MINUTES OF BOARD OF DIRECTORS

Regular ADM MS  1:00 p.m. August 9, 2010
Kind of Meeting Meeting Place Time Month Day Year
Day of Week Monday

MEMBERS

PRESENT

Kim Roby
Kelli Book
Rod Collins
Jen Heins
Greg Dufoe
Superintendent
Nancy Gee
Secretary

ABSENT

Tim Canney

Call to Order/Agenda

The meeting was called to order by Vice President Kim Roby. Roll call was taken. Present were Kelli Book, Rod Collins, Jen Heins, and Vice President Kim Roby. President Tim Canney was absent. Visitors were present.

Agenda

It was moved by Heins, seconded by Collins, to adopt the agenda as presented. Motion carried unanimously.

Consent Agenda

It was moved by Book, seconded by Heins, to approve the items under the consent agenda as presented. Motion carried unanimously. Minutes, bills and claims, financial reports and transfers were reviewed and accepted. Resignations/terminations were accepted from Kim Cobb, teacher associate; Darci Hoffman, teacher associate; Aaron Huitt, bus driver, and Steve Stanley, coach. Following successful background checks, new contracts were offered to Penny Charleston, food server/worker, Karen Crosby, teacher associate; Brett Glenn, coach; Shannon Grim, teacher associate; Jason Kikker, coach; Elizabeth Knipper, teacher; and Carol Ritsch, bus driver. The agreement with Earlham Community School District for Vocational Agriculture services was accepted. The District will continue to participate in the Federal Hot Lunch and Breakfast Program. The Market Factor Pay Letter of Agreement with Jean West was accepted. The Driver Handbook was accepted. Board Policy 206.1 “President”, 206.2 “Vice President”, 211.1 “Annual Meeting”, and 211.2 “Regular Meeting”
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<th>Topic</th>
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Continuation of regular meeting held August 9, 2010

Adjournment

from Earlham to ADM; and Alexandria Santoro, from Earlham to ADM, all for 2010-11.

It was moved by Heins, seconded by Book, to adjourn. The motion carried unanimously and Vice President Roby adjourned the meeting at 7:30 p.m.

Minutes approved as

Tim Canney, President

Dated

Nancy Gee, Secretary
Call to Order/Roll Call: The meeting was called to order by Vice President Kim Roby. Roll call was taken. Present were Kelli Book, Rod Collins, Jen Heins, and Vice President Kim Roby. President Tim Canney was absent.

Agenda: It was moved by Heins, seconded by Collins, to adopt the agenda as presented. Motion carried unanimously.

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Welcome of Visitors/Open Forum: Vice President Roby welcomed visitors and invited public comments during Open Forum.
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School Resource Officer Report: School Resource Officer Monte Keller gave his year-end report.

Transportation Plan Review: Transportation Director Barb Gordon reviewed the transportation plan for 2010-11.

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Review Facility Improvement Plan: Superintendent presented a revised draft of the facility improvement plan. The Board will review the plan further at a future meeting.

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It was moved by Heins, seconded by Book, to adjourn. The motion carried unanimously. Vice President Roby adjourned the meeting at 7:30 p.m.
Regular Monday ADM 8-9 MS 6:00 p.m. August 9, 2010

Present: Absent:

Kim Roby Tim Canney
Kelli Book
Rod Collins
Jen Heins
Greg Dufoe
Nancy Gee

Call to Order/Roll Call: The meeting was called to order by Vice President Kim Roby. Roll call was taken. Present were Kelli Book, Rod Collins, Jen Heins, and Vice President Kim Roby. President Tim Canney was absent.

Agenda: It was moved by Heins, seconded by Collins, to adopt the agenda as presented. Motion carried unanimously.

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It was moved by Heins, seconded by Book, to adjourn. The motion carried unanimously. Vice President Roby adjourned the meeting at 7:30 p.m.
Board Meeting Date: August 9, 2010
Time: 6:00 PM
Roll Call: Kim √ Kelli √ Tim A Rod √ Jen (Voting Rotation for August 9 Meeting)

Adoption of Agenda
M √ Jen
S √ Rod √ MP

Consent Agenda
M √ Kelli
S √ Jen √ MP

Welcome of Visitors
Veteran’s Memorial Proposal
M √ Kelli
S √ Jen √ MP

Athletic Training Contract with Absolute Performance Therapy
M √ Jen
S √ Kelli √ MP

District Goals for 2010-11
M √ Kelli
S √ Rod √ MP

IASB Legislative Action Priorities
M √ Rod
S √ Kelli √ MP

Reports/Discussion Items
School Resource Office Report

Monte Keller, end of year report

Transportation Plan Overview
Barb Gordon - execute 17th minute for first few weeks - new signage & pavement marking
Elementary Reading Assessment Data

Carole Erickson 2009-10 K-5 elementary reading assessment results are closely correlated between ITBS scores, so our dual assessments are good.

Review Facility Improvement Plan

Him - not him - reviewed - revised again

back completed projects not changed

wait for full board.

Renovation Update

Board toured both sites before the meeting. (cabinets will be in next Monday). Punch list done - every room getting new cabinets. $5,000 allowance was used - change order forthcoming.

Open Enrollment

Adjourn: 7:30 (Time)

M: Jen

S: Kelli
ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

"Experiencing Success Today, Achieving Dreams Tomorrow."

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors of the Adel DeSoto Minburn Community School District will meet at 6:00 p.m. on the 9th day of August 2010, for its regular meeting in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA
DISTRICT BOARD ROOM

5:00 P.M. TOUR OF RENOVATIONS AT DESOTO
5:30 P.M. TOUR OF RENOVATIONS AT 6-12 COMPLEX

OPENING:
6:00 P.M. Call to order
Roll call
Emergency additions and adoption of agenda

6:05 Consent agenda
Approval of minutes
Approval of bills and claims and transfers
Secretary/Treasurer financial reports
Personnel contracts
Agreement for Services – Vocational Agriculture at Earlham
Hot lunch/breakfast participation
District handbooks
Market Factor
Second reading Board policies:
206.1 "President"
206.2 "Vice President"
211.1 "Annual Meeting"
211.2 "Regular Meeting"
Grant writing contract
Grant writing contract for PLTW
Board of Directors monthly calendar 2010-11
Welcome of visitors and open forum

ACTION ITEMS:
6:15 Veteran's Memorial proposal
6:30 Athletic training contract with Absolute Performance Therapy
6:45 District Goals 2010-11
7:00 IASB Legislative Action Priorities

ADMINISTRATIVE REPORTS/DISCUSSION ITEMS
7:15 School Resource Officer report
7:30 Transportation plan overview
8:00 Elementary reading assessment data
8:20 Review facility improvement plan
8:45 Renovation update
9:00 Open enrollment
9:05 Adjournment

ADEL DE SOTO MINBURN COMMUNITY SCHOOL DISTRICT
801 Nile Kinnick Drive S.
Adel, Iowa 50003
(515) 993-4283

Nancy Gee
Secretary
Board of Directors
Please note the opportunity to see the renovations at both DeSoto Intermediate and the 6-12 complex. If interested, meet Jodi Banse and me at DeSoto at 5:00 pm. Following a quick tour of the renovations there we will move to the 6-12 building by 5:30.

Personnel contracts:
I recommend the following resignations/terminations:
- Kim Cobb, AE teacher associate
- Darci Hoffman, MS teacher associate
- Aaron Huitt, route bus driver
- Steve Stanley, Ass't. HS baseball coach

I recommend the following new contracts effective for the 2010-11 school year unless otherwise noted:
- Penny Charleston, food server/worker 1, step 1
- Karen Crosby, AE teacher associate, step 1
- Brett Glenn, Ass’t. HS football coach, step 4
- Shannon Grim, MS teacher associate, step 4
- Jason Kilker, MS football coach, step 1
- Elizabeth Knipper, HS Lang. Arts teacher, BA+24, Step 3
- Carol Ritsch, route/shuttle bus driver, step 7

Pending resignations:
None

Agreement for Services – Vocational Agriculture at Earlham (Exhibit 1):
Enclosed is the agreement for ADM students to take Vocational Agriculture classes at Earlham. We have been sending students to Earlham for these courses for years. The courses include Introduction to Agriculture, Natural Resources, Advanced Animal Science, Crop Science, and Agri-Business. I recommend approval of this agreement.

Hot lunch/breakfast participation:
I recommend we continue to participate in the federal hot lunch and breakfast program.

Market Factor (Exhibit 2):
Enclosed in your materials is a letter of agreement with Jean West. Jean has recently completed the coursework necessary to teach Statistics as a dual credit class with DMACC. Our students who take Stats will be able to get ADM High School credit as well as DMACC credit upon successful completion. Through the 2006-2007 Market Factor funds, the Board sets the allowable uses for these funds. The ADM acceptable uses include salaries for hard-to-hire positions, dual credit offerings, and Reading Recovery training. I recommend approval of this agreement.

"Experiencing Success Today, Achieving Dreams Tomorrow."
agreement with Jean West to pay her $1,000 as incentive to complete the necessary requirements to teach dual-credit Statistics.

District Handbooks (Exhibit 3):
I recommend approval of the Driver Handbook.

Second reading of Board policies 206.1 “President”, 206.2 “Vice President”, 211.1 “Annual Meeting”, and 211.2 “Regular Meeting” (Exhibit 4):
First reading of these Board policy revisions related to the new Board election cycle (odd years only) were introduced last month. You will see deletions with a line through the text, and additions are in italics. I recommend second reading and final approval.

Grant writing contract (Exhibit 5):
I am bringing a revised Grant Writing Contract to the Board for approval. The previous contract called for district personnel to be eligible for 10% of the grant amount with a cap of $20,000. Upon review of this contract, I am recommending we scale back the award amount to 5% of the grant amount with a $10,000 limit. This is a more reasonable amount while still providing adequate support to grant writers who invest time in the writing of the grant and then implement the grant requirements.

Grant writing contract for PLTW (Exhibit 6):
Enclosed is a Grant Writing Contract for Lucas Ashe. Lucas co-wrote the grant for PLTW. As you know, we did receive the $50,000 grant to PLTW implementation starting in 2011. I recommend we approve the payment of $2,500 to Lucas for his work developing the grant and for the continued work necessary to implement and sustain the program. I missed getting prior Board approval for this as stipulated in the contract; however, we did push PLTW strongly and we asked Lucas to spend a great deal of time working on the grant. This award is based on the contract amount in place before the proposed change above.

Lee Griebel co-wrote the PLTW grant; however, he is not requesting the grant award at this time.

Board of Directors monthly calendar 2010-11 (Exhibit 7):
Enclosed is the annual Board of Directors monthly calendar. This provides Board members an at-a-glance look at Board agenda items on a monthly basis. It really serves as a guiding document for Nancy and I as we build Board meeting agendas.

VETERAN’S MEMORIAL PROPOSAL
Adel Mayor Jim Peters will be on hand to present a replica of the proposed memorial to the Board. If the Board remains comfortable with the design, I recommend approval of the memorial as well as the location in the MS commons.

ATHLETIC TRAINING CONTRACT WITH ABSOLUTE PERFORMANCE THERAPY (Exhibit 8)
I recommend approval of the athletic training contract with Absolute Performance Therapy. Activities Director Doug Gee will be on hand to answer any Board questions. It will be the first year with APT; however, Doug has had much experience with the group through performance camps offered to ADM students this past year. The element of the contract that separated APT from our prior athletic training services is weight room coverage — APT will cover o weight room four days each week — a tremendous service. The APT contract is for $8,000 while the Physiotherapy Associates contract was for $7,500. We recommend APT due to the expanded weight room coverage.
DISTRICT GOALS 2010-11 (Exhibit 9)
I recommend approval of the District Goals for 2010-2011. There are just a couple of changes I would like to address. First, I moved the graduation rate goal from long-range to short range. The state of Iowa’s graduation goal (tied to NCLB) is 95% by 2013-2014. We feel that we can get to this level sooner than that. This is a critical measure for us and one the Board should hold us very accountable for as a system. The difference between a 95% and a 90% graduation rate is somewhere between 5-10 students annually – a very large number when we consider the lifelong significance of not earning a high school diploma.

I have also re-worded the short-term professional learning community goals (#5) to more of a measurable, specific goal. As we bring professional development to the entire ADM staff this year, we are going to focus on equipping teachers to develop SMART goals as a team – a SMART goal is specific, measurable, attainable, results-oriented, and time-bound. Board support and understanding of our PLC journey is essential.

After consulting with Carole Erickson on long-range goal #3 (Maintain the quality of our Pre-K-5 reading program), we have revised it to more of a SMART goal: 90% of K-5 students will read on or above grade level as measured by district reading benchmark assessments. Again, this goal is measurable and focuses on improvement.

A note on long-range goal #5 – Ensure the financial stability of the district. Nancy and I will be developing a process to engage the Board around goal setting (and possibly writing a policy) for our undesignated cash reserve levels (solvency ratio) and spending authority levels. This would allow this to be a measurable goal as well.

It is our plan to have only measurable District goals in the near future. This is a great step in that direction.

IASB LEGISLATIVE ACTION PRIORITIES (Exhibit 10)
Included in your packet are the 2010 IASB Legislative Action Priorities. We have discussed these the previous two months and now we need to adopt as a Board the priorities we want to support. At the July meeting, we discussed Resolutions 1, 3, and 11 as possibilities. Kelli also voiced support for Resolution 6. Please review and we will ask the Board to reach consensus on these resolutions.

ADMINISTRATIVE REPORTS - Discussion items

School Resource Officer report (Exhibit 11):
Monte Keller, School Resource Officer, will be on hand to discuss his year-end report and take any questions from the Board. The SRO is a position that we fund 49% through our SILO funds and the City of Adel funds the other 51%.

Transportation plan overview:
Barb Gordon will be at the meeting to provide the Board with a review of the transportation plan for this year. We will update the Board on the traffic flow patterns at the 6-12 complex, bus routes, the Highway 169 crosswalk, etc. We have developed a comprehensive plan focused on student safety. We are ready for August 17 and will make the necessary adjustments after we see how the plan works.

Elementary reading assessment data (Exhibit 12):
Carole Erickson will provide the Board with a report on the 2009-2010 K-5 elementary reading assessment results. Included in your Board packet is the comprehensive report Carole has developed and will explain in detail on Monday night.

"Experiencing Success Today, Achieving Dreams Tomorrow."
Review facility improvement plan (Exhibit 13):
I have updated the facility improvement plans from our last meeting and we will spend time as a group reviewing the list and discussing further.

Renovation update (Exhibit 14):
Following the tours of the 6-12 complex and DeSoto, we will provide the Board with an update on the facility renovations. Turnkey Construction has been working on a short punch list of items this week. We will have some fire alarms placed in two rooms next week. Cabinets are scheduled for August 16 — the final step in the project. Steve Telford has done a tremendous job and the work looks great.

I am enclosing an Actual Cost Recap document. This shows the additional work done by Turnkey as the project unfolded. The contract included a $5,000 allowance. The cost for this additional work exceeds the cost of the allowance by $1,274.00. FCMG will issue a change order and we will make the payment to Turnkey.

I announce the following open enrollment applications:

Open Enrollment In for 2010-11
Catherine Beyerhelm, 9th grade, from Waukee to ADM (continuation)
Brandon Buehler, 11th grade, from VM to ADM (continuation)
Jason Buehler, 10th grade, from VM to ADM (continuation)
Brianna Mueller, 7th grade, from Earlham to ADM (good cause)
Ellise Mueller, 5th grade, from Earlham to ADM (good cause)
Nathan Mueller, 2nd grade, from Earlham to ADM (good cause)
Alexandria Santoro, 5th grade, from Earlham to ADM (good cause)

Important dates:
August 11th All teachers return
August 17th First day for students – 2:30 dismissal
August 18th 2:30 dismissal

“Experiencing Success Today, Achieving Dreams Tomorrow.”
Call to Order/ Roll Call

The meeting was called to order by President Tim Canney. Roll call was taken. Present were Kelli Book, Tim Canney, Rod Collins, and Kim Roby. Jen Heins was absent.

Agenda

It was moved by Book, seconded by Roby, to adopt the agenda as presented. Motion carried unanimously.

Cabinet Bid for MS/HS Renovation

It was moved by Roby, seconded by Collins, to approve the low bid for cabinets for the MS/HS renovation from Techline USA for $10,933. Motion carried unanimously.

Adjournment

It was moved by Book, seconded by Roby, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 8:11 a.m.

Minutes approved as

Tim Canney, President

Dated

Nancy Gee, Secretary
The meeting was called to order by Vice President Kim Roby acting as President. Roll call was taken. Present were Rod Collins, Jen Heins, Kim Roby, and Kelli Book. President Tim Canney was absent. Visitors were present.

It was moved by Book, seconded by Heins, to adopt the agenda as presented. Motion carried unanimously.

It was moved by Heins, seconded by Book, to approve the items under the consent agenda as presented. Motion carried unanimously. Minutes and bills and claims were reviewed and accepted. Resignations/terminations were accepted from Aaron Bohl, coach; Laurie Dufoe, coach; and Chris Hatchitt, coach. Following successful background checks, new contracts were offered to Sheri Blair, teacher associate; Nic Bandy, teacher associate; Abbie Lange, teacher; Gary Seaholm, teacher associate; Courtney Straker, coach; and Randy Wacha, van driver. The MS Staff Handbook, HS Parent/Student Handbook, DeSoto Intermediate Staff Handbook, Assessment Handbook, Gate Handbook, Student Activities Handbook, and Coaches Handbook were accepted. The substitute teacher pay rate of $104/day will continue for the 2010-11 school year. The Title I application was accepted. For 2010-11, K-5-3-4 was accepted as the ADM organizational structure. Nancy Gee was appointed the District Secretary/Treasurer; Vice President Roby administered the Oath of Office. The physical reimbursement rate of $60 for bus drivers and $35 for all other employees was accepted.
for the 2010-11 school year. Darcy Simpson was appointed as the Level 1 Child Abuse Investigator, Greg Dufoe was appointed as Level 1 alternate and Jim McNeil was appointed as Level II Child Abuse Investigator. Board Policy 507.10 “Wellness Policy” received the second and final reading. Board Policy 206.1 “President”, 206.2 “Vice President”, 211.1 “Annual Meeting”, and 211.2 “Regular Meeting” received the first reading.

**Welcome of Visitors/ Open Forum**

Acting President Roby welcomed visitors and invited public comments during Open Forum. Jim Peters updated the Board on the Veteran’s Memorial proposal.

**Carpet Bid for Renovation and Replacement**

The carpet for the renovations was not part of the contractor’s bid. The carpet for the five rooms being renovated and three additional rooms in the HS and DeSoto needing new carpet were bid together. It was moved by Collins, seconded by Heins, to approve the low bid for carpet renovation and replacement from Turnkey Construction for $17,981. Motion carried unanimously.

**Legislative Resolutions**

Superintendent presented ADM’s 2010 IASB Legislative Action Priorities as well as the list of IASB legislative resolutions. The Board discussed possible resolutions. A final decision will be made at the August board meeting.

**Early Retirement Plan**

The Board reviewed a list of those employees eligible for early retirement in 2010-2011 and a copy of the 2010 plan. Superintendent recommended not offering the plan for 2011; Board consensus favored Superintendent’s recommendation and will not offer a plan for 2011. The language of the 2010 plan was also discussed in regards to those hired after October 2006 and the number of full-time years. Further discussion of this provision will take place during the 2010-11 school year.

**District Goals**

The Board reviewed the District goals for 2010-11. Superintendent will revise the draft of District goals and present to the Board at the August board meeting.

**Iowa Core Curriculum Plan**

Superintendent presented the ADM Iowa Core Implementation Plan and recommended approval. It was moved by Book, seconded by Heins to approve the ADM Iowa Core implementation plan. Motion carried unanimously.

**Administrative Reports**

Facility Improvement Plans: The Board reviewed the tentative project lists and discussed priorities for the Ten-year Facility Plan.
Pedestrian Crosswalk on Hwy. 169: Information from Chad Bird, Adel City Administrator, regarding the proposed pedestrian crosswalk that will be located on Hwy. 169 in front of the 6-12 complex at 801 Nile Kinnick Dr. S was shared with the Board.

IGrowth Demonstration: Superintendent deferred the report to the next regular meeting.

Open Enrollment for 2010-11: Superintendent announced the approval of open enrollment requests for Ela Bjork, from Waukee to ADM; Michael Ryan, from Earlham to ADM; Noah Tisdale, from Earlham to ADM; Bryan Tolson, from West Central Valley to ADM; Joshua, Macayla, and MacKenzie Cox from ADM to Earlham; Adam and Chase Howe, from ADM to Waukee; and Jaden and Raven Hulbert from ADM to Van Meter, all for 2010-11.

It was moved by Book seconded by Heins, to adjourn. The motion carried unanimously and Acting President Roby adjourned the meeting at 7:44 p.m.

Minutes approved as Tim Canney, President

Dated Nancy Gee, Secretary
August 2, 2010

To: ADM Board of Education

Fr: Nancy Gee, Business Manager/Board Secretary

Re: Fund Transfer Request

I'm requesting approval to transfer $25,000 of excess profits from Fund 62 (Day Care Fund) to Fund 10 (General Fund) for the 2010 fiscal year.
PRESIDENT

It is the responsibility of the school board president to lead a well-organized board in an efficient and effective manner. The school board president will set the tone of the school board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the school board is elected by a majority vote at the organizational meeting or (September or October board meeting of even numbered years) in odd-numbered years, or at the annual meeting, in even-numbered years to serve a one (1) year term of office.

The president, in addition to presiding at the school board meetings, will take an active role in school board decisions by discussing and voting on each motion before the board in the same manner as other board members. Before making or seconding a motion, the board president turn over control of the meeting to either the vice-president or another member of the board.

The board president has the authority to call special meetings of the board. Prior to school board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, shall sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.
If the board president is unable or unwilling to carry out the duties required, it is the responsibility of the vice-president of the school board to carry out the duties of president. If the president is unable or unwilling to complete the term of office, the vice-president will serve as president for the balance of the president's term of office, and a new vice-president will be elected.

The vice-president of the school board will be elected by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one (1) year term of office.

The vice-president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice-president shall take an active role in school board decisions by discussing and voting on matters before the board in the same manner as other board members.
ANNUAL MEETING

Each year after August 31 and prior to the organizational meeting of the board in odd-numbered years, the board will hold its annual meeting.

At the annual meeting, the board will examine the financial books and settle the secretary’s and treasurer’s statements for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from depository banks.

The board may also appoint the board’s legal counsel.
REGULAR MEETING

The regular meeting time and date shall be set each September by the board at its annual or organizational meeting. The regular meetings of the board will be held on the second (2nd) Monday of each month except in September of odd-numbered years when the regular meeting shall be held on the Monday following the canvass of the election results. These meetings will be held in the district boardroom in Adel.

The board shall adhere to this meeting date unless the board requires additional meetings or due to circumstances beyond the board’s control the meeting could not be held on the regular meeting date. Public notice shall be given for meetings in compliance with the law.
AGREEMENT FOR SERVICES BETWEEN
THE EARLHAM COMMUNITY SCHOOL DISTRICT AND
THE ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

The undersigned, Board of Directors of the Adel Desoto Minburn Community School District (hereinafter ADM), and the Board of Directors of the Earlham Community School District (hereinafter Earlham), shall share services, operating expenses, and equipment so that ADM students will be able to participate in and accumulate high school credits for the successful completion of Voc. Ag. classes and participate in the FFA program offered by Earlham that are not offered by ADM.

BE IT THEREFORE RESOLVED, by ADM Board of Directors and Earlham’s Board of Directors that there shall be established this Agreement pursuant to Chapter 28E of the Iowa Code with the following terms and conditions:

1) The purpose of this agreement shall be to facilitate the sharing of Voc. Ag. classes not offered by ADM between ADM and Earlham.

2) Earlham shall allow ADM students to enroll in Voc. Ag. classes at Earlham that are not offered by ADM. ADM students who enroll in Earlham Voc. Ag. classes will be eligible to earn high school credits toward graduation at ADM upon successful completion of coursework. Earlham will provide appropriate facilities and materials and shall hire teachers who are properly trained and qualified to teach the Voc. Ag. classes.

3) ADM agrees to pay to Earlham a per pupil assessment of $367.69 per class per semester and $100 fee for participation in the FFA program. Earlham shall bill ADM as soon as possible after the end of each semester for the amount ADM is obligated to pay under this Agreement. ADM students shall be individually responsible for the costs of any materials involved in the Voc. Ag. classes that are also individually charged to Earlham students.

4) ADM students will be responsible for transporting themselves to Voc. Ag. classes at Earlham. Neither ADM nor Earlham will be responsible for the transportation of ADM students to Voc. Ag. classes in Earlham.

5) Earlham will be solely liable for ADM students during the time ADM students are attending Voc. Ag. classes at Earlham. Earlham agrees to indemnify and hold ADM harmless for any damages arising out of ADM students attending Voc. Ag. classes at Earlham and participating in activities related to Voc. Ag. classes at Earlham.

6) The terms of the Agreement shall commence on August 17, 2010, and shall end on August 16, 2011. The same may be renewed yearly pursuant to the mutual approval of ADM and Earlham. This Agreement may be terminated at any time by mutual agreement of ADM and Earlham or by only one of the parties upon giving 90 days written notice to the other party.
7) Earlham shall be the fiscal agent for the newly formed joint entity consisting of ADM and Earlham under this Agreement and shall be responsible for administering a separate account known as Shared Administration Account to carry out the sharing of services, operating expenses, and equipment set forth in the separate account.

8) In the event of termination or expiration of this agreement, any money left in the Shared Administration Account shall be distributed back to Earlham.

9) The terms of this Agreement may be changed at any time by mutual written agreement of the parties.

President, Board of Directors
Earlham Community School District

Date

President, Board of Directors
Adel DeSoto Minburn School District

Date
SUMMARY OF AUGUST 9, 2010, BOARD OF DIRECTORS MEETING

PERSONNEL CONTRACTS

Personnel contracts:
I recommend the following resignations/terminations:
Kim Cobb, AE teacher associate
Darci Hoffman, MS teacher associate
Aaron Huitt, route bus driver
Steve Stanley, Ass’t. HS baseball coach

I recommend the following new contracts effective for the 2010-11 school year unless otherwise noted:
Penny Charleston, food server/worker 1, step 1
Karen Crosby, AE teacher associate, step 1
Brett Glenn, Ass’t. HS football coach, step 4
Shannon Grim, MS teacher associate, step 4
Jason Kikker, MS football coach, step 1
Elizabeth Knipper, HS Lang. Arts teacher, BA+24, Step 3
Carol Ritsch, route/shuttle bus driver, step 7

Pending resignations:
None

Open Enrollment in for 2010-11
Catherine Beyerhelm, 9th grade, from Waukee to ADM (continuation)
Brandon Buehler, 11th grade, from VM to ADM (continuation)
Jason Buehler, 10th grade, from VM to ADM (continuation)
Brianna Mueller, 7th grade, from Earlham to ADM (good cause)
Ellise Mueller, 5th grade, from Earlham to ADM (good cause)
Nathan Mueller, 2nd grade, from Earlham to ADM (good cause)
Alexandria Santoro, 5th grade, from Earlham to ADM (good cause)

*DENOTES ADDITIONS SINCE MEMORANDUM DISPENSED ON FRIDAY.
MARKET FACTOR PAY LETTER OF AGREEMENT

Dear Jean West,

In consideration for your services as math teacher (teaching statistics for dual credit) for the 2010-11 school year, the District agrees to pay the amount of $1,000 on September 24, 2010. This is in addition to any salary otherwise payable under your contract with the District.

Where applicable, or where required by the District, evidence shall be provided to the District that a certificate or license as required by law has been registered before accepting payment. Such other records or qualifications as may be required shall be likewise submitted.

Adel DeSoto Minburn CSD

Dated: August 9, 2010

By ____________________________
School Board President

I hereby accept the conditions described in this Letter of Agreement.

______________________________
Employee

"Experiencing Success Today, Achieving Dreams Tomorrow."
GRANT WRITING CONTRACT

Any employee of the Adel DeSoto Minburn Community School District who has PRIOR approval to write a competitive grant on behalf of the ADM School District will receive 5% of the cash value of the grant. The 5% incentive award shall not be greater than $10,000. Teams working on one grant will split the 5% value. If the grant includes money for the writer(s), those funds will be considered part of the 5% incentive. Materials received through grants do not apply if they are for the exclusive use of the grant writer(s).

**Please remember that the principal, superintendent and school board require prior approval.**

The writer(s) of the grant will be responsible for all paperwork and compliance responsibility. Grant writer(s) may not receive any additional financial compensation, beyond the 5% incentive award, for time spent on obligations agreed to in the grant. Payments will be made as the district receives the grant money.

The funds will be run through the Adel DeSoto Minburn Community School District, or an LEA if a joint or consortium grant is written.

Please attach a copy of the application (if complete) and information describing the grant.

******************************************************************************

Grant Name

Grant Amount

Date of Notification for Award Results

If Successful:
   How much is the incentive award?
   Who should receive it?

Employee Requesting Grant

Principal Approval

Superintendent Approval

Board Approval

Please describe any expense or responsibility of the school district.
GRANT WRITING CONTRACT

Any employee of the Adel-DeSoto-Minburn Community School District who has **PRIOR** approval to write a competitive grant on behalf of the ADM School District will receive 10% of the cash value of the grant. The 10% incentive award shall not be greater than $20,000. Teams working on one grant will split the 10% value. If the grant includes money for the writer(s), those funds will be considered part of the 10% incentive. Materials received through grants do not apply if they are for the exclusive use of the grant writer(s). **Please remember that prior approval is required by the principal, superintendent and school board.**

The writer(s) of the grant will be responsible for all paperwork and compliance responsibility. Payments will be made as the district receives the grant money.

The funds will be run through the Adel-DeSoto-Minburn Community School District, or an LEA if a joint or consortium grant is written.

Please attach a copy of the application (if complete) and information describing the grant.

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<tr>
<th>Grant Name</th>
<th>Lucas Aske</th>
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<td>Grant Amount</td>
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<td>Date of Notification for Award Results</td>
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<td>If Successful:</td>
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<td>How much is the incentive award?</td>
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<td>Principal Approval</td>
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<td>Superintendent Approval</td>
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<td>Board Approval</td>
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</table>

**Please describe any expense or responsibility of the school district.**