDENCE COMMUNITY SCHOOL DISTRICT**

### **DISTRICT PROFILE**

Independence Community School District (ICSD) provides education to approximately 1,345 students. The District includes the communities of Independence, Rowley, and Brandon. The District has five facilities: Senior High School, Buchanan County Success Center, Junior High School, West Elementary, and an Early Childhood Center. The District is in the process of selling the East Elementary School.

The ICSD main campus is located at 1207 1<sup>st</sup> St. West and the Jr./Sr. High School is located at 514 5<sup>th</sup> Ave. SE. The main campus consists of 4 buildings, (Early Childhood Center, East Elementary, West Elementary, and The Administration Office). The bus garage is located about 100 yards NE of the Jr./Sr. High School building. The Success center is located at 2349 Jamestown Ave. There are 800 students and 125 staff at the main campus. The Jr./Sr. High School has 665 students and 87 staff. The bus garage has 17 staff, and the Success center has 27 students and 4 staff.

### **HAZARD RISK ASSESSMENT**

Since the ICSD is a component of the larger Independence community (planning area) the District participated in the scoring of hazards as a member of the Planning Committee (see page 72). Therefore, the scores developed by the Committee are applicable to the District, thus separate scoring was not done for the District. However, additional information regarding the ICSD is provided below in regards to transportation hazards:

1. The ICSD buildings location puts them at risk for a chemical spill or release.
2. The ICSD campus is located 1 mile south of a railroad tracks.
3. The ICSD campus is located 1 mile north of Hwy. 20
4. The Jr./Sr. High School & Bus Garage are located .5 miles from Hwy. 20 and 1.5 mile from the railroad tracks.
5. The Success center is located 50 yards from Hwy. 20 and 2 miles from the railroad tracks.

### **MITIGATION STRATEGY**

#### **Hazard Mitigation Plan Goals**

The Independence Hazard Mitigation Planning Committee (IHMP) identified the following hazard mitigation plan goals at their first official meeting. The IHMP set as a priority the development of broad-based goals that would address a multitude of hazards and encompass a variety of mitigation activities. By identifying these goals the Committee was able to develop mitigation action steps that with a particular objective in mind. The hazard mitigation plan goals are identified as follows.

Updated Goals of the Independence Hazard Mitigation Plan:

1. Maintain emergency services during hazard events, or if this not possible, return to pre-disaster service levels as soon as possible.
2. Maintain continuity of infrastructure.
3. Protect the health and welfare of the entire community by utilizing pre-disaster planning and constructing mitigation projects.
4. Identify possible action steps to be taken to decrease the risk of the communicable diseases.
5. Take steps to mitigate or minimize the impact of natural, technological, and/or man-made disasters.
6. Participate and incorporate the city's plan into a future Multi-Jurisdictional Plan.

**Current Activities**

The ICSD has identified evacuation locations, (such as in the event of a chemical release the school district residents can be evacuated to either Jesup or East Buchanan schools.) This information has been communicated to the entire school community via flip charts displayed in every room in every school building. The ICSD emergency management coordinator (Casey Reinkoester) has attended training and is currently working with the Buchanan County Emergency Management office (Rick Wulfekuhle) to devise a comprehensive plan of response to any and all possible emergency scenarios. There have been meetings between the ICSD administrative team and local law enforcement and emergency management persons to review the school's response to various hazards. The district has updated all school building entries to restrict access. The High School is in the process of purchasing and installing cameras. There are upcoming professional development training sessions planned for all school staff.

**Future Activities & Implementation Strategy / Action Plan**

School representative analyzed the potential mitigation activities. This analysis included a discussion of the potential benefits of implementing the activity, some hurdles that the community may face in implementing the action step, and the drawbacks of implementation. The analysis utilized the STAPLEE feasibility criteria. The STAPLEE technique is a FEMA suggested method of evaluation. The STAPLEE approach assesses both positive and negative impacts on the following aspects of a county: Social, Technical, Administrative, Political, Legal, Economic, and Environmental. Based on this analysis, each activity was ranked as High (H), Medium (M) or Low (L). Once the School representative identified and ranked the future hazard mitigation activities, the activities were then analyzed. In addition, the Committee identified a time line for each activity, identified the responsible

party (ies) for each activity and finally related each activity to at least one of the five Hazard Mitigation Plan Goals listed above.

### **Funding**

Although in the long-term hazard mitigation actions will save money by avoiding the loss of lives or property damages, in the short-term each action will have an associated cost. The School District will rely heavily on local funding sources to fulfill most of the plan obligations; however, they will also seek funds from State and Federal agencies for both pre- and post-disaster mitigation activities.

The estimated cost(s) for each mitigation action, program, or project is either: Minimal, Low, Moderate, or High depending upon various factors.

- Minimal: Cost estimate is \$10,000 or less based on using current staff, time commitment, continuous of current duties, proposed action/program/ project, and funding sources.
- Low: Cost estimate for project range from \$10,001 - \$99,999 based on existing proposed treatment, time commitment, any further study that is needed, and level of engineering, and project components (permits, acquisition, coordination, etc.).
- Moderate : Cost estimate for project range from \$100,000 - \$299,999 based on existing conditions, time commitment, proposed action/program/project, any further study that is needed, and level of engineering, and project components (permits, acquisition, coordination, etc.), and funding sources.
- High : Cost estimate for project range is \$300,000 or higher based on existing conditions, time commitment, proposed action/program/project, any further study that is needed, and level of engineering, project components (permits, acquisition, coordination, etc.), and funding sources.

Independence Community School District Future Mitigation Activities and Implementation Strategy is below in Table B.1.



**CITY OF INDEPENDENCE SINGLE-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE - 2010**

<b>TABLE B.1: INDEPENDENCE COMMUNITY SCHOOL DISTRICT FUTURE MITIGATION ACTIVITIES &amp; IMPLEMENTATION STRATEGY/ACTION PLAN</b>						
<b>Priority</b>	<b>Mitigation Action/Program/Project</b>	<b>Associated Hazard(s)</b>	<b>Primary Agency Responsible for Implementation</b>	<b>Timeline</b>	<b>Estimated Cost (\$)</b>	<b>Funding Source</b>
H	Educate the Public through: continued cooperation with local service organizations (American Red Cross, County EMA, etc) to educate residents on how to prepare for and respond to a various hazards; public awareness and education on City sponsored projects within identified flood hazard areas (fill for sidewalks trails); importance of personal Emergency/Disaster Plan; use of all forms of media	ALL	City, Buchanan County EMA, American Red Cross, Iowa DOT, Police Department, Fire Department, National Weather Bureau, First Responders, Duane Arnold Energy Plant, Public Works, Iowa DNR, ISU Extension, Buchanan County Health Department, Buchanan County Disaster Coalition, <b>School District</b>	On-Going	Minimal	Local
H	Consider the Construction of Community Tornado Shelters and Safe Rooms at Identified Vulnerable Locations (Senior Center, Falcon Civic Center, new High School, Churches, Nursing Homes, Hospitals, Mobile Home Parks, and Parks)	Tornado, Windstorms	Private Property and Business Owners, <b>School District</b> , Parks and Recreation, and Local Churches	On-Going	Low	Local
H	Ensure First Responders, Police Department, Fire Department, Public Works and Street Department are properly Equipped, Staffed, and Trained to Provide Adequate Response to All Hazards	ALL	City Council, Fire Department, Police Department, Buchanan County EMA, Buchanan County Health Center, Public Works and Street Department, <b>School District</b>	On-Going	Moderate to High	Local, State
H	Encourage Developers to Include Tornado Safe Rooms in New or Retrofit Construction Projects	Tornado, Windstorms	Building Department, Buchanan County EMA, <b>School District</b>	On-Going	High	Local, State, Federal
H	Continue to Maintain, Enforce, and Update Community Regulations, Ordinances, and Planning Documents as necessary (i.e., building codes, zoning ordinance, subdivision ordinance, floodplain management ordinance, comprehensive plan, minimum housing standards, etc.)	ALL	Building Department, City Manager, and City Council	On-Going, Update as Needed	Low	Local
H	Identify Locations (nursing homes, all school facilities, shelter locations) where it would be beneficial to have Backup Power Generation	Tornado, Windstorm, Severe Winter Storm, Hailstorm, Thunderstorm and Lightning	Independence Light and Power, City Council, <b>School District</b> (Public and Private), Private Property and Business Owners	On-Going or next 5 Years	Minimal to Moderate	Local
H	Identify any Deficiencies in Storm Sewer System and Prioritize Potential Mitigation Projects	Flash Flooding, River Flooding, Thunderstorm and Lightning, Hailstorm, Severe Winter Storm	Police Department, City Manager, Public Works	On-Going	Low to High	Local, State
H	Work Towards a Fire Insurance Rating of 4	ALL	Fire Department	On-Going	Moderate to High	Local, State, Federal

# CITY OF INDEPENDENCE SINGLE-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE - 2010

TABLE B.1: INDEPENDENCE COMMUNITY SCHOOL DISTRICT FUTURE MITIGATION ACTIVITIES & IMPLEMENTATION STRATEGY/ACTION PLAN						
Priority	Mitigation Action/Program/Project	Associated Hazard(s)	Primary Agency Responsible for Implementation	Timeline	Estimated Cost (\$)	Funding Source
H	Continue to Work to Safeguard against Potential Fire and Explosion Hazards Throughout the Community	Structure Fire, Grass and Wildfire, Explosion, Fixed HAZMAT	Fire Department, Buchanan County EMA, OSHA, Private Businesses Owners, Utility Providers, Private Property Owners, <b>School District</b>	On-Going	Minimal	Local
H	Maintain and Update as Needed, 28E Agreements with Surrounding Entities	ALL	Fire Department, Police Department, City Council, Buchanan County EMA	On-Going	Minimal	Local
H	Continue to Provide Good Emergency Access to Water Throughout the Community (i.e., access to hydrants, river, wells, etc.)	ALL	Fire Department, City Council, Public Works	On-Going	Minimal to Low	Local
H	Continue Participation in the National Flood Insurance Program (NFIP)	River and Flash Flooding	City Council	On-Going	Minimal	Local
H	Continue Good Working Practices of Wastewater Management During Flood Events	River Flooding	Wastewater Treatment Plant Superintendent	On-Going	Minimal to Low	Local
H	Systematically Review and Update, as needed, Hazard Responses Policies and Procedures	ALL	Buchanan County EMA, Fire Department, Police Department, City Council, Building Department, City Manager, <b>School District</b>	On-Going	Minimal	Local
H	Continue to Ensure Proper Signage is in place to Maintain Safe and Efficient Traffic Flow	Transportation, HAZMAT Transp.	Public Works Department, Iowa DOT	On-Going	Minimal	Local, State
H	Regularly Evaluate Transportation Systems to Identify and Correct any noted Deficiencies or Unsafe Areas, as well as Conduct Peak Studies (requested)	Transportation, HAZMAT Transp.	Public Works Department, Iowa DOT	On-Going	Minimal to Moderate	Local, State
H	Develop, Implement, and Maintain a Storm Water Management Program	Flash Flooding, Transportation, Watershed Health/Groundwater Contamination	City Council, Buchanan County EMA	On-Going	Minimal	Local
H	Identify and Evaluate Critical Facilities (i.e., wells, lift stations, WWPT, etc.) for Accessibility, Vulnerability, and Risk	Terrorism	Buchanan County EMA, Police Department, Sheriff's Department, Fire Department, Public Works Department, City Manager, Private Property Owners, Region 3 Fusion Center (currently conducting ACAMS), <b>School District</b>	On-Going	Minimal	Local
H	Continue to Test and Chlorinate Drinking Water	Disease	Water Superintendent	On-Going	Minimal	Local
H	Continue to Cooperate with Local Medical Facilities and Health Department to increase likelihood of detection and proper response to outbreaks	Disease	Buchanan County Health Department, Buchanan County Health Center, Buchanan County EMA, <b>School District</b>	On-Going	Minimal	Local
H	Place Air Conditioning in Schools	Extreme Heat	Independence Public Schools	On-Going	Low to Moderate	Local



**CITY OF INDEPENDENCE SINGLE-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE - 2010**

<b>TABLE B.1: INDEPENDENCE COMMUNITY SCHOOL DISTRICT FUTURE MITIGATION ACTIVITIES &amp; IMPLEMENTATION STRATEGY/ACTION PLAN</b>						
<b>Priority</b>	<b>Mitigation Action/Program/Project</b>	<b>Associated Hazard(s)</b>	<b>Primary Agency Responsible for Implementation</b>	<b>Timeline</b>	<b>Estimated Cost (\$)</b>	<b>Funding Source</b>
H	Maintain Backup Communication Towers for Emergency Responders	Communication Failure	Buchanan County EMA, Fire Department, Police Department	On-Going	Low	Local
M	Develop and Maintain Tree-Trimming Program in Order to Reduce the Chances of Falling Branches on Infrastructure and Property	Tornado, Windstorm, Sever Winter Storm, Hailstorm, Thunderstorm	Independence Light and Power, Public Works, Parks and Recreation, and Private Property Owners, <b>School District</b>	On-Going	Low to Moderate	Local
M	Work with Telephone Companies to provide Redundant Service Lines and More Cellular Towers to Reduce Risk of Outages	ALL	Telephone Companies	On-Going	Minimal	Local
M	Develop and Maintain a List of Interpreters in order to Enhance Communication Barriers within the community	Communication Failure	Buchanan County Health Center, Buchanan County EMA, <b>School District</b>	On-Going	Minimal	Local
M	Restrict Water Usage, as necessary, to Maintain Water Supply	Drought	City Council, Public Works	On-Going, as needed	Minimal	Local
M	Ensure Proper and Up-to-Date Training of Floodplain Managers	River Flooding	City Council, Building Department	On-Going	Minimal	Local, State, Federal
L	Require all New Developments to Place Utilities Underground	ALL	Developers, Independence Light and Power, City Council, Building Department, Private Utilities, and Private Property Owners, <b>School District</b>	On-Going	Moderate	Local
L	Consider Supplementing or Outright Donation of Smoke Detectors to Residents	Structure Fire	Fire Department	On-Going	Minimal	Local
L	Maintain a Local Swimming Pool	Extreme Heat	City Council, Parks and Recreation Department	On-Going, seasonal	Low to Moderate	Local

## Independence Community School District TRAVEL REQUEST FORM

Any staff member requesting permission to attend meetings, conventions, or field trips shall file this form with their building supervisor at least 10 working days prior to the meeting or trip. If you are requesting overnight travel, the Superintendent must also approve your request. If your travel request is outside a 200 mile radius and outside the state of Iowa you also need the approval of the Board of Education.

If you are approved this form will be returned to you with the appropriate signatures. At this time, you can make your requests for any registration fees, hotel/motel accommodations and request a vehicle if it is needed. **DO NOT** submit those requests until you are approved. Please submit requests timely.

Requested By: David Lang Date: 8-12-10  
 Check One: Professional Leave \_\_\_\_\_ Educational Field Trip X  
 Purpose of Leave/Field Trip: Bands of America Grand Nationals

Dates of Meeting/Trip: Nov 12-14, 2010  
 Departure Date: Nov 12, 2010 Date Returning: Nov 14, 2010  
 Sponsoring Organization: Band Dept.  
 Meeting Held At: Indianapolis (City) Indiana (State)

Will this workshop allow you to apply for and receive graduate credit? \_\_\_\_\_ Yes X No

If yes, please explain \_\_\_\_\_

Are you being reimbursed by any other group or organization for any expenses or receiving a stipend for attending this meeting?

\_\_\_\_\_ Yes X No If yes, please explain \_\_\_\_\_

Rationale for Attendance: To watch the performances of the Top 30 HS Marching Bands in The USA

Others in the District who you know are going to this meeting or convention? HS Band Students + Staff (Lisa Lang, David Lang, Kate Bauman)

Who are you coordinating your travel expenses/plans with? Hawkeye Stage Bus Co + Band Boosters

Is this meeting/in-service applicable to any of our special school projects (i.e. Eisenhower, School-to-Work, Title I, etc. or are you requesting it to be paid by the General Fund? NO

\_\_\_\_\_ Activity Fund \_\_\_\_\_ General Fund Code(s): \_\_\_\_\_

### Estimated Cost:

Transportation -- (figure ground transportation costs @ \$.24 Per mile) \$ \_\_\_\_\_  
 Check One: \_\_\_\_\_ School Vehicle \_\_\_\_\_ Public Transportation \_\_\_\_\_ Own Vehicle

Meals \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Registration Fee \$ \_\_\_\_\_

Cost of Sub \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

J. Johnson  
 Immediate Supervisor Date \_\_\_\_\_  
Jean Peterson  
 Superintendent of Schools Date 8/23/10  
 (Overnight or out of state trips ONLY)

Approved by Board of Education Date \_\_\_\_\_  
 (Outside 200 mile radius & outside Iowa ONLY)

Date Returned to Employee by Central Office \_\_\_\_\_

**INDEPENDENCE COMMUNITY SCHOOL DISTRICT  
ACTIVITY FUND  
FUNDRAISING REQUEST**

DATE OF REQUEST: 8/11/2010

BUILDING: High School

NAME OF GROUP: Football

DATE(S) OF SALE: Football Games

PURPOSE OF FUNDRAISER: Pay for Supplies

DESCRIPTION OF ITEMS TO BE SOLD: T-shirts

COST OF ITEMS TO BE SOLD: \$12.00

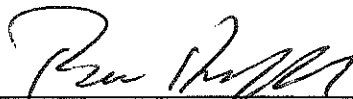
WHEN WILL YOUR GROUP BE SELLING ITEMS: Game nights


WILL THE ITEMS BE SOLD IN THE SCHOOL, COMMUNITY OR BOTH: Football Field

IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED: \_\_\_\_\_

DATE FOR PROGRESS REPORT ON FUNDRAISER: \_\_\_\_\_  
(THIS REPORT MAY BE WAIVED)

ESTIMATED PROFIT FROM FUNDRAISER: \$500.00

SIGNATURES:  GROUP SPONSOR

 BUILDING PRINCIPAL

 ACTIVITIES DIRECTOR

 DIRECTOR OF FINANCE

ACTUAL FUNDS RAISED: \$ \_\_\_\_\_

TARGET GOAL MET?      YES      NO

ACTIVITY FUND  
FUNDRAISING REQUEST

DATE: 8/25/2010

BUILDING: HS

NAME OF GROUP: HS. Band

DATE(S) OF SALE: Sept. 10 - Oct 1

PURPOSE OF FUNDRAISER: To raise money for end of the year awards (Solo/Ensemble Medals, senior Awards, Pep Band Pins, Jazz Pins, etc...)

DESCRIPTION OF ITEM TO BE SOLD: Marching Mustang Morning Madness Raffle - The winner receives a performance by the Marching Band on October 9th, at 8AM

COST OF ITEM TO BE SOLD: One dollar

WHEN WILL YOUR GROUP BE SELLING ITEMS: Sept. 10 - Oct 1

WILL THE ITEM BE SOLD IN THE SCHOOL, COMMUNITY, OR BOTH: Both

IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED: \_\_\_\_\_

Fruit Sale in December + Pizza Sale in March.

DATE FOR PROGRESS REPORT ON FUNDRAISER: Oct. 1  
(This report may be waived)

ESTIMATED PROFIT FROM FUNDRAISER: \$500 - \$1000

SIGNATURES: [Signature] Group Sponsor

[Signature] Building Principal

[Signature] Activities Director

[Signature] Administration Office

INDEPENDENCE COMMUNITY SCHOOL DISTRICT  
ACTIVITY FUND  
FUNDRAISING REQUEST

DATE: August 26<sup>th</sup> 2010

BUILDING: High School

NAME OF GROUP: Student Council

DATE(S) OF SALE: Monday Sept. 27<sup>th</sup> - October 2<sup>nd</sup>

PURPOSE OF FUNDRAISER: Homecoming Week in the Independence District. Funds will be raised to help Student Council purchase decorations for future dances. Funds will also be used to support local charities.

DESCRIPTION OF ITEM TO BE SOLD:

Tickets to Rough & Tough Volleyball & the homecoming dance will be sold.

COST OF ITEM TO BE SOLD: \$80.00 For printing dance tickets

WHEN WILL YOUR GROUP BE SELLING ITEMS: Sept. 27<sup>th</sup> - October 2<sup>nd</sup>

WILL THE ITEM BE SOLD IN THE SCHOOL, COMMUNITY, OR BOTH: School

IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED: None at this time, but we will have more in the future.

DATE FOR PROGRESS REPORT ON FUNDRAISER: Wednesday, Oct. 6<sup>th</sup>  
(This report may be waived)

ESTIMATED PROFIT FROM FUNDRAISER: ~\$1,500

SIGNATURES: [Signature] Group Sponsor

[Signature] Building Principal

[Signature] Activities Director

[Signature] Administration Office

All activities & potential profits are described on back. What Student Council will use collected funds toward is also on back.

## Rough & Tumble Volleyball

- Student Council will charge a \$2.00 entrance fee or a donation of 2 canned items to the Independence Area Food Pantry. All money collected will go directly to the Food Pantry. Expected collection: ~\$200.00

## Community Pep Rally

- This year admission to the Pep Rally and Community will be free. The only thing we ask is that community members bring a voluntary canned good item to be donated to the Food Pantry.

## Homecoming Dance

- Student Council will charge a ticket fee of \$7.00 in advance or \$9.00 at the door per person.  
Potential earnings ~\$1,500.00

- Money collected will be used for:
  - \$500.00 - Adopt a family at Christmas Project
  - \$400.00 - DJ for Winter Dance
  - The rest of the money collected will be put into a Student Council account to be used for Winter Dance decorations, teacher appreciation week gifts and a donation to Relay for Life of Buchanan County for participation.



**INDEPENDENCE COMMUNITY SCHOOL DISTRICT  
ACTIVITY FUND  
FUNDRAISING REQUEST**

DATE OF REQUEST: 9-10-10  
BUILDING: West Elementary  
NAME OF GROUP: (West El. Students)  
DATE(S) OF SALE: collection Oct 11 - 21  
PURPOSE OF FUNDRAISER: To show support for our troops

DESCRIPTION OF ITEMS TO BE SOLD: collected food, games, socks,

(Items for Iowa's Bravest wishlist) & make cards

COST OF ITEMS TO BE SOLD: collect \$ for care package postage

WHEN WILL YOUR GROUP BE SELLING ITEMS: collecting

WILL THE ITEMS BE SOLD IN THE SCHOOL, COMMUNITY OR BOTH: Districtwide collection

IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED: \_\_\_\_\_

DATE FOR PROGRESS REPORT ON FUNDRAISER: \_\_\_\_\_  
(THIS REPORT MAY BE WAIVED)

ESTIMATED PROFIT FROM FUNDRAISER: \$100 for postage

SIGNATURES: Julie Rouse GROUP SPONSOR Julie Rouse  
Sandy G. Bennett BUILDING PRINCIPAL  
\_\_\_\_\_ ACTIVITIES DIRECTOR  
\_\_\_\_\_ DIRECTOR OF FINANCE

ACTUAL FUNDS RAISED: \$ \_\_\_\_\_

TARGET GOAL MET? YES NO

INDEPENDENCE COMMUNITY SCHOOL DISTRICT  
ACTIVITY FUND  
FUNDRAISING REQUEST

DATE: ~~Oct. 18-29~~ Oct. 18-29

BUILDING: West Elementary

NAME OF GROUP: (West El. Students)

DATE(S) OF SALE: collection Oct. 18-29

PURPOSE OF FUNDRAISER: Collect shoes, socks, clothes,  
etc. for kids & donate to  
Goodwill

DESCRIPTION OF ITEM TO BE SOLD: collected see above

COST OF ITEM TO BE SOLD:

WHEN WILL YOUR GROUP BE SELLING ITEMS:

WILL THE ITEM BE SOLD IN THE SCHOOL, COMMUNITY, OR BOTH:

IN WHAT OTHER FUNDRAISING PROJECTS IS YOUR GROUP INVOLVED:

DATE FOR PROGRESS REPORT ON FUNDRAISER:

(This report may be waived)

ESTIMATED PROFIT FROM FUNDRAISER:

donation of clothes/  
shoes

SIGNATURES:

Julie Roman

Group Sponsor

Sandy Merritt

Building Principal

Ken Holan

Activities Director

Christopher

Administration Office



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#### Pre-Convention Wednesday

**School Finance Boot Camp**

**Early Bird**

**Delegate Assembly**

**Orientation to Governance**

## 65th Annual IASB Convention - Our Children. Our Future

**Pre-Convention: Wednesday, November 17, 2010**

**Convention: Thursday, November 18, 2010**

**Hy-Vee Hall; Des Moines, Iowa**

#### Convention Thursday

**Featured Speakers**

**Education Sessions**

**Exhibitors**



The work of local school boards shapes every young Iowan. The need to develop innovative strategies has never been greater. Operating from a rock solid knowledge base is required of today's decision makers.

- **WEDNESDAY** - This day of pre-conference programming provides critical information on school finances, board effectiveness, and promising case studies for student success.
- **THURSDAY** - The conference addresses policies and trends impacting student learning and achievement in general sessions, targeted educational breakouts, and meet-the-expert roundtable discussions.

You'll gain practical tips and tools for brightening the future for the student faces in your community.

### Dr. Tony Wagner – Workshop Facilitator & Featured Speaker!

IASB is thrilled to announce Dr. Tony Wagner as the Early-Bird Workshop facilitator on Wednesday, November 17 and as a featured speaker on Thursday, November 18. Harvard professor and author of the acclaimed book, *The Global Achievement Gap*, Tony will share compelling information explaining the urgency of Iowa students learning the seven survival skills needed for careers, college, and citizenship in the 21st century – and what schools can do about it.

#### Location

Our location for 2010 is Hy-Vee Hall, 730 - 3rd Street, just southwest of Wells Fargo Arena near downtown Des Moines. The Iowa Events Center was voted "Best Place for a Business Conference" (2010 Best of Des Moines/Business Record.)

#### Education Sessions

- Choose from double the number of powerful, relevant educational breakout sessions previously offered!
- Benefit from 18 Meet-the-Experts presenters sharing insights and practical tips in a round-table format.

#### Hotel Information

Blocks of area hotel rooms have been set aside for members through IASB. Click the "Lodging" button at the top of the page for more details.

#### Exhibitors

More than 160 exhibitors will showcase goods and services used by schools, from architects, to buses, supplies, lighting, flooring, furniture and more, along with many educational agencies and nonprofits organizations. All 2010 vendors are now listed on our web site Marketplace through the end of the school year. Click the "Exhibitor" button on the left side of this page for more information.



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**Pre-Convention  
Wednesday**  
**School Finance Boot Camp**  
**Early Bird**  
**Delegate Assembly**  
**Orientation to Governance**

**Convention  
Thursday**  
**Featured Speakers**  
**Education Sessions**  
**Exhibitors**

## Convention

### Thursday, November 18

**Speakers: Dr. Tony Wagner and David Zach**

**Dr. Tony Wagner**

**Thursday, November 18, 8:45-9:45 a.m., First General Session Keynote  
PLUS... Breakout Q & A Session, 10-10:45 a.m.**



Tony Wagner has been co-director of the Change Leadership Group at the Harvard Graduate School of Education since its inception in 2000. An initiative of the Bill and Melinda Gates Foundation, the CLG is an "R&D" center that helps teams to be effective change leaders in schools and districts.

He also is the author of the provocative and inspiring book, *The Global Achievement Gap: Why Even Our Best Schools Don't Teach The New Survival Skills Our Children Need - and What We Can Do About It*. In the book, which has been called "an education manifesto for the 21st century" and "essential reading for parents, educators, policymakers, business leaders, and anyone interested in seeing our young people succeed," Wagner lays out a bold new plan to teach and test the competencies that matter most for the 21st century - and to motivate the "net" generation to excellence as employees and citizens. In his keynote address, he will discuss "The Seven Survival Skills for Careers, College & Citizenship in the 21st Century."

Tony also consults widely to schools, districts, and foundations around the country and internationally. His previous work experience includes twelve years as a high school teacher, K-8 principal, university professor in teacher education, and founding executive director of Educators for Social Responsibility. Tony earned an M.A.T. and an Ed.D. at the Harvard University Graduate School of Education.

**David Zach**

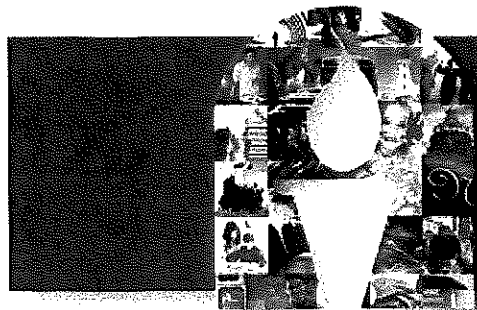
**Thursday, November 18, 4:10 p.m., Second General Session Keynote**



Professionally trained futurist David Zach is no stranger to education. He's been on a school board, a school management council and taught for four semesters at UW-Milwaukee in the School of Education. His thought-provoking and entertaining keynote addresses some unusual questions that Zach can tie to the future of schools: Do we really want a future when major appliances can argue with us? Will the coming automation of health care lead to the automation of caring? How come teenagers can pay attention to ten things at once and still be bored?

Zach will explore how both trends and traditions affect education. He'll put the modern world into a workable perspective for learning; he'll blend the funny with the profound in a surprisingly down-to-earth presentation to help you decide what really matters. You'll rethink the balance between change and continuity—and the need to hold on to that which shouldn't change.

Mixed in with all of this, he'll have you consider such notions as hope, trust, community, the value of work and why dragons really do exist and why we must (re)learn to defeat them. He'll leave you feeling thoughtfully quiet or engaged in some of the best conversations you're ever had at a meeting.



## 65th Annual Convention Iowa Association of School Boards November 17-18, 2010

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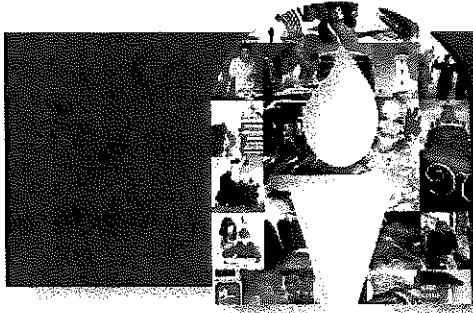
## IASB Annual Meeting/Delegate Assembly

**November 17, 2010 - 1 p.m. until adjournment**  
**Hy-Vee Hall, 730 3rd Street, Des Moines**

Every school district's voice should be heard at the IASB annual Delegate Assembly! By participating in the Delegate Assembly's debate process, each school district contributes to IASB's legislative program and ultimately the unified legislative interests of all Iowa School boards. Also, the session starts off with the association's annual meeting. Nominations for seats on the IASB Board of Directors will occur at caucuses held during the Wednesday afternoon break. IASB by-laws allows each member school district a delegate who casts the district's vote(s) on issues before the Delegate Assembly.

Register your delegate and any guests by [clicking here](#). A buffet lunch is served before the session starts from 11:30 a.m. - 1:00 p.m.

*5 Better Boardsmanship credits*



## 65th Annual Convention Iowa Association of School Boards November 17-18, 2010

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### Pre-Convention Wednesday

#### School Finance Boot Camp

##### Early Bird

##### Delegate Assembly

##### Orientation to Governance

### Convention Thursday

#### Featured Speakers

#### Education Sessions

#### Exhibitors

## School Finance Boot Camp

**November 17, 2010 (Pre-Convention)**  
**Hy-Vee Hall, 730 - 3rd Street, Des Moines**  
**9:00 - 11:30 a.m.**

In response to member requests, this year two levels of School Finance Boot Camp are offered! Select the best choice for you.

#### School Finance 101 – Basic

This session provides an introduction and overview of basic school finance concepts and terminology. It introduces budgeting and funding components board members need to know, including the basics of the Iowa school foundation formula. Understand how schools are funded and spending is equalized, where the money comes from and where it can be spent. Facilitator: Dr. Craig Hansel, Chief Financial Officer and Board Secretary, Ankeny Community School District.

**Continental breakfast and buffet lunch included.**

**Cost: Members - \$85; Non-members - \$128**

#### School Finance 201 – Intermediate

This session reviews and expands your knowledge of the school finance formula's key components for effectively monitoring your school district's financial position. Meet the challenges your district may face when you can integrate critical elements and measures. Get a firm grasp on authorized budgets, unspent balances, and trends using real-world data. Facilitator: Galen Howsare, Vice President of Administration and Finance, Hawkeye Community College.

**Continental breakfast and buffet lunch included.**

**Cost: Members - \$85; Non-members - \$128**

Register by [linking here](#) for the Pre-Convention/Convention form. Pre-registration deadline is November 9 (at noon). Cancellations after November 9 and no-shows will be charge a \$25 fee.

*5 Better Boardsmanship credits*

## BUSINESS ASSOCIATE AGREEMENT

This Agreement is made effective the 1st of June, 2010, by and between Independence Community School District, hereinafter referred to as "Covered Entity", and Timberline Billing Service LLC, hereinafter referred to as "Business Associate", (individually, a "Party" and collectively, the "Parties").

### WITNESSETH:

WHEREAS, the federal Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191) as amended by Subtitle D of the Health Information Technology for Economic and Clinical Health Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), protects the exchange of health information, and Sections 261 through 264 of the Health Insurance Portability and Accountability Act of 1996, known as "the Administrative Simplification provisions," direct the Department of Health and Human Services to develop standards to protect the security, confidentiality and integrity of health information; and

WHEREAS, pursuant to the Administrative Simplification provisions, the Secretary of Health and Human Services has issued regulations modifying 45 CFR Parts 160 and 164 (the "HIPAA Security and Privacy Rule"); and

WHEREAS, the Parties wish to enter into or have entered into an arrangement whereby Business Associate will provide certain services to Covered Entity, and, pursuant to such arrangement, Business Associate may be considered a "business associate" of Covered Entity as defined in the HIPAA Security and Privacy Rule (the agreement evidencing such arrangement is entitled Service Agreement and is hereby referred to as the "Arrangement Agreement"); and

WHEREAS, Business Associate may have access to Protected Health Information (as defined below) in fulfilling its responsibilities under such arrangement;

THEREFORE, in consideration of the Parties' continuing obligations under the Arrangement Agreement, compliance with the HIPAA Security and Privacy Rule, and for other good and valuable consideration, the Parties agree to the provisions of this Agreement in order to address the requirements of the HIPAA Security and Privacy Rule and to protect the interests of both Parties.

### I. DEFINITIONS

Except as otherwise defined herein, any and all capitalized terms in this Section shall have the definitions set forth in the HIPAA Security and Privacy Rule. In the event of an inconsistency between the provisions of this Agreement and mandatory provisions of the HIPAA Security and Privacy Rule, as amended, the HIPAA Security and Privacy Rule shall control. Where provisions of this Agreement are different than those mandated in the HIPAA Security and Privacy Rule, but are nonetheless permitted by the HIPAA Security and Privacy Rule, the provisions of this Agreement shall control.

The term "Protected Health Information" means individually identifiable health information including, without limitation, all information, data, documentation, and materials, including without limitation, demographic, medical and financial information, that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual or with respect to which there

is a reasonable basis to believe the information can be used to identify the individual. "Protected Health Information" includes without limitation "Electronic Protected Health Information" as defined below.

The term "Electronic Protected Health Information" means Protected Health Information which is transmitted by Electronic Media (as defined in the HIPAA Security and Privacy Rule) or maintained in Electronic Media.

Business Associate acknowledges and agrees that all Protected Health Information that is created or received by Covered Entity and disclosed or made available in any form, including paper record, oral communication, audio recording, and electronic display by Covered Entity or its operating units to Business Associate or is created or received by Business Associate on Covered Entity's behalf shall be subject to this Agreement.

## II. CONFIDENTIALITY AND SECURITY REQUIREMENTS

(a) Business Associate agrees:

(i) to use or disclose any Protected Health Information solely: (1) for meeting its obligations as set forth in any agreements between the Parties evidencing their business relationship, or (2) as required by applicable law, rule or regulation, or by accrediting or credentialing organization to whom Covered Entity is required to disclose such information or as otherwise permitted under this Agreement, the Arrangement Agreement (if consistent with this Agreement and the HIPAA Security and Privacy Rule), or the HIPAA Security and Privacy Rule, and (3) as would be permitted by the HIPAA Security and Privacy Rule if such use or disclosure were made by Covered Entity;

(ii) at termination of this Agreement, the Arrangement Agreement (or any similar documentation of the business relationship of the Parties), or upon request of Covered Entity, whichever occurs first, if feasible, Business Associate will return or destroy all Protected Health Information received from or created or received by Business Associate on behalf of Covered Entity that Business Associate still maintains in any form and retain no copies of such information, or if such return or destruction is not feasible, Business Associate will extend the protections of this Agreement to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information not feasible; and

(iii) to ensure that its agents, including a subcontractor, to whom it provides Protected Health Information received from or created by Business Associate on behalf of Covered Entity, agrees to the same restrictions and conditions that apply to Business Associate with respect to such information, and agrees to implement reasonable and appropriate safeguards to protect any of such information which is Electronic Protected Health Information. In addition, Business Associate agrees to take reasonable steps to ensure that its employees' actions or omissions do not cause Business Associate to breach the terms of this Agreement.

(b) Notwithstanding the prohibitions set forth in this Agreement, Business Associate may use and disclose Protected Health Information as follows:

(i) if necessary, for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate, provided that as to any such disclosure, the following requirements are met:

(A) the disclosure is required by law; or

(B) Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached;

(ii) for data aggregation services, if to be provided by Business Associate for the health care operations of Covered Entity pursuant to any agreements between the Parties



evidencing their business relationship. For purposes of this Agreement, data aggregation services means the combining of Protected Health Information by Business Associate with the protected health information received by Business Associate in its capacity as a business associate of another covered entity, to permit data analyses that relate to the health care operations of the respective covered entities.

(c) Business Associate will implement appropriate safeguards to prevent use or disclosure of Protected Health Information other than as permitted in this Agreement. Business Associate will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any Electronic Protected Health Information that it creates, receives, maintains, or transmits on behalf of Covered Entity as required by the HIPAA Security and Privacy Rule. Business Associate will ensure that any agent, including a sub-contractor, to whom the Business Associate provides such information, agrees to implement reasonable and appropriate safeguards to protect the data, and agree to the same restrictions and conditions that apply to Business Associate with respect to such information.

(d) The Secretary of Health and Human Services shall have the right to audit Business Associate's records and practices related to use and disclosure of Protected Health Information to ensure Covered Entity's compliance with the terms of the HIPAA Security and Privacy Rule.

(e) Business Associate shall report to Covered Entity any use or disclosure of Protected Health Information which is not in compliance with the terms of this Agreement of which it becomes aware. Business Associate shall report to Covered Entity any Security Incident of which it becomes aware. For purposes of this Agreement, "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. In addition, Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement.

### III. AVAILABILITY OF PHI

Business Associate agrees to make available Protected Health Information to the extent and in the manner required by Section 164.524 of the HIPAA Security and Privacy Rule. Business Associate agrees to make Protected Health Information available for amendment and incorporate any amendments to Protected Health Information in accordance with the requirements of Section 164.526 of the HIPAA Security and Privacy Rule. In addition, Business Associate agrees to make Protected Health Information available for purposes of accounting of disclosures, as required by Section 164.528 of the HIPAA Security and Privacy Rule.

### IV. TERMINATION

Notwithstanding anything in this Agreement to the contrary, Covered Entity shall have the right to terminate this Agreement and the Arrangement Agreement immediately if Covered Entity determines that Business Associate has violated any material term of this Agreement. If Covered Entity reasonably believes that Business Associate will violate a material term of this Agreement and, where practicable, Covered Entity gives written notice to Business Associate of such belief within a reasonable time after forming such belief, and Business Associate fails to provide adequate written assurances to Covered Entity that it will not breach the cited term of this Agreement within a reasonable period of time given the specific circumstances, but in any event, before the threatened breach is to occur, then Covered Entity shall have the right to terminate this Agreement and the Arrangement Agreement immediately.

V. MISCELLANEOUS

Except as expressly stated herein or the HIPAA Security and Privacy Rule, the parties to this Agreement do not intend to create any rights in any third parties. The obligations of Business Associate under this Section shall survive the expiration, termination, or cancellation of this Agreement, the Arrangement Agreement and/or the business relationship of the parties, and shall continue to bind Business Associate, its agents, employees, contractors, successors, and assigns as set forth herein.

This Agreement may be amended or modified only in a writing signed by the Parties. No Party may assign its respective rights and obligations under this Agreement without the prior written consent of the other Party. None of the provisions of this Agreement are intended to create, nor will they be deemed to create any relationship between the Parties other than that of independent parties contracting with each other solely for the purposes of effecting the provisions of this Agreement and any other agreements between the Parties evidencing their business relationship. This Agreement will be governed by the laws of the State of Iowa. No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any other occasion.

The parties agree that, in the event that any documentation of the arrangement pursuant to which Business Associate provides services to Covered Entity contains provisions relating to the use or disclosure of Protected Health Information which are more restrictive than the provisions of this Agreement, the provisions of the more restrictive documentation will control. The provisions of this Agreement are intended to establish the minimum requirements regarding Business Associate's use and disclosure of Protected Health Information.

In the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the provisions of this Agreement will remain in full force and effect. In addition, in the event a party believes in good faith that any provision of this Agreement fails to comply with the then-current requirements of the HIPAA Security and Privacy Rule, such party shall notify the other party in writing. For a period of up to thirty days, the parties shall address in good faith such concern and amend the terms of this Agreement, if necessary to bring it into compliance. If, after such thirty-day period, the Agreement fails to comply with the HIPAA Security and Privacy Rule, then either party has the right to terminate upon written notice to the other party.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year written above.

COVERED ENTITY:

BUSINESS ASSOCIATE:

Independence Community School District

Timberline Billing Service LLC

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

By: \_\_\_\_\_  
Dann Stevens

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

Title: Chairman/CEO

**ORGANIZATION RESOLUTION AND AGREEMENT  
FOR CREDIT CARD PROGRAM**

Lynnette Engel, who is the undersigned Recordkeeper for Independence Community School District, (the "*Organization*"), a Public School District (*type of entity*) organized under the laws of Iowa (*state*), does hereby certify:

1. That he/she is the Secretary or Assistant Secretary, or an officer, partner, owner, principal, manager, member or other person having lawful custody of the official records of the above Organization (the "*Recordkeeper*") and is authorized to provide this document to UMB Bank, n.a. ("*Bank*").
2. That at a meeting of the governing body of the Organization duly held on 09/20/2010 (*date*) and at which a quorum was present and acting throughout, or pursuant to the unanimous written consent of its members, the following Resolution and Agreement was duly adopted and approved and is currently in full force and effect, and has not been amended or rescinded:

**RESOLVED**, that a credit card authority for this Organization be established by the Designated Officer named in the section immediately below with UMB Bank, n.a., and that separate accounts and credit cards ("*Cards*") under said authority be opened and issued by Bank in the name of this Organization for use by employees and agents of this Organization who are identified from time to time by the Designated Officer, or by any successor to the Designated Officer identified from time to time by the Recordkeeper (or by the successor to the Recordkeeper), and that the Organization authorizes the use of the Cards in accordance with the Cardholder Agreement that is sent by Bank with the Cards; and

**RESOLVED FURTHER**, that Lynnette Engel is the Designated Officer referred to in the above section of this Resolution, and that the Designated Officer or any successor to the Designate Officer designated in writing by the Recordkeeper (or by a successor Recordkeeper) may from time to time: request that Cards be issued in the name of this Organization; request that the credit limits and purchase controls be changed on existing Cards issued in the name of this Organization; designate additional persons authorized to use Cards issued by Bank in the name of this Organization; request termination of use of existing Cards; and communicate other pertinent information to Bank; and

**RESOLVED FURTHER**, that the forgoing resolution shall remain in full force and effect until written notice of an amendment or rescission thereof is delivered to and receipted for by Bank; and

**RESOLVED FURTHER**, that the Recordkeeper be and he/she is hereby authorized and directed to certify to Bank this resolution and that the Recordkeeper signing this Resolution and Agreement or any person designated in writing by the Recordkeeper, is authorized to certify to the Bank the names and signatures of persons authorized to act on behalf of the Organization under the foregoing Resolution and Agreement, and from time to time hereafter, as additions to or changes in the identity of said Recordkeeper are made, such Recordkeeper or designee shall immediately report, furnish and certify such changes to the Bank, and shall submit to Bank a new incumbency certificate or other document reflecting such changes in order to make such changes effective; and

**RESOLVED FURTHER**, that the foregoing resolution was adopted in accordance with the governing documents of the Organization, and that such resolution is now in full force and effect.

**IN WITNESS WHEREOF**, the undersigned Recordkeeper has subscribed his or her name and, if appropriate or required, applied the seal of the Organization to this Resolution and Agreement as of this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**RECORDKEEPER**

**Signature by Secretary, Assistant Secretary, or other  
Person certifying to this Resolution and Agreement**

\_\_\_\_\_  
Signature

Name:

Title:

**ADDITIONAL OFFICER**

**Signature by Second Person, certifying to incumbency  
of Recordkeeper**

\_\_\_\_\_  
Signature

Name:

Title:

**Affix Seal, if required by Organization's governing documents.**

### **Proposed Action**

CCC is asking for the approval of the following members to the council for the 2010-2011 school year:

Stephanie Yonkovic, HS representative  
Judy Olsen, district media representative  
Nate Whited, community representative  
Tammy Rasmussen, community representative  
Ruth Duritsa, community representative  
Jess Brunko, student representative  
Lisa Keierleber, student representative  
Ben Crawford, student representative

Independence Community School District  
Independence, Iowa

Resolution Naming Depositories

WHEREAS, the District must name depositories to be custodians of its funds.

BE IT RESOLVED BY THE BOARD OF EDUCATION of the Independence Community School District that the District does hereby designate the following banks to be depositories for the Independence Community School District funds not to exceed the amounts named opposite each designated depository as follows:

Bank Iowa, Independence, Iowa	\$15,000,000
Security State Bank, Independence, Iowa	\$15,000,000

BE IT FURTHER RESOLVED that the Superintendent and his/her designee will have access to these accounts.

BE IT RESOLVED that this Resolution is passed by the Independence Community School District board of Education, Independence, Iowa, this 20<sup>th</sup> day of September 2010.

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President, Board of Education

7.m.

Independence Community School District  
Independence, Iowa

Resolution To Pay Bills When the Board is not in Session

BE IT RESOLVED BY THE BOARD OF EDUCATION of the Independence Community School District that the District does hereby agree to follow School Board Policy #705.4 stating that the board authorizes the board secretary, upon approval of the superintendent to issue payment for verified bills when the board is not in session. The board secretary will examine the claims and verify bills. The Board will approve payment for the bills at the board's regular meeting.

BE IT RESOLVED that this Resolution is passed by the Independence Community School District board of Education, Independence, Iowa, this 20<sup>th</sup> day of September 2010.

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President, Board of Education

Independence Community School District  
Independence, Iowa

Resolution to Issue Payroll

BE IT RESOLVED BY THE BOARD OF EDUCATION of the Independence Community School District that the District does hereby agree to follow School Board policy #706.1 stating that it shall be the responsibility of the secretary to issue payroll to employees in compliance with this policy.

BE IT RESOLVED that this Resolution is passed by the Independence Community School District board of Education, Independence, Iowa, this 20<sup>th</sup> day of September 2010.

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President, Board of Education

Independence Community School District  
Independence, Iowa

Resolution to Authorize the Use of a Check Protector and Signer and the  
Proper Control of the Signer

BE IT RESOLVED BY THE BOARD OF EDUCATION of the Independence Community School District that the District does hereby agree to follow School Board policy #705.4 stating that the Board President and Board Secretary may sign warrants by use of a signature plate or rubber stamp. If the Board President is unavailable to personally sign warrants, the Vice President may sign warrants on behalf of the President.

BE IT RESOLVED that this Resolution is passed by the Independence Community School District board of Education, Independence, Iowa, this 20<sup>th</sup> day of September 2010.

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President, Board of Education