Adel DeSoto Minburn CSD
Board Update
January 13, 2014

Approved:

- December 9, 2013 Minutes
- December Bills/Claims & Financial Reports
- Resignations/Terminations
  - Steph Mehmen, HS Business Teacher (1/31/2014)
  - Al Hofmann, Soccer Coach
  - Sierra Kuhns, Soccer Coach
  - Anna Wills, Soccer Coach
- Hires
  - Shanna Anglin, Associate (Mini Bus) Step 5, 1/3/14
  - Lorraine Corbin, AE Food Server Worker I, Step 3, 1/13/14
  - Nikki Keller DS Teacher Associate, Step 1, 1/3/14
  - Abbey Wilmes, MS SB Coach, Step 1, Summer 2014
- Nurse Job Description Update
- Student Teacher Agreement with Buena Vista
- Kim Roby – Board Representative on Dallas Assessor Conference Board
- Open Enrollment Out – 2013-14
  - Sebastian Nelson, 4th grade, to Van Meter
  - Kaley Nelson, 8th grade, to Van Meter
- Open Enrollment In – 2014-15
  - Sally Evoy, 9th grade from Waukee
  - Spencer Evoy, 9th grade from Waukee
  - Ty Miller, kindergarten from West Des Moines
- Hearing Set for Early Start Calendar – Feb 10, 2014
- Ad Hoc Committee to Study Minburn Agriculture Education Center
  - Directs the Superintendent to Bring a Committee Together
  - Pending Successful Feb 4th Bond Issue

Administrative Reports:

- Bond Issue Update:
- K-5 Math Resource Review by Larry Schrock, Dean of the ADM Middle School
- Fiscal Management Policy Discussion

Adjourn: 6:30 PM
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 January 2014, 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

6:05 Consent agenda
   Approval of minutes
   Approval of bills/claims and transfers
   Secretary/Treasurer financial reports
   Personnel contracts
   Nurse job description
   Buena Vista student teacher agreement
   Dallas County Assessor Conference Board Representative
   Open enrollment
   Welcome of visitors and open forum

ACTION ITEMS:
6:10 Set Early Start Calendar Public Hearing
6:15 Committee to study Minburn Agriculture Education Center

ADMINISTRATIVE REPORTS/DISCUSSION ITEMS:
6:25 Bond Issue Update
6:35 K-5 Math Resource Review
6:45 Fiscal Management Policy
7:00 Adjournment
TO: Board of Directors  
FROM: Greg Dufoe, Superintendent  
SUBJECT: Memorandum for January 13, 2014  

**Personnel contracts:**
I recommend the following resignations/terminations:
- Al Hofmann, Head Girls Soccer Coach, effective for the 2014 season
- Sierra Kuhns, Ass't. Girls Soccer Coach, effective for the 2014 season
- Anna Wills, Ass't. Girls Soccer Coach, effective for the 2014 season

I recommend the following new contracts:
- Shanna Anglin, Teacher Associate (bus only), Step 5, effective 1/3/14
- Lorraine Corbin, AE Food Server/Worker I, Step 3, effective 1/13/14
- Nikki Keller, DS Teacher Associate, Step 1, effective 1/3/14

**Nurse Job Description (Exhibit 1):**
I recommend approval of the revised nurse job description. Missy and Morgan worked together on updating this job description – the previous one was very outdated. In your exhibit, the new job description is first and the old job description behind.

**Buena Vista student teacher agreement (Exhibit 2):**
I recommend approval of the BV student teacher agreement. A copy is in your packet.

**Dallas County Assessor Conference Board Representative:**
Kim is our DC Assessor board representative.

**Open enrollment out for 2013-14**
- Sebastian Nelson, 4th grade, from ADM to VM (reciprocal agreement)
- Kaley Nelson, 8th grade, from ADM to VM (reciprocal agreement)

**Open enrollment in for 2014-15:**
- Sally Evoy, 9th grade, from Waukee to ADM
- Spencer Evoy, 9th grade, from Waukee to ADM
- Ty Miller, K, from WDM to ADM

**SET EARLY START CALENDAR PUBLIC HEARING**
I recommend approval of setting a public hearing regarding an early start calendar for 2014-15. We are required to hold this hearing in order to have a calendar that starts prior to Labor Day.

Our working plans call for a modestly later start for our calendar in 2014-15 (starting just after the fair) but we certainly do not want to be in a position to start in September. This would push school ending in the latter part of June.

"Experiencing Success Today, Achieving Dreams Tomorrow"
This action does not restrict our calendar options.

COMMITTEE TO STUDY MINBURN AGRICULTURE EDUCATION CENTER
I recommend the board direct me to bring committee membership and a resolution appointing an ad-hoc committee regarding the Minburn Agricultural Center programming pending a successful February 4 bond issue.

This board action will indicate strong bond intent to study and consider this re-purpose of the Minburn building. We will communicate this to the Minburn City Council following our board meeting.

Bond Issue Update (Exhibit 3)
I will review the bond issue information campaign and get us set for the month of January. Also, find enclosed in your packet a brochure that will be mailed to all district residents later this month. It looks great and really provides a nice overview with graphics of the projects.

K-5 Math Resource Review (Exhibit 4)
Larry Schrock will be on hand to provide the board with a brief review of the PK-5 math resource selection. Larry did a very nice job leading this committee and the addition of a current resource will be extremely valuable to our teachers as they continue to increase the math rigor for our students.

Fiscal Management Policy (Exhibit 5)
Nancy will lead a short discussion of the possibility of developing board policy on fiscal management. Travis at Piper Jaffray has discussed this with us previously and Nancy has done some research into other district examples in Iowa.

Important dates:
- January 20  No School; PreK-12 PD meetings
- February 4  Bond Election
- February 5  Dismiss 1:00; PD meetings
Board Meeting Date: January 13, 2014
Time: 6:00 PM
Roll Call: □ Kelli □ Tim □ Rod □ Bart □ Kim (Voting Rotation for Meeting)

Adoption of Agenda
M Book
S Roby

Consent Agenda
M Rod
S Kim

Welcome of Visitors

Set Early Start Calendar Public Hearing
M Kelli
S Roby

Committee to Study Minburn Ag Education Center
M Rod
S Kelli

Reports/Discussion Items

Bond Issue Update
Carry - went there

K-5 Math Resource Review
Larry Schrock - US Dean - Timeline & Selection Process

Fiscal Management Policy

Adjourn: 4:30 (Time)
M Rod
S Kim
Adel DeSoto Minburn Board of Education
Regular Meeting – Monday, December 9, 2013
6:00 p.m. @ ADM MS Board Room

Attendance:
Present: Absent:
Tim Canney
Bart Banwart
Kelli Book
Rod Collins
Kim Roby
Superintendent Greg Dufoe
Secretary Nancy Gee

Call to Order/Roll Call: President Tim Canney called the meeting to order. Roll call was taken. Present were Kelli Book, President Tim Canney, Rod Collins, and Bart Banwart. Vice President Kim Roby arrived at 6:03 p.m.

Agenda: It was moved by Banwart, seconded by Book, to adopt the agenda as presented. Motion carried unanimously. (Roby was absent.)

Consent Agenda: It was moved by Book, seconded by Collins to approve the items under the consent agenda as presented. Motion carried unanimously. Minutes, bills and claims, and financial reports were reviewed and accepted. Resignations were accepted from David Baird, driver, Linda Emehiser, food server/worker, Christine Heuer, associate, and Matt Stewart, driver. Pending successful background checks, new contracts were offered to Kelsey Dolder, PreK teacher, Timothy Gupton, food server/worker, Gage Harden, associate, Stanley Klein, driver, Josh Mohr, middle school baseball coach, Tommie Moquin, associate, and Jessica Reynolds, associate. Non-teaching contracts were approved for Jeff Abbas, girls’ soccer coach, John Begley, girls’ track coach, Jason Book, baseball coach, Michael Hazel, assistant baseball coach, Al Hofmann, girls’ soccer coach, Thomas Horton, assistant boys’ soccer coach, John Kotz, assistant golf coach, Sierra Kuhns, assistant girls’ soccer coach, Joe Roth, assistant boys’ soccer coach, Bill Shields, boys’ soccer coach, Heath Stein, assistant baseball coach, Owen Stump, assistant golf coach, and Anna Wills, assistant girls’ soccer coach. Pending successful completion of all courses and credits, midterm graduates, Mackenzie Branam, Cierra Button, Joel Carson, Joseph Collins, Karlee England, Elizabeth Gehrke, Logan Hawk, Hailey Hornsby, Maddison Johnson, Brooklyn McKinney, Danielle Pace, Betsy Sumpter, Tifanie Talbert, and Allison Stonehocker were approved. Open enrollment in requests for Jaedyn, Justice, and Kayla Paulson and for Devin and Savannah Morey from Earlham were approved.

Welcome of Visitors/Open Forum: President Canney welcomed visitors and invited public comments during Open Forum. No one spoke.
Affirmative Action Plan: Iowa law requires each school corporation to adopt an equal employment opportunity and affirmative action plan, and to review and update that plan every two years. It was moved by Roby, seconded by Book to approve 2013-14 Affirmative Action Plan presented. Motion carried unanimously.

Adel Elementary and DeSoto Intermediate Schematic Design: Tom Wollan from FRK presented the schematic designs for the additions and site work to be done at the elementary buildings. The presentation included graphics, schedule, and costing. It was moved by Book, seconded by Roby to approve the schematic designs from FRK for Adel Elementary and DeSoto Intermediate. Motion carried unanimously.

Administrative Reports:

DeSoto Intermediate Ag Day Report: Erica Baier, an 11th grade student gave a report on the Ag Day she developed earlier this fall to educate Adel’s youth about agriculture. All third grade students participated in the day.

Bond Issue Update: Superintendent Dufoe updated the Board on the bond information meetings and presentations held recently. Several more are planned including the Adel and DeSoto City Council meetings in December and the Minburn City Council in January. Bond forums are also planned in each City in January.

2013 Advanced Placement Results and Perry DMACC Update: Principal Lee Griebel presented the 2013 ACT results showing that ADM students scored above the state and national results. ADM students had a composite score of 23.9 compared to a state composite of 22.1. Mr. Griebel also shared information on participation in the Advanced Placement courses offered at ADM, and those attending DMACC and other college courses.

School Calendar: Superintendent Dufoe gave a brief update on the process of putting the school calendar together. Although it appears the District may use the hours rather than day option the calendar will still look similar to the current school calendar.

Superintendent called the Board’s attention to several important calendar dates.

Adjournment:
It was moved by Book, seconded by Roby, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 7:23 p.m.

Minutes approved as Tim Canney, President

Dated Nancy Gee, Secretary
PERSONNEL CONTRACTS

I recommend the following resignations/terminations:
Al Hofmann, Head Girls Soccer Coach, effective for the 2014 season
Sierra Kuhns, Ass't. Girls Soccer Coach, effective for the 2014 season
*Steph Mehmen, HS Business Teacher, effective 1/31/14
Anna Wills, Ass’t. Girls Soccer Coach, effective for the 2014 season

I recommend the following new contracts:
Shanna Anglin, Teacher Associate (bus only), Step 5, effective 1/3/14
Lorraine Corbin, AE Food Server/Worker I, Step 3, effective 1/13/14
Nikki Keller, DS Teacher Associate, Step 1, effective 1/3/14
*Abbey Wilmes, MS Softball Coach, Step 1, effective summer 2014

OPEN ENROLLMENT

Open enrollment out for 2013-14
Sebastian Nelson, 4th grade, from ADM to VM (reciprocal agreement)
Kaley Nelson, 8th grade, from ADM to VM (reciprocal agreement)

Open enrollment in for 2014-15:
Sally Evoy, 9th grade, from Waukee to ADM
Spencer Evoy, 9th grade, from Waukee to ADM
Ty Miller, K, from WDM to ADM

"Experiencing Success Today, Achieving Dreams Tomorrow"
ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: School Nurse

QUALIFICATIONS:

1. Valid state license to practice as a registered nurse.
2. CPR/FIRST AID certified.

REPORTS TO: Superintendent and Building Principal

JOB GOAL: The school nurse supports student academic success by providing health care through clinical knowledge, assessment, intervention, and follow-up for all children within the school setting. Will also support staff's health care needs as they arise.

PERFORMANCE RESPONSIBILITIES

1) School nurses facilitate normal development and positive student response to nursing interventions.
   a) Serves as the health care expert in the school to meet student and staff health needs.

2) School nurses provide leadership in promoting health and safety, including a healthy environment.
   a) Staff education in accordance to HIPPA and FERPA.
   b) Organization of CPR classes for staff.
   c) Scheduling of Medicaid billing training for staff.
   d) Scheduling Immunization Audit with Dallas County Public Health.
   e) Monitor infectious and contagious diseases among student &/or staff population (authorize exclusion and readmission of students).
   f) Organize and turn in Medicaid billing.

3) School nurses provide quality health care and intervene with actual and potential health problems.
   a) Mediation administration (delegation of task where necessary and appropriate).
   b) Development of Health Care Plans and/or Emergency Plans.
   c) Assistance in writing IEP’s and/or 504’s.
   d) Organizing Hearing Screens through AEA.
   e) Conducting Vision Screenings in: 1st, 3rd, and 5th grade and as deemed appropriate from classroom referrals.
   f) Maintain up-to-date cumulative health records on all students.
4) **School nurses use clinical judgment in providing case management services.**
   a) Professional development is necessary to provide best possible care for student population.

5) **School nurses actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy and learning.**
   a) Coordinating between the medical, home, family and school.
   b) Provide expertise for school educational teams, Committees on Special Education, the Individualized Educational Plan (IEP) team, and the Section 504 Team so that health-related barriers to learning can be reduced for each student.
   c) Provide families with referral information along with available community resources to improve access to health care.
   d) Assume authority, in the absence of a physician, for the care of a student or staff member who has suffered injury, emergency, and/or illness.

6) **Perform other tasks to meet district needs**
   a) Ordering supplies.
   b) Organization of Christmas families.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the board’s policy.

Approved by Board of Education

Revised
ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Nurse (K-12)

QUALIFICATIONS
1. Valid state license to practice as a registered nurse.
2. Certificate as public school nurse or any other certificate required by the state.

REPORTS TO Superintendent and Building Principal

JOB GOAL To provide the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

PERFORMANCE RESPONSIBILITIES
1. Assist administrators in developing school health program.
2. Conduct or assist with school programs of immunization validation, vision and hearing testing, and scoliosis check.
3. Assume responsibility for referral of students in need of medical and dental care.
4. Maintain up-to-date cumulative health records on all students.
5. Observe students on a regular basis to detect health needs.
6. Assume authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.
7. Participate with school staff in developing and implementing total school health program.
8. Authorize exclusion and readmission of students in connection with infectious and contagious diseases.
9. Advise teachers on health matters, particularly regarding screening for student health defects, physical limitations, use of health aides, etc.
10. Assist school personnel in establishing sanitary conditions in schools.
11. Visit student homes when necessary.
12. Administer first aid in accordance with established procedures.
13. Participate in in-service training programs.
14. Operate in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
15. Perform such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.
Bond Campaign Outline (updated 1/7/14)

November 11  BOE Meeting – accept petition and pass resolution

November 12  Press release/interview with Dallas County News
Email all district staff with FAQ
Email all parents via SchoolMessenger – attach FAQ

Update website – general announcement, FAQ, projects and cost estimates, full master planning document, related docs

Nov 12-22  Prepare mass mailing to all district residents:
Informational letter with community meeting dates
FAQ
Projects and cost estimates ??
Graphics??

November 18  Article for Tiger Tribune to Della (December issue – forum dates and FAQ)

November 19  Visit area business and city offices in Adel, DS, and MN

November 26  DS Faculty Meeting – 7:45 am
District Newsletter via SchoolMessenger
District E-news

December 2  Bond Issue PPT presentation finished

December 3  Home BB game – materials display (FAQ)

December 4  Rotary Club presentation - TIm
Lion's Club presentation - Rod

December 5  HS Faculty Meeting – 7:45 am
Home wrestling – materials display (FAQ)
DeSoto City Council December 17 meeting agenda
December 6  MS Faculty Meeting – 7:45 am  
Home BB game – materials display (FAQ)  
District Newsletter via SM – Bond Issue PPT on web, include pictures

December 8  Winter Choir concert – materials display

December 9  Winter Band concert – materials display

December 10  Home wrestling – FAQ  
FRK – print large display boards of projects

Adel City Council Meeting (BART)

December 13  Home BB game – materials display

December 15  Booster Club Meeting – moved to January 19

December 16  AE faculty meeting – 7:45 am

December 17  DeSoto City Council (KIM)

December 17  Tiger Tribune article to Della

District newsletter via SchoolMessenger  
District E-News

December 20  Adel Partners Board presentation (BART)  
Home BB game – materials display

January 2  Email to all parents re: bond forum dates

On marquee – DS bond forum

Mail flier re: bond forums to all residents – Tiger Tribune

January 6  AE PACT meeting at 5:30 (KELLI) – rescheduled to Jan 27  
5:30

Adel Economic Development Commission – (Tim) 5:00 pm

January 7  Bond Forum in DS at 7:00 pm (KIM)
January 9  Home wrestling – materials display
January 10 Home BB game – materials display

Mail brochure to all residents
January 11 Home BB game – materials display

January 13 **Minburn City Council meeting – following board meeting**
(Tim and Rod)
Send email to parents: re: bond forum
January 14 Home BB game – materials display

January 16 **Bond Forum in Adel at 7:00 pm** (BART, ROD?, KELLI)
January 17 Send postcards to all residents – Please Vote on Feb 4
Polling information on cards/absentee information
Website for information, my contact information
January 18 Home wrestling – materials display
January 19 Booster Club 6:00 pm (KELLI)

January 21 **Kiwanis presentation** (ROD)
Home BB – materials display
January 23 Home wrestling – materials display
Bond election on marquee

January 27 **AE PACT Meeting – 5:30** (Kelli)
**Bond Forum in Minburn – cafeteria 7:00 pm** (KIM)
Adel Advisor – voting information

January 31 District Newsletter via SchoolMessenger
District E-news

February 3 and 4 “Please Vote” emails via SchoolMessenger to all parents
Election Day
Celebrate!
The ADM School District has placed a $13.5 million General Obligation Bond Issue on the ballot for February 4, 2014. This bond issue follows an extensive, year-long facility master planning process that included a planning committee comprised of community members. There is a tremendous amount of information available on the bond issue on our website at www.adm.k12.ia.us.

This brochure provides information on the projects that would be funded through a successful bond issue. The projects involve additional classrooms at all four attendance centers that will provide space for the projected additional 500 students by 2022-23. Site improvements at Adel Elementary and DeSoto Intermediate are also included in this plan—providing more paved parking for visitors and staff and improving traffic safety by separating parent and bus loading and unloading zones. The projects also include moving the central office and other district functions to the Old Middle School. This will allow for additional office and classroom space at the MS/HS complex.

Improving main entrance security at all attendance centers is also a major focus of this bond issue. Creating a more secure main entrance by forcing all visitors into the main office reception area at each building is planned. Currently, none of our schools have a secure main entrance and visitors can easily get into the main hallways and classroom areas.

This is a no tax rate increase bond issue. If this bond issue is successful, the debt service tax rate will not increase from the current $3.62/thousand.

We hope you find the information in this brochure helpful in understanding the bond issue. Again, there is much information on our website. If you have any questions, please call me at 993-4283. It's great to be a TIGER!

Sincerely,

Greg Dufoe
ADM Superintendent
ADEL ELEMENTARY
APPROX: $4 MIL

Building Improvements
- NEW 6 Kindergarten and Pre-K classrooms
- NEW 1 special needs room
- Renovation Music and staff room
- Renovation Preschool & special needs room
- Main entrance security
Total Square Footage: 14,830 sf

Site Improvements
- Separate bus and parent drop-off/pick-up to improve safety
- Increase visitor and staff paved parking
Projected Completion: August 2015

DESOTO INTERMEDIATE
APPROX: $5 MIL

Building Improvements
- NEW 8 general education classrooms
- NEW Art room and special needs room
- Renovation Cafeteria
- NEW Secure main entrance
Total Square Footage: 21,000 sf

Site Improvements
- Separate bus and parent drop-off/pick-up to improve safety
- Increase visitor and staff paved parking
Projected Completion: August 2015

MIDDLE-HIGH SCHOOL CAMPUS
APPROX: $4 MIL

Middle School Improvements
- NEW 6 general education classrooms
- NEW 1 science lab
- NEW 1 technology/engineering classroom
- Main entrance security
Total Square Footage: 11,760 sf

High School Improvements
- NEW 3 science labs
- Renovation 3 existing science labs
- Improvements to commons area and office
- Upgrades to fire/intruder system
- Main entrance security
Total Square Footage: 7,500 sf

Projected Completion: August 2016

AND, THE OLD MIDDLE SCHOOL
REPURPOSED AS DISTRICT OFFICES
APPROX: $451,000

- Various improvements to allow building to serve as district offices, board room, technology hub, storage, meeting rooms, and middle school athletics.
- Includes items such as flooring, painting, minor remodeling, electric and mechanical upgrades, secure entrance, etc.

Projected Completion: August 2016

FEBRUARY 4, 2014

Polling Places:
- Pols open 7:00 am – 8:00 pm
  - Adel Public Library
  - United Methodist Church in Minburn
  - DeSoto City Hall

See our website for much more information:
www.adm.k12.ia.us
Math K-5 Resource Review and Selection Process

9-4-13    K-5 Math Committee met to begin discussing the current math resources and needs for the future of the ADM math program. Possible new resources were discussed and the group decided to pursue three: Go Math (Houghton Mifflin), My Math (McGraw Hill), and enVision Math (Pearson).

10-17-13   During this meeting the K-5 Math Committee took an in-depth look at each of the three selected resources. Time was spent in grade level groups searching the different materials for strengths and weaknesses of each resource. As the selection process continued, the Committee agreed to exclude the enVision Math series and pursue Go Math and My Math.

2-12-13    Sales Representatives from Go Math and My Math were invited to present about their materials. Each Representative presented for an hour. After the presentations the staff unanimously chose to adopt Go Math as the new ADM math resource for K-5.


As of Today    Larry Schrock is in discussion with David Van Gorp, Sales Representative for Houghton Mifflin, to acquire a cost estimate for math materials for each grade level K-5. Larry Schrock is in discussion with Carole Erickson and Jodi Banse to find the best method of delivering the materials to the K-5 staff and to provide adequate planning time for integration of the new math resources.

Some of the benefits of Go Math include:

1. Go Math is infused with Iowa Core Standards
2. Go Math seamlessly moves into our current middle school math resource program
3. K-1 grades have an option to get unbounded books
4. Workbooks are easily changed if Core Standards happen to change
5. Different pathways for learning
   a. Print
   b. Activity
   c. Digital
6. Go Math Academy available for student help
7. Think Central online component
8. IPad accessible apps
9. Online component compatible with current Mimio projectors
Adel DeSoto Minburn Community School District

FISCAL MANAGEMENT

Line Item Budget

A contingency reserve will be established at .5% of budgeted General Fund expenses at the beginning of each fiscal year to provide for unanticipated expenditures of a non-recurring nature, to meet unexpected minor increases in service delivery costs and to pay for needs caused by unforeseen emergencies.

Financial Metrics

The Adel DeSoto Minburn Community School District is committed to the following financial metrics:

1. **Solvency Ratio**: Maintain an undesignated, unreserved general fund balance that is at least 5% of the year’s annual revenue (actual or anticipated). The current year’s projected balance will be discussed with the Board before establishing the succeeding year’s cash reserve levy and before staffing and other decisions are finalized.

   The District will take reasonable steps to achieve a total general fund balance at least equal to its unspent authority. This enables the District to cash flow its legal spending limit.

2. **Unspent Authority**: Maintain an unspent authority (balance) that is at least 5% of the year’s annual expenditures. The current year’s projected balance will be discussed with the Board before staffing and other spending decisions are finalized for the succeeding year.

   The District will measure attainment of these goals as of June 30, but only after completion of the Certified Annual Report.
Why a financial policy?

A formal financial policy is not required but does show better management practices. It sets stability in meeting financial targets from year to year. It helps in the decision making process when creating a budget and rating agencies favor a formal policy over an informal policy.

Many schools do not have a financial policy mainly because it is not required. They may have an informal policy. Southeast Polk District asks their Board to approve a resolution annually to maintain a minimum solvency ratio of 5%. They feel that a resolution provides some flexibility. West Delaware stated that they have Board goals which are reviewed periodically. Those goals are to maintain the solvency ratio at or above 10%, maintain the unspent balance within a range of 10% to 15%, and monitor the relationship of revenue to expenses.

Attached are some examples of formal policies.
1. The District will create a designated cash flow reserve within the District’s General Fund with a balance of not less than 5% of the District’s total General Fund revenues. The reserve will be added to on an annual basis, if necessary, to maintain the 5% balance. The balance will be designated by the Board and will not be available to the District for purposes other than cash flow.

2. The District will solicit from the School Budget Review Committee additional allowable growth where it may be available for items such as special education deficit, increasing enrollment, talented & gifted, and any other lawful purpose.

3. District administration will report to the Board monthly as to revenues, expenditures and percentage of the budget committed for the fiscal year in question. The report will provide comparison to the same month in prior fiscal years. Deviations in revenues and expenditures will be explained, and estimated budget revenues and expenditures for the entire year shall be provided. Actual month end and estimated year end fund balance will also be provided.

4. Budget amendments will be authorized at the point in time when expenditures in the fund in question are known to exceed the previously authorized expenditure and not just held for the last month of the fiscal year. Amendments should identify the source of funding for the amended expenditure.

5. The District will prepare a realistic General Fund budget using conservative assumptions and the best known information at the time of adoption.

6. A 5-year General Fund budget may be prepared and authorized annually including conservative assumptions but including key known or expected assumptions as it relates to expenditures (i.e., future staffing increases or reductions, annual raises, realistic health care costs, etc.), and including the fund balance estimate for the period in question. Assumptions regarding property valuations should be based on historic actual results. The District may adjust the property valuation assumption for known changes in the property tax base (i.e., new construction in progress). Assumptions regarding sales tax income may include an assumption of growth not to exceed 50% of the actual growth rate in tax collection over the prior 5 year period.

Legal Reference: as suggested by Piper Jaffray, Fall 2008

Approved April 13, 2009 Reviewed Revised April 23, 2012
SAYDEL COMMUNITY SCHOOL DISTRICT

FISCAL MANAGEMENT

Line Item Budget

A contingency reserve will be established at .5% of budgeted General Fund expenses at the beginning of each fiscal year to provide for unanticipated expenditures of a non-recurring nature, to meet unexpected minor increases in service delivery costs and to pay for needs caused by unforeseen emergencies.

Fiduciary Responsibility

The Board recognizes its responsibility to oversee the management of school district funds in keeping with the school district vision, mission and goals. The Board will receive concise, timely, well organized financial data. At least annually, the Board will receive the following financial information:

- Revenues by fund and major sources as of June 30 for each year for the prior three years
- Expenditures by fund and major categories as of June 30 each year for prior three years
- Financial solvency ration as of June 30 each year for the prior five years
- Unspent Balance as of June 30 each year for the prior five years
- Unspent Balance Ratio as of June 30 each year for the prior five years
- Enrollment Trend for prior ten years
- Staff costs as a percent of total general fund as of June 30 each year for prior ten years

Financial Metrics

The District is committed to the following financial metrics.

1. **Solvency Ratio:** Maintain an undesignated, unreserved general fund balance within the 5-15% target range with 10% being a minimum goal. The current year’s projected balance will be discussed with the Board before establishing the succeeding year’s cash reserve levy and before staffing and other spending decisions are finalized.

The District will take reasonable steps to achieve a total general fund balance at least equal to its unspent authority. This enables the District to cash flow its legal spending limit.

2. **Unspent Authority:** Maintain unspent authority (balance) within the 5-15% target range. The current year’s projected balance will be discussed with the Board before staffing and other spending decisions are finalized for the succeeding year.

The District will measure attainment of these goals as of June 30, but only after completion of the Certified Annual Report.

Approved: February 2013
GENERAL FUND RESERVES

Line Item Budget

A contingency reserve will be established at 0.50% of the General Fund expense budget at the beginning of each fiscal year to provide for unanticipated expenditures of a non-recurring nature, to meet unexpected minor increases in service delivery and to pay for needs caused by unforeseen emergencies.

Financial Metrics

The Sheldon Community School District is committed to the following financial metrics:

1) **Solvency Ratio.** The school district shall maintain an undesignated, unreserved general fund balance that is at least 12% of the year’s annual revenue. The current year’s projected balance will be discussed with the Board before establishing the succeeding year’s cash reserve levy and before staffing and other decisions are finalized.

   The Sheldon Community School District shall take reasonable steps to achieve a total general fund balance at least equal to its unspent authority. This enables the school district to cash flow its legal spending limit.

2) **Unspent Authority.** The school district shall maintain unspent authority (balance) of not less than 12% of that year’s annual expenditures. The current year’s projected balance will be discussed with the Board before staffing and other spending decisions are finalized for the succeeding year.

   The school district will measure attainment of these goals as of June 30, but only after completion of the Certified Annual Report.

Administrative rules and regulations will identify the specific parameters to be used when calculating the school district’s attainment of these financial metrics.

Approved: 02/08/11
Reviewed:
Revised:

SHELDON COMMUNITY SCHOOL DISTRICT BOARD POLICY
GENERAL FUND RESERVES AND FUND BALANCE REPORTING

Line Item Budget

A contingency reserve will be established at .2% of budgeted General Fund expenses at the beginning of each fiscal year to provide for unanticipated expenditures of a non-recurring nature, to meet unexpected minor increases in service delivery costs and to pay for needs caused by unforeseen emergencies.

Financial Metrics

The District is committed to the following financial metrics.

1) Solvency Ratio*. Maintaining unrestricted/uncommitted general fund balance that is at least 8% of annual revenue (actual or anticipated). The current year’s projected balance will be discussed with the Board before establishing the succeeding year’s cash reserve levy and before staffing and other spending decisions are finalized.

The District will take reasonable steps to achieve a total general fund balance at least equal to its unspent authority. This enables the district to cash flow its legal spending limit.

2) Unspent Authority. Maintaining unspent authority (balance) of not less than 8% of that year’s annual expenditures. The current year’s projected balance will be discussed with the Board before staffing and other spending decisions are finalized for the succeeding year.

The district will measure attainment of these goals as of June 30, but only after completion of the Certified Annual Report.

As specified in policy 706.2, the Board will receive annual reports on the Solvency Ratio and the Unspent Authority (Balance).

Fund Balance Reporting

Financial reporting for the balances in the district’s governmental funds is based on Governmental Accounting Standards Board (GASB) Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions. Fund balance refers to the difference between assets and liabilities in the governmental funds balance sheets. GASB 54 established a hierarchy that is based on “the extent to which the government is bound to honor constraints on the specific purpose for which the amounts in those funds can be spent.”

The governmental funds can have up to five fund balance classifications. The classifications are defined below from most to least restrictive.

Nonspendable fund balance includes amounts that cannot be spent because they are either (a) not in spendable form, or (b) legally or contractually required to be maintained intact. This includes items not expected to be converted to cash, including inventories and prepaid expenses. It may also include other property acquired for resale and the principal of a permanent fund.

Restricted fund balance should be reported when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other
governments, or (b) imposed by law through constitutional provisions or enabling legislation. This includes “categorical balances.”

**Committed fund balance** reflects specific purposes pursuant to constraints imposed by formal action of the Board. Such constraints can only be removed or changed by Board action.

**Assigned fund balance** reflects amounts that are constrained by the government’s intent to be used for specific purposes but meet neither the restricted nor committed forms of constraint. Unless the amount is negative, the assigned fund balance is the residual classification for the governmental funds other than the general fund. If the amount is negative, then the residual amount is shown as unassigned.

**Unassigned fund balance** is the residual classification for the general fund only. As noted above, if a negative residual amount exists in other governmental funds then the amount is reported as unassigned.

The Board authorizes the Chief Financial Officer to assign general fund balance amounts for specific purposes in compliance with GASB 54.

The Board directs the Chief Financial Officer to provide to the Board, at least annually, reports of the fund balances for each of the five fund balance classifications under GASB 54.

*Solvency ratio calculation: Unassigned + Assigned Fund Balances*  
General Fund Revenues – AEA Flow Through

Approved 4-10-89  Reviewed 3-25-96  Revised 8-22-11
Dear Administrator:

Thank you for agreeing to host Buena Vista University’s teacher candidates during their various field experiences. The experience and guidance your staff and faculty provide is invaluable and much appreciated as these students prepare for their own careers in education.

As you may know, an agreement is signed between your district/school and Buena Vista University that outlines the responsibilities of each party. Currently, you may have one in place.

In an effort to streamline the agreement process, we will be sending and filing these agreements electronically from one central location as of January 1, 2014. We ask that you sign a new agreement now, regardless if we have a current agreement on file, and return it to us. You may scan, fax, or e-mail/mail the agreement back to us once it has been signed. There are several advantages for you:

1. The new process eliminates more than one agreement with your district or school. There are many situations where both campus and a BVU site(s) have sent a district an agreement for field experiences. This document would eliminate that duplication.

2. Agreement renewals will originate from the BVU main campus in Storm Lake. Every three years an agreement will be sent to your district or school for BVU campus and its satellite locations. This eliminates agreements being sent more frequently from multiple sites at various intervals.

3. The wording in the agreement reflects the current requirements in Chapter 79 of the Iowa Code for teacher education programs. This makes sure that both your district/school and BVU are compliant with Iowa code.

By signing the agreement, your district reserves the right to honor or refuse having a BVU student complete field experiences in your district or school. We understand that a district or school can host a finite number of students and that there are times when hosting a student is not convenient for you.

If you have questions or would like further clarification of the agreement, you may contact me (schimmerl@bvu.edu, 712.749.2156).

BVU greatly appreciates the opportunity for our teacher candidates to complete field experiences and student teaching experiences with you.

Sincerely,

Leah Schimmer,
Teacher Education Data & Assessment Manager
FIELD EXPERIENCES AND STUDENT TEACHING AGREEMENT

in accordance with the Iowa Administrative Code, 281-79.1(256), Standards for Practitioner and Administrator Preparation Programs

An agreement between Buena Vista University, Storm Lake, Iowa, its affiliated Sites, and Adel-DeSoto-Minburn Community School District

concerning the obligations of each party participating in all field experiences and student teaching.

It is agreed that the following considerations shall serve as the basis for a working agreement between the two participating institutions of this program:

Buena Vista University agrees to the following for student teaching and field experiences:

1. To assign only those teacher candidates who have satisfactorily completed the necessary academic and professional training program appropriate to the experience.

2. To share expectations of the student teaching and field experiences with the teacher candidates and the cooperating teachers. Additionally, BVU School of Education will respond to specific needs of cooperating districts/schools about the experiences encountered, meeting program guidelines and/or related requirements of the field experience.

3. To coordinate the assignment of teacher candidates to specific cooperating teachers by submitting tentative assignments to the appropriate school administrator. Cooperating teachers should demonstrate skills, knowledge, and dispositions of highly accomplished practitioners.

4. To assign teacher candidates to cooperating teachers chosen by the designated district/accredited school and BVU School of Education personnel. Cooperating teachers must be properly endorsed and approved in the area in which the BVU teacher candidate is placed. Cooperating teachers must have teaching experience in the area of placement (3 years is preferred).

5. To provide to each cooperating teacher/or participating school district/accredited school an honorarium for supervision of a student teacher. Cooperating teachers for field experiences other than student teaching are not paid an honorarium.

6. Buena Vista University will provide supervisors for student teachers. The supervisors observe in the cooperating schools and hold individual and joint conferences with
student teachers and cooperating teachers to determine areas of improvement, develop and implement plans for improvement, and determine final evaluation of the student teacher.

7. Compensation for the cooperating teacher when a student teacher is withdrawn prior to the half-way (mid-term) of the student-teaching experience shall be one-half the amount in the appropriate provision above. Compensation for a student teacher who completes more than one-half of the student-teaching experience shall be the full amount.

8. When necessary, multiple cooperating teachers may be assigned to work with one student teacher. The compensation amount will be divided proportionately to the number of supervisors given direct responsibility for providing guidance and assistance.

9. The designated district/accredited school personnel may indicate to whom the honorariums are to be disbursed within the district/accredited school.

The Cooperating School agrees to the following for BVU student teachers:

1. To allow the teacher candidates the use of the physical resources of the school that are normally provided to classroom teachers, including buildings, equipment, essential supplies, and facilities that are necessary and reasonable to enable the student teacher to function adequately in your school.

2. To provide appropriately licensed cooperating teachers who shall:
   a. Anticipate the assignment of student teachers.
   b. Orient the assigned student teachers.
   c. Provide for a period of essential classroom supervision.
   d. Permit the student teachers to assist in classroom routines.
   e. Discuss teaching assignments with student teachers.
   f. Introduce the student teachers to actual teaching by assisting, presenting demonstrations, teaching part periods, and other similar procedures.
   g. Arrange with the student teachers for them to teach an entire block or unit of work in which they will do all of the planning and teaching.
   h. Evaluate the work and ability of the student teachers including completion of evaluation forms to be used as a basis for assigning final grades.

3. Additionally for student teachers, the cooperating teacher and district/accredited school will:
   a. Utilize the student teacher in capacities approved by the BVU School of Education. The Student Professional Experiences Coordinator or Education
Coordinator/Advisor must approve any changes in the original assignment of the
student.

b. Provide time for the student teacher and cooperating teacher to collaborate with
the university supervisor.

c. Share responsibility for supervising the student teacher.

d. Allow student teachers to develop and demonstrate the capacity to utilize
assessment data.

e. Place student teachers in full control of groups only after they have demonstrated
readiness and careful planning with the cooperating teacher and the university
supervisor.

f. Allow the student teacher to bear primary responsibility for planning and
instruction within the classroom for the minimum requirement according to the
appropriate student teaching handbook.

g. Involve the student teacher in professional meetings and other school-based
activities directed toward the improvement of teaching and learning.

h. Provide supervision of the student teacher by certified personnel at all times
during the student teaching or practicum experiences.

i. Assist the student teacher in becoming knowledgeable about the Iowa Teaching
Standards and to provide a mock evaluation performed by the cooperating teacher
or a person who holds an Iowa evaluator license.

j. Involve the student teacher in communication and interaction with parents or
guardians of students in the student teacher’s classroom.

k. Not use student teacher as a substitute teacher.

The Cooperating School agrees to the following for BVU field experiences (other
than student teaching):

1. The guidelines and requirements in the handbook appropriate to the field
experience will be followed.

2. To utilize student teachers in capacities approved by the BVU School of
Education. The BVU School of Education personnel must approve any changes in the
original assignment of the student teachers. The student teachers are not to be used as
substitute teachers.

3. To provide supervision of the student teachers by certified personnel at all times
during the student teaching experiences.

This shall be a continuous agreement. Each party reserves the right to dissolve this
agreement at any time if a student teaching and/or field experience proves to be
unsatisfactory. In case of discontinuance and when appropriate, BVU shall pay all
obligations incurred at the time of the discontinuance.
This agreement shall supersede any and all prior agreements, be they verbal or written, between either party or their representatives.

This agreement is effective for the period of January 9, 2014 through June 30, 2016 and may be renewed or revised by mutual agreement of the administrators of the concerned institutions.

*When applicable, please indicate to whom the student teaching honorarium should be paid:

- Check made out to the cooperating teacher
- Check made out to the district/school

Federal ID#

SIGNED:

Buena Vista University

[Signature]

Dean, School of Education

1/9/14

(Date)

Cooperating District/School

[Signature]

Superintendent or Designated Official

1-13-14

(Date)

**If you choose to type your signature, you are acknowledging responsibility for the content of this form.

For MAC users: please use Adobe Reader or Adobe Professional to fill out this form electronically.