TO: Board of Directors
FROM: Greg Dufoe, Superintendent
SUBJECT: Memorandum for September 13, 2010

Honoring Excellence:
Jack Stanley, 9th grade Physical Science teacher, will be our first Honoring Excellence recipient of the year. Del Buchman nominated Jack. Del will be on hand to introduce Jack.

Personnel contracts:
I recommend the following resignation/termination:
Matt Dryer, HS teacher associate, effective 8/17/10

I recommend the following new contracts effective for the 2010-11 school year unless otherwise noted:
Shelly Button, MS Cheer Coach, step 1
Michael Hazel, Ass't. HS Baseball Coach, step 4
Jon Markus, MS Boys Basketball Coach, step 1
Katherine Wisgerhof, Van Driver, step 1, effective 8/23/10

Non-teaching September issued contracts:
Steve Cochran - Ass't. HS Girls Basketball, step 4
Todd Cook - MS Girls Basketball, step 3
Scott Crannell - MS Wrestling, step 1
Dustin Dunton – Ass't. HS boys Basketball, step 1
Andy Fecht - HS Wrestling, step 4
Scott Geadelmann - MS Boys Basketball, step 1
Chris Hatchitt - MS Wrestling, step 4
Mindy Hatchitt - MS Girls Basketball, step 1
Donald Hess - MS Boys Basketball, step 1

Pending resignations:
None

First Reading Board Policies (Exhibit 1):
103.E1 "Notice of Nondiscrimination"
103.E4 "Section 504 Student and Parental Rights"
103.R1 "Grievance Procedure"
211.5 "Meeting Notice"
304.1 "Administrator Positions"
704.3R1 "Investment Procedures"
802.4 "Capital Assets"

"Experiencing Success Today, Achieving Dreams Tomorrow."
The first three Board policies we are bringing to you for first reading require revision only to replace Shirley McAdon with Nancy Gee on the policy.

211.5 "Meeting Notice" pertains to posting of Board meeting agendas. State law requires we post at central office. This draft of the policy includes posting at all school buildings during the school year and at central office year round and also excludes posting at the courthouse and post offices. We also post on our website prior to every meeting (this is being added to our policy). Due to no longer having a building in operation in Minburn, we are recommending not posting at the post offices in Minburn and DeSoto. I would like Board input into this on Monday night.

304.1 "Administrator Positions" simply adjusts our building principal coverage to include the new grade-level configurations.

704.3R1 "Investment Procedures" updates various job titles and functions relating to internal controls.

802.4 "Capital Assets" is a revision to the fixed assets management system to comply with GASB 51, which requires reporting of intangible assets.

ILA Superintendents Network (Exhibit 2):
I am seeking Board approval to participate in the ILA Superintendents Network again this year. This is a significant professional development opportunity for me, and the ILA/AEA is requesting Board approval due to the time involved. It is typically one day per month doing a site visit (instructional rounds) with a group of superintendents to participating schools. ADM will have a site visit in March (school to be determined).

Agreement for services/special education contracts:
Des Moines - we make a variety of classes available to our students
DMACC – we make a variety of DMACC opportunities available to our students

<table>
<thead>
<tr>
<th>Special Ed. students to ADM from</th>
<th>ADM Special Ed. students to</th>
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<tbody>
<tr>
<td>Creston</td>
<td>College Community</td>
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<tr>
<td>Dallas Center-Grimes</td>
<td>DMACC</td>
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<td>Des Moines</td>
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<td>Waukee</td>
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<td>West Central Valley</td>
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Appoint physician for work permit certificates:
In order for a student to obtain a minor's work permit, the following proofs of age are allowed:
• birth certificate
• passport
• baptismal record
• certificate by school appointed physician

Because of the increasing number of refugee minors that do not have proof of age, it is recommended that every local school district appoint a physician. Refusal to do so could be construed as failure to provide access to the work permit process, a potential discriminatory action. I recommend that we appoint Michelle Kurtz, PA-C, from Mercy Adel Medical Clinic for this position. Michelle has agreed to serve in this capacity for us.

"Experiencing Success Today, Achieving Dreams Tomorrow."
At-risk allowable growth:
I recommend that we again submit an application for at-risk allowable growth funding. This funding pays for a good portion of our guidance program, alternative high school, work experience program, and reading recovery. This application is not due until December. We will be bringing budget figures forward for the Board's review in the coming months.

OE out of district transportation (Exhibit 3):
Enclosed is a list of students that open enroll in to ADM and the resident district is allowing ADM to enter their district to provide bus transportation. These agreements with area districts are limited and subject to annual approval. Currently, there are no ADM resident students open enrolled out where their receiving district is coming into our district to pick them up.

Appoint School Improvement Advisory committee (Exhibit 4):
I recommend approval of the ADM School Improvement Advisory Committee. This board-appointed committee is to assist in the development and monitoring of our student achievement goals, address bullying and harassment issues, and other school related concerns.

ELECTION OF OFFICERS
The Board Secretary will conduct the election of officers. Tim Canney has served as President and Kim Roby as Vice President the past two years.

OATH OF OFFICE
The required oath of office will be administered by the Board Secretary to swear in the newly elected officers.

SELECTION OF NEGOTIATION TEAM
Jen (2 years) and Kim (1 year) served as the Board negotiating team last year. It has been past Board practice to rotate the negotiation team to always include someone with a year of experience on the team while bringing on someone new. If we follow past practice, Jen will get a reprieve this year while Kim would stay on.

APPROVAL OF ELECTRONIC SIGNATURE FOR GAMES AND OFFICIAL CONTRACTS (Exhibit 5)
The Board President's signature needs to be on all contracts, including contracts with other schools for games and contracts given to officials. The Activity Department has a program that initiates these contracts and it has the capability of including an electronic signature on each contract. We are requesting approval to allow the activity director to use this electronic signature on these contracts.

IASB LEGISLATIVE DELEGATE (Exhibit 6)
The Iowa Association of School Boards (IASB) is asking us to select one member to serve as a legislative delegate. This board member would receive information related to legislative issues and have the responsibility to inform the rest of the Board. Also, this Board member would attend the IASB Delegate Assembly to vote on legislative resolutions on Wednesday, November 18, the day before the state school board convention. Kelli served as our legislative delegate last year.

"Experiencing Success Today, Achieving Dreams Tomorrow."
DISTRIBUTION OF TEACHER QUALITY FUNDS
The ADM salary schedule already exceeds the minimum teacher salary requirements. Therefore, all funds are eligible to be distributed to all teachers. Our past practice has been to distribute all the funds equally among the teachers and it is my recommendation to continue that practice. The ADMEA has agreed to this distribution.

SUPERINTENDENT PROFESSIONAL DEVELOPMENT GOALS (Exhibit 7)
Enclosed are my 2010-11 professional development goals. I have two main focus areas: student achievement and financial stability. These goal areas come directly from the short and long-range goals established this summer.

ADMINISTRATIVE REPORTS - Discussion items

Annual Yearly Progress Report (Exhibit 8)
I am including the full Annual Yearly Progress report for 2009-2010. This report is directly tied to No Child Left Behind. I will first review the AYP “Need to Know” document. This will allow for us to discuss the general concepts of AYP.

I have also included a letter from the Iowa Department of Education regarding our 6-7 Middle School being placed on the “watch” list due to missing AYP in reading due to special education scores.

It is important to note that in the 3-5 and 6-8 grade spans, the district did not meet AYP in reading in special education. The reason the district is not on the watch list is that all grade spans must miss AYP in order for a district to be placed on “watch” or “in needs of improvement”. Our 11th grade section simply does not have enough special education students testing to count towards AYP – their “calculated total tested” is less than 30.

Advanced Placement 2009-10 report (Exhibit 9)
Included in your Board materials are two documents pertaining to Advanced Placement courses. The first is a report that lists our AP results from 2010. We had 41 total tests taken with 59% of those at a 3, 4, or 5. In order to qualify for college credit a score of 3, 4, or 5 is required. This report also details the results from all the AP exams taken in each course. As of last year, we still had some students in Honors courses elect to take the test.

This year we have added 8 approved AP courses at the high school. In the next document, the number of students enrolled in each course is listed. We also list our Statistics course, as this is the first year students can receive college credit through DMACC for this class.

Lee will be on hand to discuss the AP course approval process and also update you all on the professional development our teachers have participated in to ready themselves for these courses.

I am grateful for Board support of the AP program. These courses (and more will be added next year) constitute a major effort to increase the college-credit opportunities our students have. The AP test is rigorous, so if our students pass them we can be very confident they have mastered college-level concepts.

“Experiencing Success Today, Achieving Dreams Tomorrow.”
ACT report (Exhibit 10)
Lee and I will also be giving a report on our 2010 ACT scores. As reported to you earlier, our 2010 ACT composite of 23.4 is the highest on record going back 25 years.

Our data over eight years is provided in each subtest and composite. The next table is college-readiness data. A benchmark score is the minimum needed on an ACT subtest to indicate a 50% chance of obtaining a B or higher or 75% of a C or higher in corresponding college courses.

Lee will discuss the ACT PLAN test given to all 10th graders and also discuss preliminary plans to bring an ACT preparation program to ADM.

Ed Jobs update
Nancy will give the Board a full report on the Ed Jobs federal funding. Our allocation is $274,161.00. These funds must be spent by September of 2012.

Our approach to this money is to preserve as much as possible for our hiring process this spring. Now is not the time to be hiring certified staff as most are under contract with other schools. It is also possible to use these funds to pay for current employees, which would free up general fund dollars for operating expenses.

I have asked for building principals to provide me with very pressing needs in the non-certified area. Requests so far have been for additional office assistant support at some of the buildings. We are also considering a part-time custodial position to help with the two closed buildings and with the event clean up at the 6-7 MS once winter activities start.

Transportation update
I will provide the Board with a brief update on the transportation changes, especially concerning the hub change to the 6-12 complex.

Open Enrollment In for 2010-11
Cody Bargman, 6th grade, from Earlham to ADM (good cause)
Madeline Eden, 5th grade, from Waukee to ADM (continuation)
Jordan Selover, 11th grade, from VM to ADM (continuation)
Rachael Selover, 9th grade, from VM to ADM (continuation)
Luke Wills, K, from WCV to ADM (met timeline)

Open Enrollment Out for 2010-11
Hannah Fyler, 5th grade, from ADM to Waukee (continuation)
Noah Fyler, 7th grade, from ADM to Waukee (continuation)
Isaac Munoz, 3rd grade home school, from ADM to West Des Moines (good cause)
Taygen Ogden, K, from ADM to Waukee (good cause)

Important dates:
September 15 1:00 Early Dismissal – Professional Development
September 27 No School – Professional Development
October 11 Board Meeting – 6:00 pm

"Experiencing Success Today, Achieving Dreams Tomorrow."
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 13th day of September 2010, for its regular meeting in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA
DISTRICT BOARD ROOM

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

6:05 Consent agenda
   Approval of minutes
   Approval of bills and claims
   Secretary/Treasurer financial reports
   Personnel contracts
   First reading Board policies:
   103E1 “Notice of Nondiscrimination”
   103.E4 “Section 504 Student and Parental Rights”
   103.R1 “Grievance Procedure”
   211.5 “Meeting Notice”
   304.1 “Administrator Positions”
   704.3R1 “Investment Procedures”
   802.4 “Capital Assets”
   ILA Superintendents Network
   Agreement for services/special education contracts
   Appoint physician for work permit certificates
   At-risk allowable growth
   OE out of district transportation
   Appoint School Improvement Advisory committee
   Welcome of visitors and open forum

ACTION ITEMS:
6:15 Election of Officers
6:20 Oath of Office
6:25 Selection of negotiation team
6:30 Approval for electronic signature for games and official contracts
6:35 IASB legislative delegate
8:45 Distribution of teacher quality funds
8:55 Superintendent professional development goals

ADMINISTRATIVE REPORTS/DISCUSSION ITEMS
7:05 Annual Yearly Progress Report
7:25 Advanced Placement 2009-10 report
7:40 ACT report
7:55 Ed Jobs update
8:05 Transportation update
8:15 Open enrollment
8:20 Adjournment

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

Nancy Gee
Secretary
Board of Directors
NOTICE OF NONDISCRIMINATION

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

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

Shirley-McAdon-Nancy Gee, Business Manager
District Office
(515) 993-4283

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

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

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

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

Business Manager Shirley-McAdon-Nancy Gee
801 Nile Kinnick Drive S., Adel, IA 5000
(515) 993-4283

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code § 280.3. (2005)
GRIEVANCE PROCEDURE

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

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

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

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

Level Two - Compliance Officer

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

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. The superintendent will render a decision within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.
This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights http://www.state.ia.us/government/crc/index.html or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

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

The Compliance Officer is:
Shirley-McAden Nancy Gee, Business Manager
801 Nile Kinnick Drive S., Adel, IA 50003
(515) 993-4283
Office hours: 8:00 a.m. – 4:30 p.m. Monday through Friday

Approved 7/1/96 Reviewed 10/11/10 Revised 10/11/10
MEETING NOTICE

Public notice shall be given for meetings and work sessions held by the board. Public notice shall indicate the time, place, date, and tentative agenda of school board meetings and shall be posted in each school building during the school year and the Central Office and school district's website (www.adel.k12ia.us) year round the Dallas County Courthouse, the DeSoto Post Office, and the Minburn Post Office at least twenty-four (24) hours before it is scheduled to begin.

A copy of the posted notice will be provided to those who have filed a request for notice with the secretary. These requests for notice must be in writing and renewed annually.

In the case of special meetings, notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as practical and possible in light of the circumstances surrounding the emergency. The media and others who have requested notice shall be telephoned of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or any other individual shall constitute a waiver of notice by the attendee.

It shall be the responsibility of the board secretary to give public notice of board meetings and work sessions.

Approved 7/1/93 Reviewed 10/11/10 Revised 10/11/10
ADMINISTRATOR POSITIONS

The school district shall have, in addition to the superintendent, a high school principal, a principal for pre-kindergarten (PreK) through second (2nd) grade, a principal for third (3rd) through fifth (5th) grade, a principal for sixth (6th) through seventh (7th) grade, and a principal for eighth (8th) through ninth (9th) grade. These administrators shall work closely with the superintendent as an integral part of day-to-day operations of the school district.

It shall be the responsibility of the administrators to uphold the policies of the board, to instill a positive, cooperative environment with school district personnel, and to share their expertise with each other and the board under the management team concept.

Approved 7/1/93  Reviewed 10/11/10  Revised 10/11/10

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS
INVESTMENT PROCEDURES

The business manager shall establish a written system of internal controls and investment practices.

I. Internal Controls

A. Segregation of Duties

1. Cash receipts: The business manager and the activity director are responsible for collecting funds from various sources. The business manager, the accounts receivable clerk assistant to the business manager, the food services bookkeeper cashier/bookkeeper, and the activity director’s secretary administrative assistant may deposit funds. Both the business manager and accounts receivable clerk assistant to the business manager shall journalize and post receipts. The accounts payable clerk business manager completes reconciliation of bank statements.

2. Disbursements: Invoices are approved for payment by someone other than the business manager who then approves checks. Checks are prepared by the accounts payable clerk specialist or the payroll clerk specialist for the signature of the business manager. Signature stamps of the board president and the business manager are used to sign bills already approved by the board per board policy. Checks for bills between meetings are approved by the Board President Superintendent per board policy and the signature stamps of the board president and the business manager are affixed. The board at the next regular meeting then approves those checks. Disbursements are posted automatically by the accounting system. The accounts payable clerk business manager completes reconciliation of bank statements.

3. Payroll: The payroll clerk specialist prepares the payroll. The business manager edits the payroll and approves it for distribution.

B. Board oversight

1. All disbursements are approved by the board.

2. Financial reports are reviewed and discussed by the board at regular meetings. In addition, all records are open for public inspection during regular business hours.
INVESTMENT PROCEDURES

3. When there are a limited number of office personnel, the most effective control is in the board’s knowledge of matters relating to the district’s operation.

II. Investment Practices

A. Since the business manager shall invest in only those instruments eligible for investment and those instruments are limited to instruments that require limited management, no agent or fiduciary shall be hired for management purposes.

B. Investment practices are intended to maximize interest by retaining funds in an interest-bearing account. Certificates of deposit shall be maintained in accordance with the investment policy.

Approved 7/1/93          Reviewed 10/11/10          Revised 10/11/10
To improve the school district’s oversight of fixed assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of fixed assets for insurance purposes, the school district shall establish and maintain a fixed assets management system for reporting capitalized fixed 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.

A separate fixed assets listing shall be prepared for fixed assets in the general fixed assets account group (GFAAG) and for the fixed assets of each proprietary and fiduciary fund. “Fixed assets” in the GFAAG shall include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery, and equipment. “Fixed assets” in the proprietary funds shall include school district buildings and sites, construction in progress, improvements other than buildings and sites, capitalized interest, infrastructure, land and machinery and equipment. Fixed assets reported in the financial reports shall include individual fixed assets with an historical cost equal to or greater than $300, except for Nutrition Fund, which shall be $500. Fixed assets accounted for and reported in the proprietary funds shall be depreciated over the useful life of each fixed asset.

GASB (Governmental Accounting Standards Board) 34 requires that districts issue district-wide financial statements using the economic resources measurement focus and accrual basis of accounting. This requirement means that certain amounts reported in the fund financial statements will need to be restated for the district-wide statements. In essence, the cost associated with the acquisition of capital assets will be replaced by the cost to use up the asset. The cost of usage, called depreciation, is reported in the current fiscal period in district-wide statements.

The capitalization threshold will be set at a level to capture 80 percent of the value of assets and periodically reviewed to ensure this percentage is maintained. Beginning with the 2005-06 school year the capitalization threshold will be established at $3500.

The Adel DeSoto Minburn Community 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 facilities and programs.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS
FIXED ASSETS MANAGEMENT SYSTEM

CAPITAL ASSETS

buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Tangible capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than $3,500.00. 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.

Depreciation will be calculated on a straight line, full year in year of purchase, basis with the following schedule:

- Buildings 50 years
- Portable Classrooms 20 years
- Site Improvements 20 years
- Vehicles 7 years
- General Equipment 5 years
- Nutrition Fund Equipment 12 years

All intangible assets with a purchase price equal to or greater than $150,000 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.

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 fixed capital assets management system shall must be updated monthly to account for the addition/acquisition, disposal, and relocation/transfer of fixed capital assets. It shall be the responsibility of the superintendent to count and reconcile the fixed capital assets listing for the general fixed assets account group and for each proprietary and fiduciary fund with the fixed capital assets management system on June 30 each year.
FIXED-ASSETS MANAGEMENT SYSTEM

CAPITAL ASSETS

It shall be the responsibility of the superintendent to develop administrative regulations implementing this policy. It shall also be the responsibility of the superintendent to educate employees about this policy and its supporting administrative regulations.

Approved 7/1/93  Reviewed 10/11/10  Revised 10/11/10
It's time to initiate your commitment to the ILA Superintendents’ Network!

- Become a lead learner in a statewide community of learners
- Deepen your knowledge base through the work of an internationally recognized educator whose work will inspire and challenge
- Reflect on your leadership practice
- Create or refine your Individual Administrator Professional Development Plan

What is the purpose of a Superintendent Network?
Developed by Dr. Richard Elmore of Harvard University, the network model is intended to increase the capacity of superintendents to provide leadership for improved instruction. Networks give superintendents a safe space to grapple with difficult issues related to improving teaching and learning.

What is the ILA Superintendents’ Network?
Each AEA will offer superintendents an opportunity to participate in a network. Coordinated through the Iowa Leadership Academy, networks are supported by the AEA statewide system and the Wallace Foundation. Collaborative partners: AEAs, SAT, IASB, DE.

The Intent to Commit form outlines expectations for participation. Please discuss your involvement with your Board.

**Participant Expectations**
- Attend all network meetings
- Host and participate in site visits
- Be an active and engaged learner
- Typical time commitment for meetings and visits combined is one day per month
- Honor network norms and display participant dispositions

**Participant Dispositions and Skills**
- Agree that confidentiality is non-negotiable
- Able to give and receive open and honest communication with colleagues
- Able to support one another through a change
- Able to confront brutal facts
- Willingness to hold each other accountable

Commitment forms are due to AEA by (date).
Please send signed form via fax, e-mail or US Postal Service.
Intent to Commit
Iowa Leadership Academy Superintendents’ Network
2008-2009

Name
(print or type)

District

In what area is your district focusing efforts to improve instruction? Reading, Math, Science

Briefly, how are you going about this improvement work?

Where can you be reached, even during the summer?

Phone
Email
Cell Phone

Assurances – Superintendent
I am committed to the ILA Superintendents’ Network and our statewide community of learners. I will:
• attend all sessions (1 day per month) and participate in follow-up implementation activities,
• host a visit in my district,
• apply learning in my leadership practice,
• actively engage in conversation with my peers; and
• honor the network norms and display participant dispositions.

Signature of Superintendent ___________________________ Date ____________

Assurances – Board
• We support the time commitment required of the superintendent to fully participate in the ILA Superintendents’ Network, recognizing that this is a core part of the superintendent’s work.
• We agree to engage in professional dialogue with the superintendent about his/her continued learning and how it relates to district and school improvement efforts and achievement in our district.

Signature of Board President ___________________________ Date ____________

Send or fax completed, signed application to:
Chief Administrator Name
AEA Address
Fax number
Commitment deadline: (date), 4:00 p.m.

Questions? Contact (chief administrator phone and e-mail)
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<td>Shelton</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beth</td>
<td>Shields</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Darcy</td>
<td>Simpson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monica</td>
<td>Sloan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connie</td>
<td>Sloss</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OFFICIAL CONTRACT FOR INTERSCHOLASTIC GAMES

The Adel DeSoto Minburn CSD and the Ballard, both of said schools being members in good standing of the Iowa High School Athletic Association hereby enter into a contract for the following Activity:

**Type of Contest:** Football - Game  
**Opponent:** Ballard  
**Date of Contest:** 09-07-10

<table>
<thead>
<tr>
<th>Time</th>
<th>Level</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30pm</td>
<td>JV</td>
<td>A-D-M - Football Stadium</td>
</tr>
</tbody>
</table>

(1) The Rules of the Iowa High School Athletic Association are Part of this Contract.
(2) Each participant in these contests must be eligible under the rules of the Iowa High School Athletic Association.
(3) The suspension or termination of its membership in the State Association by either of the parties to this contract shall render this contract null and void.
   Said party shall forfeit the sum as indicated here $ , to the offended party.
(4) Financial terms and other agreements:

Event Fees $

Chapter 37 Part III, Section 21. No contest shall be held with any school not a member in good standing of this Association or an Association member of the National Federation of State High School Associations.
Section 23. The superintendent of schools or his/her delegated high school principals shall be responsible for the athletic policy of the school and no contest shall be arranged with any team without his sanction. The superintendent or his authorized faculty representative shall accompany teams on trips away from home.
Section 24. Official contracts furnished by the Board of Control must be used for all contests between schools. Any school violating the contract may be suspended from membership for one year. No school suspended shall be reinstated until the superintendent shall make personal or written application to the Board of Control.
Section 27. Neither coaches nor anyone else connected with the competing schools shall officiate in any contests except by mutual agreement. All officials used in interscholastic contests must be on the approved list of the Iowa High School Athletic Association.

SETTLE THE QUESTION OF OFFICIALS BEFORE THE GAME.

THE Adel DeSoto Minburn CSD  
801 Nile Kinnick Dr S  
Adel, IA 50003

Phone: 515-993-4819  
Fax: 515-993-3025  
Lee Greibel  
Principal

THE Ballard

John Ronca  
Principal
Merle Olberding, Athletic Director  
Signed & Returned 08-16-10
Merle Olberding  
Athletic Director
Date 08-16-10

Doug Gee  
Athletic Director
This contract is between the Adel DeSoto Minburn CSD, 801 Nile Kinnick Dr S, Adel, IA 50003, and Gary Bonnett of 702 North G St, Indidanola, IA 50125 in his/her capacity as an independent contractor and as a registered official of the Iowa High School Athletic Association. Said Official agrees to be present and officiate a game or meet according to the details below:

GAME DATE: 09-07-10
SPORT: Volleyball

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>TIME</th>
<th>HOME SCHOOL</th>
<th>OPPONENT LOCATION</th>
<th>JOB</th>
<th>FEE</th>
<th>MILEAGE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>5:30pm</td>
<td>Adel DeSoto Minburn CSD</td>
<td>Perry North Gym</td>
<td>A-D-M</td>
<td>$85</td>
<td>$</td>
<td>$85</td>
</tr>
<tr>
<td>Varsity</td>
<td>7:00pm</td>
<td>Adel DeSoto Minburn CSD</td>
<td>Perry A-D-M</td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>JV</td>
<td>5:30pm</td>
<td>Adel DeSoto Minburn CSD</td>
<td>Perry A-D-M</td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

In consideration of said services, the above school will pay to the said Official an officiating fee and mileage. The Official agrees that this sum shall cover all of his/her claims arising from the contract; and the Official and School jointly agree that said Official shall, at all times, during the term of this contract, be and operate as an independent contractor. It is further agreed that if either party hereto fails to fulfill the obligation of this contract, that party shall pay to the other party the sum of $ as damages for violation of the contract and said failure shall be reported to the IHSAA.

Other Conditions: This is 9/JV at 5:30 PM and Varsity at 7:00 Pm

Other Scheduled Officials: Carrie Harjes

FOR THE SCHOOL
Doug Gee
Name
Athletic Director
Position
801 Nile Kinnick Dr S
Street
Adel
City
IA
State
50003
Zip Code
04-27-10
Date
515-993-4819
Home Phone

FOR THE OFFICIAL
Gary Bonnett
Official's Name
702 North G St
Street
Indidanola
City
IA
State
50125
Zip Code
04-27-10
Date
988-8754
Home Phone

Signed & Returned 04-27-10
Signature
515-993-4819
Business Phone
TO: K-12 School Board and Area Education Agency Presidents  
K-12 School Board and Area Education Agency Secretaries  
K-12 Superintendents  
Area Education Agency Administrators  
Community College Presidents  
Iowa Association of Community College Trustees  

FROM: Veronica Stalker, Interim Executive Director  

DATE: August 17, 2010  

RE: IASB Delegate Assembly, Wednesday, November 17  

Every school district's voice should be heard in the 2010 IASB Delegate Assembly!  
IASB by-laws give each member school district a delegate who casts the district's vote(s) on issues before the Delegate Assembly. School boards provide input on IASB's legislative platform and your priorities help influence the legislators and governor.  

Please take time at your next board meeting to select a delegate, who must be a board member, and return the Delegate Identification Form to us.  
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.  
The Annual Meeting of the Corporation and the Delegate Assembly will be held at 1:00 p.m., Wednesday, November 17, at Hy-Vee Hall, 730 - 3rd Street, Des Moines.  
The IASB by-laws assign delegates according to the following school district enrollment schedule:  

<table>
<thead>
<tr>
<th>Enrollment Range</th>
<th>Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000-1200</td>
<td>1 vote</td>
</tr>
<tr>
<td>1201-1600</td>
<td>2 votes</td>
</tr>
<tr>
<td>1601-2400</td>
<td>3 votes</td>
</tr>
<tr>
<td>2401-3600</td>
<td>5 votes</td>
</tr>
<tr>
<td>3601-4800</td>
<td>7 votes</td>
</tr>
<tr>
<td>4801-6000</td>
<td>10 votes</td>
</tr>
<tr>
<td>6001 and over</td>
<td>15 votes</td>
</tr>
</tbody>
</table>

Area education agencies are assigned delegates according to the following AEA enrollment schedule:  

<table>
<thead>
<tr>
<th>Enrollment Range</th>
<th>Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000-29,999</td>
<td>2 votes</td>
</tr>
<tr>
<td>30,000 and over</td>
<td>3 votes</td>
</tr>
</tbody>
</table>

Community colleges are entitled to five votes. The governing body of the Iowa Association of Community College Trustees elects these delegates.  

(Over)
A Delegate Identification Form has been mailed to all board secretaries. Please name your delegate and only those board members and/or superintendent who will attend. Please use the form located on our website (www.ia-sb.org) or fax the enclosed form (515-243-4992).

The deadline for returning the form is OCTOBER 8.

**Important cost information:** Lunch for your delegate is free. We will bill the lunch cost ($25.00) for any other persons who request lunch on the Delegate Identification Form. All persons who are registered on the Delegate Identification form (or by any other method) who do not cancel their registration by November 9, or who are registered and fail to attend (delegates included), will be charged a cancellation fee equal to the cost of the lunch.

One set of pre-Delegate Assembly materials will be mailed in October to the delegate you name. Your delegate must take the credentials from the delegate packet to the registration desk at the Delegate Assembly and exchange it for the school district's voting card.

The official delegate packet may be transferred to another person on your board.

Also note:

During the afternoon break there will be nominating caucuses to nominate candidates in IASB Director Districts as follows:

- #1 (Northwest), #5b (Central), #6a (East Central), #9 (Southeast) – three-year term
- #8 (South Central) – two-year term

Enclosed: Delegate Identification Form
(Board Secretaries only)
**Iowa Individual Administrator Professional Development Plan**

**Name:** Greg Dufoe  
**School:** Adel DeSoto Minburn  
**District:** Adel Desoto Minburn  
**AEA:** 11

### General District Goal Area (from CSIP or other improvement plan)
If using a goal area not included in a plan, include data which shows the need for focusing your leadership actions in this area.

- **Ensure financial stability of the district.** (ADM long-range goal approved August 2010)

### Specific School or District Goal (for above general goal area)
- Develop with ADM Board of Education Fiscal Goals for Solvency Ratio and Unspent Budget Authority.

### Specific Leadership Goals

<table>
<thead>
<tr>
<th>Step 3 Specific Leadership Goals*</th>
<th>Related ISSL</th>
<th>Indicators of Progress</th>
<th>Start &amp; End Dates</th>
<th>Review Date(s)</th>
<th>Items discussed during review</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1-3 things the administrator will DO to increase likelihood that goals in steps 1 &amp; 2 will be achieved)</td>
<td>3</td>
<td>Board agendas and related exhibits</td>
<td>October 2010-March 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan Board meeting agendas/information with Nancy Gee to guide the goal-setting process.</td>
<td>3</td>
<td>Board minutes and final policy and/or goal documents.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Learning Goals

<table>
<thead>
<tr>
<th>Step 4 Learning Goals*</th>
<th>Related ISSL</th>
<th>Indicators of Progress</th>
<th>Start &amp; End Dates</th>
<th>Review Date(s)</th>
<th>Items discussed during review</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1-3 things the administrator will DO to increase likelihood that goals in steps 1 &amp; 2 will be achieved)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilize fiscal planning tools at IASB and ISFLC pertaining to solvency and unspent budget authority.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Administrators are encouraged to use “SMART Goal” design to develop their goals. See page 2.

### Supports for Plan Implementation

(check all that apply and describe)
Final leadership goal statement: (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)

In order to maintain commitment to the ADM School District's financial health, Board goals regarding solvency ratio and unspent budget authority are critical.
Iowa Individual Administrator Professional Development Plan
to be developed collaboratively between administrator and supervisor

Name: Greg Dufoe
School: Adel DeSoto Minburn
District: Adel Desoto Minburn
AEA: 11

District or Building Focus

General District Goal Area (from CSIP or other improvement plan) If using a goal area not included in a plan, include data which shows the need for focusing your leadership actions in this area.

Increase the percent of students proficient or above on the ITBS/ITED reading comprehension, math total, and science tests from 2010 to 2011.

<table>
<thead>
<tr>
<th>Goal: Increase the percent of students proficient or above on the ITBS/ITED reading comprehension subtest. To measure this goal, we will compare the percent of students proficient or above in grades 3-11 in 2010 (83.3%) to the percent proficient or above in 2011. Goal is 86.5%.</th>
<th>2009-10</th>
<th>2010-11 DATA</th>
<th>GOAL MET?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>83.3%</td>
<td>83.3%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal: Increase the percent of students proficient or above on the ITBS/ITED math total subtest. To measure this goal, we will compare the percent of students proficient or above in grades 3-11 in 2010 (84.4%) to the percent proficient or above in 2011. Goal is 87.0%.</th>
<th>2009-10</th>
<th>2010-11 DATA</th>
<th>GOAL MET?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>84.4%</td>
<td>84.4%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal: Increase the percent of students proficient or above on the ITBS/ITED science test. To measure this goal, we will compare the percent of students proficient or above in grades 3-11 in 2010 (90.4%) to the percent proficient or above in 2011. Goal is 91.5%.</th>
<th>2009-10</th>
<th>2010-11 DATA</th>
<th>GOAL MET?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90.4%</td>
<td>90.4%</td>
<td></td>
</tr>
</tbody>
</table>

Specific School or District Goal (for above general goal area)

See chart above for specific district goals in each content area.
**Step 3**

**Specific Leadership Goals**
(1-3 things the administrator will do to increase likelihood that goals in steps 1 & 2 will be achieved)

<table>
<thead>
<tr>
<th>Related ISSL</th>
<th>Indicators of Progress (Document the effect of chosen indicators.)</th>
<th>Start &amp; End Dates</th>
<th>Review Date(s)</th>
<th>Items discussed during review</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2</td>
<td>Meeting agendas, completed activities, building PLC plans for 2011-2012</td>
<td>Aug 2010-May 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1, 2</td>
<td>Meeting agendas, related readings</td>
<td>Aug 2010-May 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1, 2</td>
<td>SMART goals from all PLC groups, evidence of goal attainment.</td>
<td>Aug 2010-May 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1, 2</td>
<td>Board agendas and building level reports</td>
<td>Sept 2010-May 2011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Learning Goals**
(1-3 things the administrator will do to increase likelihood that goals in steps 1 & 2 will be achieved)

<table>
<thead>
<tr>
<th>Related ISSL</th>
<th>Indicators of Progress (Document the effect of chosen indicators.)</th>
<th>Start &amp; End Dates</th>
<th>Review Date(s)</th>
<th>Items discussed during review</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2</td>
<td>PLC district action plan following conference</td>
<td>June 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1, 2</td>
<td>Meeting agendas, book study &quot;Instructional Rounds in Education&quot; by Richard Elmore, site visit to ADM in February</td>
<td>Sept 2010-May 2011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Administrators are encouraged to use "SMART Goal" design to develop their goals. See page 2.*

**Supplies for Plan Implementation**
(check all that apply and describe)

- Supervisor/Board:
- Peer: [ ]
- AEA/Regional: [ ]
- Other: [ ]

Administrator Signature/Date ____________________________  Supervisor Signature/Date ____________________________

**Final leadership goal statement:** (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)
Adequate Yearly Progress (AYP) Need to Knows:

1. Adequate Yearly Progress Determinations:
   - Assessments used for accountability are the ITBS (grades 3-8) and the ITED (grade 11) in reading and mathematics.
   - ITBS/ITED reading is referred to as the "reading comprehension" subtest.
   - ITBS Math is a combination of the "math concepts and estimation" and "math problem solving and data interpretation" subtest. ITED math is the "mathematics: concepts and problem solving subtest."
   - Iowa is also required to combine the results for grades 3-8 and 11 for AYP decisions. School level AYP decisions are determined by combining all grades at a school site. District level AYP decisions are determined by combining grades 3-5 for elementary, grades 6-8 for middle school, and grade 11 for high school.

Participation:
   - First step in determining AYP for schools and districts is to examine participation rates. Schools and districts must document a minimum of 95 percent participation to make AYP.
   - Up to three years of participation data will be used by the state to determine if a school meets the required participation rate.
   - There is a minimum number of 40 as the threshold for AYP decisions for each subgroup.

Proficiency:
   - Next step in determining AYP for schools and districts is to examine proficiency rates.
   - Proficiency rates combine all grades at a school site, or grades 3-5, 6-8 and 11 at a district level.
   - The minimum number for inclusion of a group in AYP is 30.
   - Only students enrolled for a full academic year (FAY) are included in the proficiency calculation.

Steps used to determine proficiency:
   1. A school and district proficiency index is calculated. "The proficiency index is a result of a statistical procedure used to combine the results of different grades to yield a single AYP decision."
   2. If proficiency is not met using the index, Safe Harbor is examined. Safe Harbor requires a 10 percent or greater reduction in the percentage of non-proficient student from the previous year to the current year.
3. If Safe Harbor is not met, a biennium data check is performed. This is an average of last year and this year’s data.
4. If AYP is still not met after a biennium data check, a triennium data check is performed for grades 4, 8, and 11.

Other Academic Indicators:

Final step in determining AYP

- K-8 average daily attendance rate – a school and district must meet the state average daily attendance rate.
- Graduation Rate – a school and district must meet the trajectory targets determined by the State Board of Education’s goal of 95% by 2013-2014. Target for 2009-2010 is 91.3%.
- In order for a district to miss the OAI, the district must NOT meet both targets.