BOARD MEETING UPDATE

MARCH 11, 2013

APPROVED:

- February 11, 2013 Regular Meeting Minutes
- February 11, 2013 Work Session
- February 25, 2013 Special Meeting Minutes
- Bills/Claims
- Financial Reports
  - February Monthly Reports
- Hires
  - Rhonda Becker-Leach, Shuttle Bus Driver, Step 1, effective 2/28/13
- Resignations/Terminations
  - Rick Borst, Bus Mechanic/Driver, effective 2/19/13
  - Lana Shea, HS Art Teacher, effective at year end
- Transfers
  - Leon Meiners, from Part-Time Mechanic to Full Time Mechanic/Bus Driver, effective 3/20/13
    - 11 Month Position
- Second and Final Reading of Board Policy 401.13 “Formal Evaluations”
- First Reading of Board Policies 507.2, “Administration of Medication to Students” & 507.2E1, “Medication Authorization Form”
- Sports Sharing Agreements
  - Waukee — Boys & Girls Bowling/Swimming/Diving and Tennis at Waukee for 2013-14
  - Van Meter — Boys & Girls Soccer at ADM for 2013-14
- Fiscal Year 2012 Audit
- Open Enrollment In for 2012-13
  - Danielle Mikesell, K from DM to ADM (good cause)
  - Keighan Myers, 2nd Grade from DM to ADM (continuation)
- Open Enrollment Out for 2012-13
  - Blake Dodson, 3rd Grade from ADM to VM (continuation)
  - Zane Dodson, 6th Grade from ADM to VM (continuation)
  - Cameron Johnson, 9th Grade from ADM to Waukee (continuation)
  - Nathan Johnson, 7th Grade from ADM to Waukee (continuation)
- Open Enrollment In for 2013-14
  - Logan Cahalan, 9th Grade, from Earlham to ADM (met timeline)
  - Elizabeth DenHerder, 9th Grade from Johnston to ADM (met timeline)
  - Hannah DenHerder, 9th Grade from Johnston to ADM (met timeline)
  - John DenHerder, 9th Grade from Johnston to ADM (met timeline)
  - Sarah DenHerder, 4th Grade from Johnston to ADM (met timeline)
  - Abigail Kornstad, 9th Grade from Waukee to ADM (met timeline)
  - Zoe Markmann, 5th Grade from WDM to ADM (met timeline)
  - Madison Ritchhart, K, from Winterset to ADM (met timeline)
- Open Enrollment Out for 2013-14
• Shane Buscher, 4th Grade from ADM to CAM (met timeline)
• Hailey Donahue, 11th Grade, from ADM to Waukee (met timeline)
• Olivia Hood, 10th Grade from ADM to Waukee (met timeline)
• Abigail Shipman, K, from ADM to VM (met timeline)
• Chelsea Smith, 11th Grade from ADM to Winterset (met timeline)
• Kate Swanson, 10th Grade from ADM to DCG (met timeline)

• 2013-14 District Calendar

• Budget for 2013-14
  o Approve Publication of Proposed Budget
  o Hearing Set for April 8, 2013
  o Tax Levy 18.38488

• Ecology Club Account Set Up – Student Activity Fund
  o Vasto – Volunteer Sponsor

• District Negotiations Team
  o Kim Roby
  o Rod Collins

REPORTS/DISCUSSION

Activity Director – Quarterly Report
2012 Graduation and Dropout Rate Report
  Graduation Rate 97.46%
  Dropout Rate (9-12) 0.21%
Facility Master Planning Report

Important Dates
Mar 12  Dismiss 1:00 – PT Conf
Mar 14  Dismiss 1:00 – PT Conf
Mar 15  No School
Mar 18-22 Spring Break
Mar 27  Dismiss 1:00 – PD
April 8  No School - PD
Shared Sports Agreements (Exhibit 3):
I recommend approval of the enclosed sports cooperative agreements. There are agreements with Waukee for ADM boys and girls to participate in bowling, swimming/diving, and tennis for 2013-14 and agreements with Van Meter for Van Meter students to participate in boys and girls soccer at ADM in 2013-14.

Audit Report (Exhibit 4):
You have received a full audit for FY12. Nancy will discuss further at the meeting. Please remember to bring your copy with you to the meeting.

Open enrollment in for 2012-13:
Danielle Mikesell, K, from DM to ADM (good cause)
Keighan Myers, 2nd grade, from DM to ADM (continuation)

Open enrollment out for 2012-13:
Blake Dodson, 3rd grade, from ADM to VM (continuation)
Zane Dodson, 6th grade, from ADM to VM (continuation)
Cameron Johnson, 9th grade, from ADM to Waukee (continuation)
Nathan Johnson, 7th grade, from ADM to Waukee (continuation)

Open enrollment in for 2013-14:
Logan Cahalan, 9th grade, from Earlham to ADM (met timeline)
Elizabeth DenHerder, 9th grade, from Johnston to ADM (met timeline)
Hannah DenHerder, 9th grade, from Johnston to ADM (met timeline)
John DenHerder, 9th grade, from Johnston to ADM (met timeline)
Sarah DenHerder, 4th grade, from Johnston to ADM (met timeline)
Abigail Kornstad, 9th grade, from Waukee to ADM (met timeline)
Zoe Marckmann, 5th grade, from West Des Moines to ADM (met timeline)
Madison Ritchhart, K, from Winterset to ADM (met timeline)

Open enrollment out for 2013-14:
Shane Buscher, 4th grade, from ADM to CAM – Iowa Connections Academy (met timeline)
Hailey Donahue, 11th grade, from ADM to Waukee (met timeline)
Olivia Hood, 10th grade, from ADM to Waukee (met timeline)
Abigail Shipman, K, from ADM to VM (met timeline)
Chelsea Smith, 11th grade, from ADM to Winterset (ADM released)
Kate Swanson, 10th grade, from ADM to DCG (met timeline)

2013-14 DISTRICT CALENDAR (Exhibit 5)
I recommend calendar option #2b for approval for the 2013-14 school year. This calendar is a slightly earlier start than our current calendar. Both the calendar and the talking points are included in your board materials. In summary, our recommendation is based on a handful of factors: shorter first week for students upon returning from summer break; better balance between semesters in days of attendance due to semester exams given prior to break; better balance of professional development – one day of PD moved from second semester to first semester, the calendar syncs closely with Earlham and the agriculture program many of our students attend, and we have an adequate number of days for snow makeup to keep us from going into June, most likely.

Another key is that the number of early outs decreases slightly from 11 to 9 as we attempt to create more weeks of instruction without instructional interruptions.

"Experiencing Success Today, Achieving Dreams Tomorrow"
TO:    Board of Directors
FROM: Greg Dufoe, Superintendent
SUBJECT: Memorandum for March 11, 2013

Honoring Excellence:
Kim Wolf is this month’s recipient of Honoring Excellence. Kim teaches at Adel Elementary and has demonstrated excellence in the classroom during her career and she provided leadership at both the building and district level.

Personnel contracts:
I recommend the following resignation/termination:
Rick Borst, bus mechanic/bus driver, effective 2/19/13

I recommend the following new contract:
Rhonda Becker-Leach, shuttle bus driver, step 1, effective 2/28/13

I announce the following transfer:
Leon Meiners, from PT mechanic to FT bus mechanic/bus driver (11-month position), $19.47/hour, effective 3/20/13.

Early Retirement Application Approval:
Lana Shea is the only teacher that submitted an application to participate in the 2012-13 Early Retirement Program. Her application is considered her resignation, effective at the end of this year.

Second and Final reading Board policy 401.13 “Formal Evaluations (Exhibit 1):”
There is a slight modification to the board policy guiding superintendent evaluations. Iowa law now requires an annual summative evaluation of the superintendent, not once every three years (after the first two). I have been evaluated annually my first four years so this will not be a change in practice. I recommend second and final approval of policy 401.13.

First reading Board policies 507.2 “Administration of Medication to Students” and 507.2E1 “Medication Authorization Form (Exhibit 2):”
Missy McCann, RN, reviewed and recommends for change the following policies regarding administration of medication to students:
  • 507.2 would be replaced in full with her recommended new 507.2.
  • 507.2E1 would be replaced with her new 507.2E1. The current 507.2E1 is outdated as all records of administration of medication are now recorded in Infinite Campus.
  • 507.2E2, 2E3, and 2R1 are deleted in full as the contents of all three of them have been incorporated into Missy’s new 507.2 and 507.2E1.

“Experiencing Success Today, Achieving Dreams Tomorrow”
FY14 BUDGET REVIEW (Exhibit 6)
Nancy will provide the board with a full FY14 budget review as we continue in the budget development process. As part of this discussion I will also discuss the new positions (both certified and non-certified) under consideration. Our work in the past four years has created a very favorable fiscal position for ADM Schools, and we are working with projections that keep our unspent balance and cash reserve safely in the target areas. We are in a situation that we will not be focused on two of our three board fiscal goals: having a balanced budget and increasing our fund balance. We are building a budget that has expenditures greater than our revenues and that will decrease both our unspent balance and cash reserve, but our levels are high enough to warrant spending them down in FY14.

SET PUBLIC HEARING ON FY14 BUDGET FOR APRIL 8, 2013, 6:00 PM
I recommend approving the proposed budget for publication and setting the public hearing on the FY14 budget for April 8, 2013, at 6:00 pm. This hearing allows the patrons an opportunity to address the Board regarding the proposed budget.

ECOLOGY CLUB
Anita Vasto is requesting on behalf of the ADM Ecology Club students the opportunity earn funds so that they have a financial source to draw from for club projects. Currently they are interested in building bat houses to create habitat for them and prevent them from invading peoples homes and consequently being killed. To do this, they need funds for lumber, spray paint, screws, etc. Mr. Asche has agreed to help them with the construction, but we have to supply the materials.

The students would like to sell T-shirts, swim towels, and flower seeds from a company called Nature’s Vision. All items sold would net us a 40% profit, which students would then use for projects such as the bat houses. They have also discussed a butterfly garden on school grounds, but we have scheduled that project as a future possibility.

In order to do fund raising the students need a school account that they could deposit funds raised into, and withdraw from in order to continue projects that they want to build. This fund would not be used for contributions to fund other environmental groups.

Nancy Gee has agreed to the Ecology Club on the terms that Anita proposed of her volunteering her time to be the Ecology Club Sponsor. Nancy does not recommend this sponsorship be added to the salary schedule for pay in the Master Contract with the ADMEA. Therefore, there is no guarantee the Ecology Club would continue if Anita no longer volunteered to be the sponsor.

I recommend we approve the Ecology Club with a volunteer sponsor only as outlined above.

APPOINT DISTRICT NEGOTIATIONS TEAM
I recommend the district negotiations team be Nancy Gee, Kim Roby, Rod Collins, and myself. Kim and Rod have been on the team the past two years and this would keep that continuity going this year. Negotiations are still not up and running, but will heat up soon.

Administrative Reports/Discussion items:

Activities Director Quarterly Report (Exhibit 7)
Doug will be on hand to give his quarterly activities report to the Board.

“Experiencing Success Today, Achieving Dreams Tomorrow”
2012 Graduation and Dropout Rate Report (Exhibit 8)

Included in your board packet is the DE report on our graduation and dropout rates for 2012. Our graduation rate continues to trend upward, and this year’s 97% is outstanding.

Facility Master Planning Report (Exhibit 9)

I will give the Board an update on the first Facility Master Planning Committee meeting held on March 7. The group is a collection of outstanding community members and I am grateful to them for participating. Every one of those asked agreed to be a part of this team.

Important dates:

March 12: Dismiss 1:00 PM – K-12 P/T Conferences 2:00-8:30 PM
March 14: Dismiss 1:00 PM – K-12 P/T Conferences 2:00-8:30 PM
March 15: No School – Allowance for P/T Conferences
March 18-22: Spring Break
March 27: Dismiss 1:00 PM – Professional Development Meetings
April 8: No School – K-12 Professional Development Meetings
SUMMARY OF MARCH 11, 2013, BOARD OF DIRECTORS REGULAR MEETING

PERSONNEL CONTRACTS

I recommend the following resignations/terminations:
Rick Borst, bus mechanic/bus driver, effective 2/19/13
*Lana Shea, HS Art Teacher, effective at the end of the 2012-13 school year

I recommend the following new contract:
Rhonda Becker-Leach, shuttle bus driver, step 1, effective 2/28/13

I announce the following transfer:
Leon Meiners, from PT mechanic to FT bus mechanic/bus driver (11-month position), $19.47/hour, effective 3/20/13.

OPEN ENROLLMENT

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*Indicates an update since the memorandum was published.

"Experiencing Success Today, Achieving Dreams Tomorrow"
FORMAL EVALUATIONS

Evaluation of Superintendent.

The primary purposes of formal evaluation of the superintendent are to improve and enhance the performance of the superintendent, to communicate to the superintendent the Board's perception of his/her performance, and to provide written documentation of the superintendent's level of performance to provide a basis for contract decisions.

The Board of Directors shall be responsible for the formal evaluation of the superintendent. The Board may utilize relevant information from other persons, as it so desires. Each Board member shall have an opportunity to complete a written evaluation of the superintendent on a form adopted by the Board. The form shall provide evaluation on how well the superintendent performs the duties of the superintendent's job description and how well the superintendent has met goals established for the superintendent. The Board president or designee shall then prepare a written composite evaluation. The superintendent shall be given a copy of the composite evaluation and shall have the opportunity to discuss the evaluation with the Board. The superintendent may respond in writing to the evaluation. The written composite evaluation and any response shall be filed in the superintendent's confidential personnel file.

The Board will formally evaluate the superintendent at least one time each contract year during the first two years of employment as superintendent of the District. Thereafter, the Board will formally evaluate the superintendent at least once tri-annually. A conference to review progress towards meeting professional goals shall be held annually.

Evaluation of Other Administrators and of Supervisors.

The primary purposes of formal evaluation of the administrators and supervisors are to improve and enhance the performance of each administrator and supervisor and to provide written documentation of the individual's level of performance to provide a basis for contract decisions.

The superintendent shall be responsible for evaluating the performance of all other administrators and of supervisors in the District. The superintendent may delegate this authority and duty to other persons to evaluate the performance of individuals. The evaluator may utilize other individuals to assist in the formal evaluation process and may utilize relevant information from other individuals, including from Board members.

Each administrator and supervisor shall be formally evaluated at least one time each contract year during the first two years of employment and at least once tri-annually thereafter. A conference to review progress towards meeting professional goals shall be held annually.
FORMAL EVALUATIONS

The superintendent shall be responsible for recommending to the Board of Directors an evaluation instrument or instruments for the formal evaluation of other administrators and supervisors. The form shall provide evaluation on how well the administrator or supervisor performs the duties of his/her job description and how well the administrator or supervisor has met established goals. A copy of the completed formal evaluation will be given to the evaluated administrator or supervisor and a conference shall be held. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response shall be filed in the individual's confidential personnel file.

Evaluation of Licensed Employees Other Than Administrators.

The primary purposes of formal evaluation of licensed employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions.

The administrative staff of the District shall formally evaluate licensed employees of the District. The administrative staff may utilize relevant information from other individuals in the performance of this duty.

Licensed employees shall be evaluated in accordance with the procedures set forth in the negotiated agreement with their bargaining representative. Licensed employees in the District shall be formally evaluated using the criteria specified on the evaluation form(s) as approved by the Board of Directors and/or as required by the State of Iowa.

Evaluation of Classified Employees (Other Than Supervisors).

The primary purposes of formal evaluations of classified employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions.

The superintendent shall be responsible for the evaluation of classified employees of the District. The superintendent may delegate this authority and duty to other administrators or supervisors of the District. The evaluator may utilize relevant information from other individuals in the performance of this duty.

The superintendent shall recommend to the Board evaluation forms for evaluation of classified employees. Classified employees, except temporary employees, shall be formally evaluated at least once during their first year of employment and at least once tri-annually thereafter. A copy of the completed formal evaluation will be given to the evaluated employee and a conference shall be held. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response shall be filed in the individual's confidential personnel file.
FORMAL EVALUATIONS

Classified employees of the District shall be formally evaluated using the criteria specified in the evaluation form as approved by the Board of Directors.

Other.

Nothing in this policy shall preclude other methods of evaluation in addition to those prescribed herein, which may include self-evaluation, peer-evaluation, or student evaluation and the use of verified comments from individuals from outside the District, including comments from parents and students, as long as such additional sources of evaluation are related to the employee's performance as an employee of the District.

Any person formally evaluating the performance of licensed employees (except Board members when evaluating the superintendent) shall obtain and maintain an evaluator's license from the Board of Educational Examiners.
ADMINISTRATION OF MEDICATION TO STUDENTS

Some students may need prescription and/or nonprescription medication to participate in their educational program.

In order to establish and maintain a system of safe storage, handling, and administering medications in the Adel DeSoto Minburn Community School District, procedures will be written to help ensure protection for the pupil and the school.

Procedures:

1. The school nurse is the primary agent having responsibility for the administration of medication. In the absence of the nurse, access to medication shall be under the authority of the principal, administrative assistance, teachers, and associates who have successfully completed a medication administration course through AEA 11. This medication administration course will be required by the Adel DeSoto Minburn Community School District and will need to be renewed every five (5) years. A copy of their certificate of training will need to be kept on file at the central office.

2. Prescription and non-prescription medication shall be administered when the student's parent or guardian provides a signed and dated Medication Authorization Form and the medication is in the original, labeled container, either as dispensed or in the manufacturer’s container. If a verbal authorization was given for non-prescription medication, a written authorization must be received within 24 hours of the initiation of the medication.

3. By law, students with asthma or other airway constricting disease may self-administer their medication upon approval of their parent or guardian and prescribing physician in writing, by filling out the bottom portion of the form, 507.2E1 “Medication Authorization Form”. Students do not have to prove competency to the school district. School districts that determine students are abusing their self-administration may withdraw the self-administration if medically advisable.

4. Form 507.2E1 “Medication Authorization Form” shall be completed for all students receiving medication at school. This form shall be filled out fully by parent or guardian and must be signed. New authorization forms are required each school year.

5. The “Health Office Visit Report” from Infinite Campus shall be completed for all students receiving medication at school. This report shall include the following data: Student’s name, medication, dose, route, date, time, and name and title of person administering medication. The “Health Office Visit Report” will be printed off Infinite Campus at the end of the school year and placed in the students Health Folder. Comments are appropriate when any unusual circumstances or actions occur.

6. Medication will be kept in a central location in a locked and limited access space. When required, refrigeration will be provided.

7. Medication theft or discrepancies will be reported immediately to the school administration and school nurse.

8. At the end of the school year, or end of administering time, any remaining medication will be sent home or destroyed.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS
9. Medication information shall be confidential information, and shall be available to school personnel with parental authorization.
RECORD OF THE ADMINISTRATION OF MEDICATION

Adel DeSoto Minburn School District
Medication Authorization Form

Student’s Name ___________________________ Grade ___________________________
Medication _______________________________ Dose ___________________________
Time to be given __________________________
Date From ________________________________ To ______________________________

The medication needs to be furnished by parent or guardian in original container by the manufacturer or with pharmacy label if it is a prescription. This request must by signed by parent or guardian to authorize giving the medication during school hours.

Signature of Parent or Guardian ___________ Date Signed ___________

My child has Asthma and he/she is trained to use his/her medication and will carry it with them. In order for a student to self-administer medication for asthma or any airway constricting disease:
1) Parent/guardian provides signed and dated authorization for medication to be self-administered.
2) Physician provides written authorization containing:
   - Purpose of the medication
   - Prescribed dosage
   - Times or circumstances under which the medication is to be administered
   - Contradictions or side effects
3) The school district or accredited nonpublic school shall notify the parent or guardian of the student, in writing, that the school district or accredited nonpublic and its employees are to incur no liability, except for gross negligence, as a result of self-administration of medication by the student. A school district or accredited nonpublic school and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication as defined in this section or for supervising, monitoring, or interfering with a student’s self-administration of medication as defined by section 280.16 of the Iowa Code.

Signature of Parent or Guardian ___________ Date Signed ___________

Please fill out above Medication Authorization Form above and obtain Physician signature below to allow student to self-administer medication for asthma or other airway constricting disease.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS
RECORD OF THE ADMINISTRATION OF MEDICATION

Medication	Dosage	Route

Purpose of Medication and Instructions

Prescriber's Signature	Date

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS
ADMINISTRATION OF MEDICATION TO STUDENTS

Some students may need prescription and non-prescription medication to participate in their educational program.

Medication shall be administered when the student’s parent or guardian (hereafter “parent”) provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer’s container.

When administration of the medication requires ongoing professional health judgment, an authorized practitioner shall develop an individual health plan with the student and the student’s parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student’s parent shall be on file requesting co-administration of medication when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or be an authorized practitioner, including parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

- date;
- student’s name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions, including contraindications or potential side effects.

Medication shall be stored in a secure area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted.

Medication information shall be confidential information.

Approved 7/1/93 Reviewed 4/9/12 Revised 4/9/12

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS
RECORD OF THE ADMINISTRATION OF MEDICATION

Name of Student

Parents’ Phone Number:  Grade:

Medication:

Date to Begin:  Date to End:

Dosage:  Method:  Time:

Prescriber or person authorizing administration:

Phone #1:  Phone #2:

Possible Adverse Reaction:

Person(s) Authorized to Administer Medication:

Signature of Employee  Date  Dosage  Administering Medication  Given  Time  Given  And Title/Position  Comments

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS
PARENTAL AUTHORIZATION AND RELEASE FORM FOR
THE ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(student’s full legal name),

in the grade at the

building in the Community School District.

It is necessary that (student’s full legal name)

receive (name of medication), beginning on

(date) and continuing through (date).

I hereby request the Community School District, or its authorized representative, to administer the above-named medication to my child named above and agree to:

1. Submit this request to the principal or school nurse;
2. Personally ensure that the medication is received by the principal or school nurse administering it in the container in which it was dispensed by the prescribing physician/licensed pharmacist or is in the manufacturer’s container;
3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.

OR

I hereby authorize my child to self-administer his/her medication as he/she has shown the competency to do so. I hereby agree to:

1. Submit this request to the principal or school nurse;
2. Personally ensure that
   a. the medication is received by the principal or school nurse administering it in the container in which it was dispensed by the prescribing physician or licensed pharmacist or is in the manufacturer’s container; or
   b. the medication will be kept in the student’s possession but only with prior written permission from the parent and principal.
3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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PARENTAL AUTHORIZATION AND RELEASE FORM FOR
THE ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS

Dated this _______ day of, _______ 20 _______.

Name of Student

________________________________________

Parent/Guardian ____________________________ Home Phone Number __________

________________________________________ Alternate Phone No. __________
AUTHORIZATION - ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-ADMINISTRATION - NEW CONSENT FORM

Student’s Name (Last), (First) (Middle) Birthday School Date

In order for a student to self-administer medication for asthma or any airway constricting disease:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Physician (person licensed under chapter 148, 150, or 150A, physician, physician’s assistant, advanced registered nurse practitioner, or other person licensed or registered to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licensees in this state may legally prescribe drugs) provides written authorization containing:
  - purpose of the medication,
  - prescribed dosage,
  - times or special circumstances under which the medication is to be administered.
  - contraindications or side effects.

- The medication is in the original, labeled container as dispensed or the manufacturer’s labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, a student with asthma or other airway constricting disease may possess and use the student’s medication while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed.

Pursuant to state, the school district or accredited nonpublic school and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district or nonpublic school is to incur no liability, except for gross negligence, as a result of self-administration of medication by the student as established by Iowa Code § 280.16.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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AUTHORIZATION - ASTHMA OR AIRWAY CONSTRUCTING MEDICATION SELF-ADMINISTRATION - NEW CONSENT FORM

Medication | Dosage | Route | Time

Purpose of Medication & Administration/Instructions

Special Circumstances | Discontinue/Re-Evaluate/Follow-up Date

Prescriber’s Signature | Date

Prescriber’s Address | Emergency Phone

- I request the above named student possess and self-administer asthma or other airway constricting disease medication(s) at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or for supervising, monitoring, or interfering with a student’s self-administration of medication.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA).
- I agree to provide the school with back-up medication approved in this form.
- Student maintains self-administration record.
AUTHORIZATION - ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-ADMINISTRATION - NEW CONSENT FORM

Parent/Guardian Signature ___________________________ Date ______
(agree to above statement)

Parent/Guardian Address ___________________________ Home Phone

__________________________ ____________________________ Business Phone

Self-Administration Authorization Additional Information
PROcedures FOR THE ADMINISTRATION OF Medication

Medication Guidelines

Rules and procedures for dispensing medications to pupils taking prescribed medication during school are listed below.

No medication shall be dispensed to any pupil in the Adel-DeSoto-Minburn Community School system unless the following prerequisites are met:

1. A licensed medical or osteopathic physician or dentist must prescribe the medication.
2. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
3. The prescription and the parent’s signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
4. The medication shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
5. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
6. In each building that house a full-time registered nurse, access to the medication shall be under the authority of the nurse.
7. In each building that house a less than full-time registered nurse, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.
8. A written record will be kept on any medication(s) given at school. This record will include the pupil’s name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate “Medication List” form.
9. At the end of the school year, or at the end of the dispensing time, any remaining medication shall be returned to the pupil’s parents or destroyed. This action, if medication is destroyed, should be noted on the pupil’s health record.

No aspirin will be dispensed at school unless a written “PRN” (dispense appropriately as needed) note from the parent is on file in the school office that will be dispensing the aspirin. These over-the-counter medications must have the student’s name written on the original container. The medication must be in the original container (cannot give any medication that is not properly labeled). The note from the parent must be dated and

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS
signed by the parent and written directions for giving enclosed. These prescriptions
must be renewed at the beginning of each school year, and all previous aspirin
prescriptions will be destroyed at the end of each school year.
2013-2014 Application For Whole Grade or Cooperative Sharing Agreement

If your school district is involved or intends to be involved in a cooperative or whole grade sharing agreement for the 2013-2014 academic year, please complete the form below and return it to the State Office. This form must be returned NO LATER THAN APRIL 30, 2013. You may fax the form below to 515-284-1969 or mail to: Iowa Girls’ High School Athletic Union, P.O. Box 10348, Des Moines, Iowa 50306.

Participating Schools

ADM and Van Meter

(Host School)

Name of team as it should appear on tournament pairings ADM/Van Meter

Circle the competitions in which this agreement applies.

- Cross Country
- Volleyball
- Swimming & Diving
- Basketball
- Bowling
- Track & Field
- Golf
- Tennis
- Soccer
- Softball

If this is a renewal of an existing agreement, please indicate by checking the box below.

SIGNATURES REQUIRED:

Superintendent: ____________________________ School: ____________________________

School Board President: ____________________________ School: ____________________________

Superintendent: ____________________________ School: ____________________________

School Board President: ____________________________ School: ____________________________

Superintendent: ____________________________ School: ____________________________

School Board President: ____________________________ School: ____________________________

Jr Office Use Only: This request is hereby approved by management of the Athletic Union.

Signed by Lisa Brinkmeyer, Assistant Director ____________________________ Date: __________

Iowa Girls’ High School Athletic Union
PO Box 10348 • Des Moines, Iowa 50306 • Fax Number: (515) 284-1969
2013-2014 Application For Whole Grade or Cooperative Sharing Agreement

If your school district is involved or intends to be involved in a cooperative or whole grade sharing agreement for the 2013-2014 academic year, please complete the form below and return it to the State Office. This form must be returned NO LATER THAN APRIL 30, 2013. You may fax the form below to 515-284-1969 or mail to: Iowa Girls' High School Athletic Union, P.O. Box 10348, Des Moines, Iowa 50306.

Participating Schools

Waukee and ADM

(Host School)

Name of team as it should appear on tournament pairings Waukee

Circle the competitions in which this agreement applies.

Cross Country
Volleyball
Swimming & Diving
Basketball
Bowling
Track & Field
Golf
Tennis
Soccer
Softball

If this is a renewal of an existing agreement, please indicate by checking the box below.

SIGNATURES REQUIRED:

Superintendent:_________________________ School:_________________________

School Board President:_________________________ School:_________________________

Superintendent:_________________________ School:_________________________

School Board President:_________________________ School:_________________________

Superintendent:_________________________ School:_________________________

School Board President:_________________________ School:_________________________

For Office Use Only: This request is hereby approved by management of the Athletic Union.

Signed by Lisa Brinkmeyer, Assistant Director Date:

1 of 1
APPLICATION FOR RENEWAL OF COOPERATIVE SPONSORSHIP OF AN ACTIVITY
281—36.20 (280)

Your school has been involved in a cooperative program agreement during the 2012-2013 school year. This includes your 2013 summer activities. If you desire to continue this agreement for another year, we will make that extension to your contract upon receipt of the proper signatures below. This RENEWAL must be submitted prior to April 30, 2013.

The following school districts hereby apply for RENEWAL of our existing cooperative program(s) for the school year 2013-2014.

SCHOOLS PARTICIPATING

<table>
<thead>
<tr>
<th>School</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aom</td>
<td>Van Meter</td>
</tr>
</tbody>
</table>

If more than (2) two schools, please indicate:

ACTIVITIES SPONSORED BY IHSAA INCLUDE:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Host School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer</td>
<td>Aom</td>
</tr>
</tbody>
</table>

SIGNATURES:

<table>
<thead>
<tr>
<th>Board of Education, Chairperson</th>
<th>Superintendent</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Education, Chairperson</td>
<td>Superintendent</td>
<td>School</td>
</tr>
<tr>
<td>Board of Education, Chairperson</td>
<td>Superintendent</td>
<td>School</td>
</tr>
<tr>
<td>Board of Education, Chairperson</td>
<td>Superintendent</td>
<td>School</td>
</tr>
<tr>
<td>Board of Education, Chairperson</td>
<td>Superintendent</td>
<td>School</td>
</tr>
</tbody>
</table>

This above request for cooperative sponsorship is hereby granted RENEWAL of existing agreement for the school year 2013-2014.
APPLICATION FOR RENEWAL OF COOPERATIVE SPONSORSHIP OF AN ACTIVITY
281—36.20(280)

Your school has been involved in a cooperative program agreement during the 2012-2013 school year. This includes your 2013 summer activities. If you desire to continue this agreement for another year, we will make that extension to your contract upon receipt of the proper signatures below. This RENEWAL must be submitted prior to April 30, 2013.

The following school districts hereby apply for RENEWAL of our existing cooperative program(s) for the school year 2013-2014.

SCHOOLS PARTICIPATING

And

If more than (2) two schools, please indicate:

ACTIVITIES SPONSORED BY IHSAA INCLUDE:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOST SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming</td>
<td>Waukee</td>
</tr>
<tr>
<td>Bowling</td>
<td>Waukee</td>
</tr>
<tr>
<td>Tennis</td>
<td>Waukee</td>
</tr>
</tbody>
</table>

SIGNATURES:

Board of Education, Chairperson
Board of Education, Chairperson
Board of Education, Chairperson
Board of Education, Chairperson
Board of Education, Chairperson
Board of Education, Chairperson

This above request for cooperative sponsorship is hereby granted RENEWAL of existing agreement for the school year 2013-2014.

AUTHORIZED SIGNATURE
IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

DATE

1/13cc
The audit report starts with the Independent Auditor’s Report which is directed to the board and spells out the work of the auditors, and their opinions on the financial statements as well as internal controls.

Management’s Discussion and Analysis (4-13)

This portion of the audit is submitted by the District and gives highlights and financial analysis of the District. It takes the audited financial statements and puts the information in a narrative form.

Basic Financial Statements

Starting on page 15 are the basic financial statements. The first few reports are government wide statements. One big difference in government wide and fund financial statements is the inclusion of capital assets. For fund financials and the way we keep our books throughout the year, capital assets are expensed. However on government wide statements, the cumulative expenses for capitalized items and their related cumulative depreciation are shown as assets.

Separate financial statements are provided for governmental, proprietary, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements. Remaining governmental funds are aggregated and reported as nonmajor governmental funds.

The District’s proprietary funds include the School Nutrition Fund and the Childcare Fund.

The District’s fiduciary funds include the Trust fund and the Agency Fund.

Notes to Financial Statements

Starting on page 29 are the notes to the financial statements which are really worth reading as they include a summary of accounting policies, definitions
throughout the notes, details of investments, capital assets, long-term liabilities, as well as others.

Supplementary Information

In this section (beginning on page 44), you will find the breakdown of funds.

Budgetary Comparison Schedule and Changes in Balances

Page 44 shows the original budgeted amounts for the different categories of revenues and expenses. The actual amounts are compared to the budgeted amount to note any variances. The four key areas of expenditures must be within the budgeted amounts.

Compliance Section

Page 58 is the Auditor’s report on internal controls and compliance in accordance with government auditing standards and page 59 is the Auditor’s report on internal controls and compliance in accordance with OMB Circular 1-133.

Schedule of Findings

Starting on page 60, you’ll find the Schedule of Findings.
<table>
<thead>
<tr>
<th>Classroom Days</th>
<th>M</th>
<th>Tu</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>July-Aug.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curriculum writing, guidance extended contract, &amp; inservice for classified staff. Exact days flexible.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New teacher workshop</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One meeting day, one work day, one PD day, one work/meeting day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug. 9, 12, 13, 14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug. 15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PD Day or Workday</th>
<th>( )</th>
<th>Classroom Days</th>
<th>Additional Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Dismissal</td>
<td></td>
<td>P/T Conf. Allowance</td>
<td>2 11/27 and 3/14</td>
</tr>
<tr>
<td>Vacation/Holidays</td>
<td></td>
<td>Inservice/Workdays</td>
<td>5 6/9 6/12 8/14 10/12 1/2</td>
</tr>
<tr>
<td>IT Conferences</td>
<td></td>
<td>Professional Dev.</td>
<td>4 8/13 5/23 1/20 2/21</td>
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<tr>
<td>Begin School</td>
<td></td>
<td>Sub Total</td>
<td>189</td>
</tr>
<tr>
<td>End Quarter/Semester</td>
<td></td>
<td>Teacher Quality PD</td>
<td>1 5/23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Teacher PD</td>
<td>2 8/7 8/8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:00 Dismissal - PD</td>
<td>9 9/11 10/9 11/6 12/4 25 2/26 4/8 4/23 5/7</td>
</tr>
</tbody>
</table>

Snow days will be added to the end of the year. This calendar may be altered, including spring break, if excessive snow days occur.
Calendar 2B Talking Points

- Start date is August 15
- State Fair is August 8-18
- Last day is May 22
- First week is two days
- April PD day is moved to September 23
- Semester 1 has 86 days; semester 2 has 92 days
- 9-11 Iowa Assessment Tests on January 21-24
- 6-12 Semester Tests given prior to Christmas break
- Number of early releases decreased from 11 to 9 compared to 2012-13.
- 178 days of attendance required, at a minimum
- 189 total contract days with teachers required

"Experiencing Success Today, Achieving Dreams Tomorrow"
<table>
<thead>
<tr>
<th>Classroom Days</th>
<th>M</th>
<th>Tu</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
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<tr>
<td>Aug. 12</td>
<td>14</td>
<td>15</td>
<td>16</td>
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<tr>
<td>Aug. 19</td>
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<td>27</td>
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<td>29</td>
<td>30</td>
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</tr>
<tr>
<td>Sept. 2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Sept. 9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
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<tr>
<td>Sept. 16</td>
<td>23</td>
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<td>Sept. 20</td>
<td>29</td>
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<tr>
<td>Oct. 1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td></td>
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<tr>
<td>Oct. 7</td>
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<td>9</td>
<td>10</td>
<td>11</td>
<td></td>
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<tr>
<td>Oct. 14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
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<tr>
<td>Oct. 21</td>
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<tr>
<td>Oct. 28</td>
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<td>30</td>
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<tr>
<td>Nov. 4</td>
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<tr>
<td>Nov. 11</td>
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<td>15</td>
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<td>Nov. 18</td>
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<td>Nov. 25</td>
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<td>Dec. 2</td>
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<td>Mar. 3</td>
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<td>Mar. 17</td>
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<td>May 5</td>
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<td>May 12</td>
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<td>May 19</td>
<td>20</td>
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<td>May 26</td>
<td>27</td>
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<td>30</td>
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<tr>
<td>June 2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL DAYS**

- 2/22
- 4/21
- 5/23
- 11/27
- 3/14
- 5/12
- 8/13
- 8/14
- 10/21
- 12/23
- 4/9
- 5/7

**Classroom Days**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

**Additional Days**

- 2/22
- 4/21
- 5/23
- 11/27
- 3/14
- 5/12
- 8/13
- 8/14
- 10/21
- 12/23

**Vacation/Holidays**

- Labor Day vacation
- Thanksgiving vacation
- Christmas Vacation

**PD Day or Workday**

- March 31-April 4
- Grades 3-8 Iowa Assessments

**End of School Year**

- Actual last day of school may change.
Calendar 1A Talking Points

- Largely corresponds to 2012-13 calendar
- Start date is August 19
- State Fair is August 8-18
- Last day is May 22
- First week is a full five days
- Veteran teacher pre-service schedule extended to five days from four in order to front load more professional development in first semester
- April PD day is moved to August
- Semester 1 has 85 days; semester 2 has 93 days
- 9-11 Iowa Assessment Tests on January 13-17
- One less day of PD in spring semester compared to 2012-13
- 6-12 Semester Tests given prior to Christmas break
- December 23 is a "work day". Teacher work day will be "flexible" over the break. Staff must work in minimum four-hour shifts prior to Jan. 2
- Number of early releases decreased from 11 to 10 compared to 2012-13
- 178 days of attendance required, at a minimum
- 189 total contract days with teachers required

"Experiencing Success Today, Achieving Dreams Tomorrow"
ADM 2014 BUDGET INFORMATION

Quick Review
AG Scenarios
Budget Goals
Tax Levy Rate Scenarios
Considerations

TAXABLE VALUATIONS

Current

<table>
<thead>
<tr>
<th>Description</th>
<th>WITH Gas &amp; Electric Utilities</th>
<th>WITHOUT Gas &amp; Electric Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1-12 Taxable Valuation</td>
<td>379,593,111</td>
<td>364,808,427</td>
</tr>
<tr>
<td>1-1-12 Tax Increment Valuation</td>
<td>21,449,082</td>
<td>21,449,082</td>
</tr>
<tr>
<td>1-1-12 Debt Service &amp; PPEL Valuation</td>
<td>401,042,193</td>
<td>386,257,599</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>WITH Gas &amp; Electric Utilities</th>
<th>WITHOUT Gas &amp; Electric Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1-11 Taxable Valuation</td>
<td>357,665,356</td>
<td>342,832,521</td>
</tr>
<tr>
<td>1-1-11 Tax Increment Valuation</td>
<td>27,548,922</td>
<td>27,548,922</td>
</tr>
<tr>
<td>1-1-11 Debt Service &amp; PPEL Valuation</td>
<td>385,214,278</td>
<td>370,381,443</td>
</tr>
<tr>
<td>Increase</td>
<td>4.11%</td>
<td>4.29%</td>
</tr>
<tr>
<td>GF Increase</td>
<td></td>
<td>6.13%</td>
</tr>
</tbody>
</table>
ENROLLMENT CHANGE

FY 2011 1408.94
FY 2012 1408.42
FY 2013 1435.20
FY 2014 1459.71

Increase of 24.51 for Budget Enrollment

ADM Community School
Taxing and Spending Authority

2013-14 Combined District Cost

TSS, EC, & PD
At-Risk Funding
AEA Flowthrough
Spec Ed: Weighting

Teacher Quality, Early Childhood, and Professional Development
Dropout Prevention/At Risk
AEA Flowthrough
Supplemental Weighting
Weighting of students times cost per student

Special Education
Weighting of students times cost per student

Regular Program Cost
Number of students times cost per student.
### PROJECTED SPENDING AUTHORITY FOR FY 2014

<table>
<thead>
<tr>
<th></th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>FY 2014</th>
<th>FY 2014</th>
</tr>
</thead>
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<tr>
<td># of Students</td>
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<td>1439.71</td>
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<td>Allowable Growth (1)</td>
<td>3%</td>
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<td>4%</td>
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<td>Regular Program Cost</td>
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<td>8,964,018</td>
<td>9,093,900</td>
<td>9,139,182</td>
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<td>1,097,477</td>
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<td>1,095,934</td>
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<td>Supplemental Weighting</td>
<td>71,086</td>
<td>76,000</td>
<td>82,012</td>
<td>86,086</td>
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<td>Dropout/At Risk</td>
<td>220,129</td>
<td>314,237</td>
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<td>MIA Flowthrough</td>
<td>521,232</td>
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<td>TSS</td>
<td>758,431</td>
<td>786,472</td>
<td>794,033</td>
<td>801,580</td>
</tr>
<tr>
<td>PROF Dev</td>
<td>84,706</td>
<td>84,706</td>
<td>84,706</td>
<td>84,706</td>
</tr>
<tr>
<td>Early Intervention</td>
<td>84,361</td>
<td>87,670</td>
<td>88,589</td>
<td>89,523</td>
</tr>
<tr>
<td>Audit Adj</td>
<td>6,729</td>
<td>6,729</td>
<td>6,729</td>
<td>6,729</td>
</tr>
<tr>
<td>Combined District Cost</td>
<td>14,071,494</td>
<td>14,484,424</td>
<td>14,684,434</td>
<td>14,759,942</td>
</tr>
</tbody>
</table>

---

### ADM Community School

**Taxing and Spending Authority**

<table>
<thead>
<tr>
<th></th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>FY 2014</th>
<th>FY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined District Cost</td>
<td>13,773,494</td>
<td>14,048,093</td>
<td>14,066,900</td>
<td>14,175,010</td>
</tr>
<tr>
<td>Plus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISL</td>
<td>660,948</td>
<td>660,948</td>
<td>660,948</td>
<td>660,948</td>
</tr>
<tr>
<td>SBRC Cash Reserve (LEV)</td>
<td>310,000</td>
<td>310,000</td>
<td>310,000</td>
<td>310,000</td>
</tr>
<tr>
<td>PST Misc Income</td>
<td>1,840,413</td>
<td>1,810,099</td>
<td>1,810,099</td>
<td>1,810,099</td>
</tr>
<tr>
<td>Total Spending Authority</td>
<td>16,999,996</td>
<td>16,729,541</td>
<td>16,890,999</td>
<td>16,991,259</td>
</tr>
<tr>
<td>Increase from FY 13 w/ AEA Flowthrough</td>
<td>654,643</td>
<td>919,052</td>
<td>1,033,157</td>
<td>1,139,075</td>
</tr>
</tbody>
</table>

Any increase in expenses over this amount reduces the unspent authority balance.
PREPARING FOR 2014

The increase in spending authority should cover the following recurring expenditures.

- SETTLEMENTS FOR ALL STAFF
- LANE CHANGES FOR CERTIFIED STAFF
- FUEL, UTILITIES, & OTHER OPERATING INCREASES
- ADDITIONAL PROGRAMS (BIOMEDICAL)
- ADDITIONAL STAFF

BUDGET GOALS

Will we meet the goals for 2014?

- STABLE TAX LEVY RATE
- MAINTAIN HEALTHY FUND BALANCE
- BALANCED BUDGET
### TAX LEVY RATES

<table>
<thead>
<tr>
<th>CERTIFIED BUDGET FY 12</th>
<th>CERTIFIED BUDGET FY 13</th>
<th>CERTIFIED BUDGET FY 14</th>
<th>CERTIFIED BUDGET FY 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>1.0964</td>
<td>1.0964</td>
<td>1.0964</td>
</tr>
<tr>
<td>Management</td>
<td>0.9865</td>
<td>0.9865</td>
<td>0.9865</td>
</tr>
<tr>
<td>PPEL</td>
<td>1.0964</td>
<td>1.0964</td>
<td>1.0964</td>
</tr>
<tr>
<td>Debt</td>
<td>0.0846</td>
<td>0.0846</td>
<td>0.0846</td>
</tr>
</tbody>
</table>

### 2014 CONSIDERATIONS

The District plans to use (spend down) some of the fund balance and the unspent balance in the next few years. This will reduce the solvency ratio and the unspent budget authority ratio. In order to do this, the District will not have a balanced budget as expenditures will exceed revenues.

Enrollment growth and the allowable growth rate in future years will have a big impact on how much of the reserves can be used.

Sequestration – cuts to Federal programs could affect revenue in Title I and special education.

Legislation could reduce our tax levy further if the allowable growth rate increase is funded with state dollars.

A pre tax levy in the debt service fund in the amount of $400,000 could help to keep our tax levy stable and save the District about $153,000 in interest. This money would be applied towards prepayment of GO Bonds.
NOTICE OF PUBLIC HEARING
PROPOSED ADEL-DESO-DESCRIPTION SCHOOL BUDGET SUMMARY
FISCAL YEAR 2013-2014

Department of Management - Form S-PB-8

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget 2014</th>
<th>Re-est. 2013</th>
<th>Actual 2012</th>
<th>Avg % 12-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes Levied on Property</td>
<td>6,848,269</td>
<td>6,421,102</td>
<td>6,083,471</td>
<td>-6.1%</td>
</tr>
<tr>
<td>Utility Replacement Excise Tax</td>
<td>271,816</td>
<td>273,161</td>
<td>277,802</td>
<td>-1.1%</td>
</tr>
<tr>
<td>Income Surtaxes</td>
<td>38,328</td>
<td>39,873</td>
<td>18,971</td>
<td></td>
</tr>
<tr>
<td>Tuition/Transportation Received</td>
<td>1,224,093</td>
<td>1,200,902</td>
<td>1,108,503</td>
<td></td>
</tr>
<tr>
<td>Earnings on Investments</td>
<td>570,850</td>
<td>490,000</td>
<td>485,423</td>
<td></td>
</tr>
<tr>
<td>Nutrition Program Sales</td>
<td>299,000</td>
<td>293,500</td>
<td>284,763</td>
<td></td>
</tr>
<tr>
<td>Other Revenues from Local Sources</td>
<td>1,617,000</td>
<td>1,688,354</td>
<td>1,566,695</td>
<td></td>
</tr>
<tr>
<td>Revenue from Intermediary Sources</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>State Foundation Aid</td>
<td>8,302,950</td>
<td>7,816,059</td>
<td>7,562,079</td>
<td></td>
</tr>
<tr>
<td>Instructional Support State Aid</td>
<td>52,020</td>
<td>52,523</td>
<td>67,444</td>
<td></td>
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<tr>
<td>ARRA Fiscal Stabilization (in formula)</td>
<td>97,000</td>
<td>96,943</td>
<td>79,709</td>
<td></td>
</tr>
<tr>
<td>Title 1 Grants</td>
<td>442,000</td>
<td>438,555</td>
<td>541,879</td>
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</tr>
<tr>
<td>Total Revenues</td>
<td>19,814,986</td>
<td>18,810,162</td>
<td>18,076,739</td>
<td></td>
</tr>
<tr>
<td>General Long-Term Debt Proceeds</td>
<td>0</td>
<td>0</td>
<td>8,920,685</td>
<td></td>
</tr>
<tr>
<td>Transfers In</td>
<td>671,731</td>
<td>737,818</td>
<td>809,261</td>
<td></td>
</tr>
<tr>
<td>Proceeds of Fixed Asset Dispositions</td>
<td>0</td>
<td>6,832</td>
<td>22,664</td>
<td></td>
</tr>
<tr>
<td>Total Revenues &amp; Other Sources</td>
<td>20,486,717</td>
<td>19,554,812</td>
<td>27,829,349</td>
<td></td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>36,103,337</td>
<td>34,761,882</td>
<td>32,708,862</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>20,486,717</strong></td>
<td><strong>19,554,812</strong></td>
<td><strong>27,829,349</strong></td>
<td><strong>32,708,862</strong></td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
<td>11,141,428</td>
<td>10,187,306</td>
<td>9,367,237</td>
<td>9.1%</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>430,000</td>
<td>388,000</td>
<td>373,737</td>
<td></td>
</tr>
<tr>
<td>Instructional Staff Support Services</td>
<td>652,000</td>
<td>588,418</td>
<td>549,175</td>
<td></td>
</tr>
<tr>
<td>General Administration</td>
<td>440,000</td>
<td>423,437</td>
<td>404,911</td>
<td></td>
</tr>
<tr>
<td>School/Building Administration</td>
<td>850,000</td>
<td>778,860</td>
<td>706,440</td>
<td></td>
</tr>
<tr>
<td>Business &amp; Central Administration</td>
<td>387,000</td>
<td>367,125</td>
<td>477,852</td>
<td></td>
</tr>
<tr>
<td>Plant Operation and Maintenance</td>
<td>1,487,500</td>
<td>1,341,601</td>
<td>1,206,751</td>
<td></td>
</tr>
<tr>
<td>Student Transportation</td>
<td>805,000</td>
<td>668,906</td>
<td>653,952</td>
<td></td>
</tr>
<tr>
<td>This row is intentionally left blank</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Support Services (lines 24-31)</strong></td>
<td><strong>5,051,500</strong></td>
<td><strong>4,556,347</strong></td>
<td><strong>4,372,818</strong></td>
<td><strong>7.5%</strong></td>
</tr>
<tr>
<td>*Noninstructional Programs</td>
<td>790,000</td>
<td>735,655</td>
<td>701,554</td>
<td>6.1%</td>
</tr>
<tr>
<td>Facilities Acquisition and Construction</td>
<td>936,000</td>
<td>620,000</td>
<td>160,028</td>
<td></td>
</tr>
<tr>
<td>Debt Service</td>
<td>2,221,927</td>
<td>1,783,494</td>
<td>1,589,652</td>
<td></td>
</tr>
<tr>
<td>AEA Support - Direct to AEA</td>
<td>609,198</td>
<td>521,232</td>
<td>499,852</td>
<td></td>
</tr>
<tr>
<td><strong>Total Other Expenditures (lines 33-35)</strong></td>
<td><strong>3,767,125</strong></td>
<td><strong>2,924,726</strong></td>
<td><strong>2,249,532</strong></td>
<td><strong>29.4%</strong></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>20,750,053</td>
<td>18,404,034</td>
<td>16,691,141</td>
<td></td>
</tr>
<tr>
<td>Transfers Out</td>
<td>671,731</td>
<td>741,228</td>
<td>810,651</td>
<td></td>
</tr>
<tr>
<td>Total Expenditures &amp; Other Uses</td>
<td>21,421,784</td>
<td>19,145,262</td>
<td>17,501,792</td>
<td></td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>14,681,553</td>
<td>15,616,620</td>
<td>15,207,070</td>
<td></td>
</tr>
<tr>
<td><strong>Total Requirements</strong></td>
<td><strong>36,103,337</strong></td>
<td><strong>34,761,882</strong></td>
<td><strong>32,708,862</strong></td>
<td><strong>32,708,862</strong></td>
</tr>
</tbody>
</table>

Proposed Tax Rate (per $1,000 taxable valuation) 18.38488

Location of Public Hearing:  Adel DeSoto Minburn Middle School
Board Room 04/08/13 6:00 PM

The Board of Directors will conduct a public hearing on the proposed 2013/14 school budget at the above-noted location and time. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the district secretary. A copy of the details will be furnished upon request.
New Positions For Consideration – 2013-14

<table>
<thead>
<tr>
<th>Position</th>
<th>FTE</th>
<th>Salary/Benefits Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Teacher</td>
<td>1.0</td>
<td>$50,000</td>
</tr>
<tr>
<td>ECSE Pre-School</td>
<td>.5 to 1.0</td>
<td>$22,000 - $50,000</td>
</tr>
<tr>
<td>Counseling - Secondary</td>
<td>1.0</td>
<td>$50,000</td>
</tr>
<tr>
<td>Office Assistants</td>
<td>1.5</td>
<td>$37,750</td>
</tr>
<tr>
<td>Nurse Increase</td>
<td>.25</td>
<td>$10,940</td>
</tr>
<tr>
<td>Director of Buildings and Grounds</td>
<td>1.0</td>
<td>$80,000</td>
</tr>
<tr>
<td>Tech Support</td>
<td>.5</td>
<td>$20,000-$25,000</td>
</tr>
</tbody>
</table>

Other Factors:

SRO funded out of general fund at $30,000

Not replacing the .5 Geography position will save $36,360

Early Retirement Savings, estimated at $21,176

Current MS .5 Dean position – approximately $50,000
March 2013 Board Report from Activities Department

Winter in Review

• Wrestling
  1. Finished 2nd in RRC Meet and 2nd in RRC Dual Meet competition
  2. Jordan Grove and Logan Wendt Conference Champs; Ryan Krugler, Dylan Nelson, Trevor Harsh, Sam Plagman, Darold Baker 2nd at RRC Tournament
  3. Dylan Nelson state qualifier
  4. MS programs showed great improvement all year

• Girls Basketball
  1. Finished 6th in the RRC
  2. Made it all the way to the Regional Finals this year
  3. Beat three ranked teams (Winterset, Ballard, North Polk)
  4. First time anyone can remember beating Ballard in Girls Basketball

• Boys Basketball
  1. 8th in RRC
  2. Ben Larsen was unanimous first team all-conference

• Cheerleading
  1. Cheerleading tryouts - week of March 4th - 8th

• Spring Play
  1. Will be two one act plays: "This is a Test" and "The Faculty Meeting" and they will be on April 5th and 6th at 7:00 PM and April 7th at 2:00 PM

• Band
  1. Parade of Bands was March 7th
  2. RRC Honor Band - 19 students were selected

• Choir
  1. Pops Concert was fantastic last month

• ADM Academic Decathlon Team took 4th at the state competition

• ADM Speech
  1. ADM hosted both the RRC Speech and District Speech competitions
  2. Raised over $4000 for the speech program
  3. The ADM speech team had 42 members this year
  4. We had 6 teams and 10 individual entries make it to the state competition

Coaching Updates:

• Hired Jason Book as Head Baseball Coach and he is definitely fired up and excited to get going. I have never met a person more excited about coaching
baseball. We also got lucky to hire Heath Stein from Harlan as the assistant baseball coach.

Athletic Booster Club Update:
- They have saved some money back for long-range facilities
- We have identified several areas that are in need of improvement
  1. Track—we are going to need very soon
  2. Turf Field
  3. Scoreboard for Stadium—working on the advertisers for this project
  4. I have put together some cost estimates for all of these and a proposal on how to get the money for these

Spring preview Preview:
- High School Track started February 11 and they have meets coming up on March 11, 12 at ISU. We have our Norman COED meet here on April 2nd.
- We host 6 track meets this year and are always looking for help if you are interested
- High School Girls Golf, Boys Golf and Soccer start March 11 and Girls Soccer starts on March 18th. Our Home Boys Soccer Tournament is April 5-6th
- 7/8 track practice starts March 25th
- We have great numbers out for all our spring sports
- Looking for a great spring season

General:
- Accelerated has done a tremendous job for our athletes and coaches this year. Our athletic training coverage has been fantastic—there were times when we had three athletic trainers here in a night.
- We will continue to find ways to keep improving our programs
- Looking for new ways to keep improving leadership at every level—Charity Miller taught a leadership class this year that went well