

BOARD OF EDUCATION MEETING
June 6, 2011

ISSUE: Personnel Appointments and Adjustments

BACKGROUND:

Routine personnel matters, as outlined in attachment, are recommended for approval.

THE RECOMMENDATION IS:

“The Board of Education approve the personnel items as listed.”

PERSONNEL APPOINTMENTS & ADJUSTMENTS – 6-6-2011

<u>BLDG. /SUBJECT</u>	<u>REASON</u>	<u>EFF. DATE</u>
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CERTIFIED STAFF

CLASSIFIED STAFF

COACHING/EXTRA-CURRICULAR

RESIGNATION

Wayne Lasack	Head Varsity Boys' Basketball Coach	Personal	Immediately
Wes Wilson	Head Varsity Boys' Track Coach	Personal	Immediately
Jack Leighty	Assistant Varsity Boys' Track Coach	Personal	Immediately

BOARD OF EDUCATION MEETING
June 6, 2011

ISSUE: New Middle School Update

CONTACT: Brian Ney, Superintendent

BACKGROUND:

An update on the new middle school will be given.

THE RECOMMENDATION IS:

If any action is needed, it will be taken here.

BOARD OF EDUCATION MEETING
June 6, 2011

ISSUE: Second Reading of Board Policy – GASB 54

CONTACT: Superintendent Brian Ney

BACKGROUND:

The First Reading of this new policy 804.5 was approved at the May 16, 2011 meeting

THE SUPERINTENDENT’S RECOMMENDATION IS:

“Approve Second Reading of new board policy 804.5 for GASB 54.”

GASB 54

Purpose: Inasmuch as GASB 54, **Fund Balance Reporting and Governmental Fund Type Definitions**, which establishes accounting and financial reporting standards for all governments that report governmental funds requires the District to disclose certain requirements, the District identifies the following as District operating policy.

Policy: The fund balance identified as 'committed fund balance' will be determined by the Board of Directors and will require formal board action. An identified committed fund balance should be for a specific purpose pursuant to constraints imposed by the formal action of the Board of Directors. The Board of Directors will take action to 'commit' a fund balance prior to year-end (June 30) of the year the original committed amount is determined. The exact amount of the committed balance may be determined after the year-end; however, in compliance with GASB 54 the intended committed purpose must be identified, prior to year-end (June 30).

In the event that a committed fund balance is identified subsequent to year-end (June 30), the amount will be reflected on the balance sheet as assigned for that year.

The committed amounts cannot be used for any other purpose unless the Board of Education at a public meeting by formal action makes changes or rescind the committed balance.

The Board of Directors authorizes the Superintendent to assign amounts to a specific purpose in compliance with GASB 54. An assigned Fund Balance should be reported for constraints by the District's intent to be used for specific purpose, but are not restricted or committed.

In accordance with the GASB 54 the District identifies that when an expenditure is incurred, it is applied to the highest level of classification of fund balance and then subsequently applied to honor constraints on the specific purposes for which amounts in those fund balances can be spent.

Approved 06/06/11

BOARD OF EDUCATION MEETING

June 6, 2011

ISSUE: Monticello Kids Quest

CONTACT: Superintendent Brian Ney

BACKGROUND:

Monticello is assuming that we will be ending the 28-E Agreement to operate Kids Quest in Monticello. Monticello is strongly considering continuing the program. They may be willing to purchase some of Sarah Helle's time to serve as their director. We must provide 90 days notice to end the program unilaterally. If Monticello agrees to take it over sooner, we can agree to that. All monies owed and costs will be our responsibility through the last day we operate the program.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"I recommend that we provide 90 days notice that we will be ending the program in Monticello."

BOARD OF EDUCATION MEETING

June 6, 2011

ISSUE: Negotiations– Non-Union Salary Discussions 2011-12 School Year

CONTACT: Superintendent Brian Ney

BACKGROUND:

The Board's Negotiations team consisting of Brian Darrow, Anna Mary Riniker, Linda VonBehren and I met on Wednesday, June 1, 2011, to discuss salaries for non-union employees. Jean Sellnau, the other member of the team, was unable to attend due to her job.

For all employees/employee groups, the District will pay the cost of IPERS increases as well as health insurance increases where applicable.

1. Central Office secretaries: Cathy Wehling and Carmel LaFave. Cathy usually receives salary increases the same as the Directors due to her responsibilities. However, the Secretarial/Para Master Contract offers longevity increases of 25 cents per hour every 5 years. Cathy should have this longevity increase, too, in addition to her regular salary increase, since she has completed 10 years here. Carmel already receives the longevity increase, leaving Cathy as the only district secretary that does not.

Team Recommendation: Cathy should receive 25 cents per hour longevity plus 1.9% salary increase. Carmel should receive 1.9% salary increase.

2. Housekeeping/Maintenance:

Team Recommendation: All Housekeeping/Maintenance employees should receive a 1.9% salary increase.

3. Food Service Staff:

Team Recommendation: All Food Service employees should receive a 1.9% salary increase.

4. Bus Drivers and Bus Mechanic:

Team Recommendation: All Bus Drivers and the Bus Mechanic should receive a 1.9% salary increase.

5. Principals: We have some disparity in the salary and benefits with the position of Athletic Director/HS Assistant Principal. There are two main issues I see:

- Derek's salary is very low when the level of responsibility and required time are considered. He is the lowest paid administrator by \$16,500. Given the many evenings he has to work during the school year and the many hours he has to work to supervise summer sports, he needs a greater salary adjustment.
- Derek's contract is structured differently than the other principals. He has 220 days in his contract plus 5 paid holidays with no designated vacation other than what the teachers have off. The other principals and I have 225 contract days plus 25 days of vacation and 10 paid holidays. 260 days is considered full-time (52 weeks x 5 days). All employees have 2 personal days.

Team Recommendation: The salary for the MS/HS AD/HS Assistant Principal should be increased by \$3,000 for next year. His contract should be structured to be the same as that of the other principals in the District. All other Principals/Asst. Principals should receive a 1.9% salary increase.

We are also looking at a different Cell Phone provider and plan for the Administrators and Directors. The savings over the next two years will be significant, possibly as much as \$3,500 per year. If we do change providers, I recommend that we not require the administrators to pay the \$10 per month toward their cell phones. If we get on a plan that does not charge extra for texting and picture messaging, there should be no cost to the employee to use the District cell phone for their personal business.

6. Directors:

Team Recommendation: The Food Service, Maintenance, Transportation, Technology, and Finance Directors should receive a 1.9% salary increase.

7. Other miscellaneous employees – Special education bus escorts, Sign Language Interpreter, Health Para-educator

Team Recommendation: These employees should receive a 1.9% salary increase.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"Approve recommendations as listed above."

BOARD OF EDUCATION MEETING
June 6, 2011

ISSUE: Approval of One Regular Monthly Board Meeting for July, 2011

CONTACT: Brian Ney, Superintendent

BACKGROUND:

Board Policy 204.1 provides guidelines for Board meetings/work sessions to be held on the 1st and 3rd Monday of the month. Any changes or deviations in this guideline must be approved by the Board with a majority vote. With the 4th of July falling on the 1st Monday of the month, it is requested to only hold one meeting in the Month of July on July 18, 2011.

THE RECOMMENDATION IS:

“to approve one regular meeting during the month of July on July 18, 2011.”

BOARD OF EDUCATION MEETING
June 6, 2011

ISSUE: Agreement for Pearson Power School Student Information System with GWAEA

CONTACT: Brian Ney, Superintendent

BACKGROUND:

The District purchases computer services from Grant Wood AEA. These computer services include software and software maintenance for the Power School Student Information system.

As indicated on Appendix B of the attached agreement, the cost for 2011-2012 is \$5.75 per student or \$7, 284.10 which is based on the certified enrollment used for the 2010-2011 school year. The complete agreement is attached for your review.

THE RECOMMENDATION IS:

“the Board of Education approve the Agreement for Pearson Power School Student Information System with Grant Wood Area Education Agency for 2011-2012.”

AGREEMENT
For
STUDENT INFORMATION SYSTEM
Between
GRANT WOOD AREA EDUCATION AGENCY
And
ANAMOSA COMMUNITY SCHOOL DISTRICT

This Agreement is entered into by and between **Grant Wood Area Education Agency**, hereafter referred to as "**GWAEA**" and **ANAMOSA COMMUNITY SCHOOL DISTRICT** hereafter referred to as "**DISTRICT**". For the Fiscal Year **2011-2012** hereafter referred to as "**current fiscal year**".

GWAEA Agrees to:

1. Provide those specific services specified on Appendix A for the current fiscal year.
2. Host and maintain the software and hardware necessary for the specified services.
3. Provide for electronic transfer of student data into the system, if so requested by District.
4. Provide computer time and consultant services necessary to successfully operate the specified services.
5. Undertake reasonable efforts to maintain off-site backups of all districts data for listed services.
6. Undertake reasonable efforts to maintain the security of information kept and produced for the District under this agreement and not release such information to any person or entity without the express written consent of the superintendent of the District.
7. First Year Districts Only: Provide one training session for building and district administrators and support staff.
8. First Year Districts Only: Provide two training sessions for individuals who will be implementing the program.

GWAEA shall:

1. Not be liable for its failure to perform hereunder due to any contingency beyond its reasonable control, including acts of God or the public enemy, fire, explosion, accident, flood, drought, embargoes, shortages, action of any kind by a governmental authority, whether valid or invalid, delay or failure of contractors or suppliers of material equipment or computer time, delay or failure of the computer system or carriers, or other difficulties with the computer system, or transportation, or any contingency, delay, failure or cause beyond GWAEA's control, whether or not of the kind specified herein.

2. Not be responsible for loss of any information of District data supplied by the District resulting from the malfunction or shutdown of its computers whether caused by human error, machine breakdown and malfunction, natural disasters or for any other reason whatsoever. In the event GWAEA discloses negligence, and data was lost as the result of the negligence, GWAEA will waive any extra fees for data entry or programming activity to correct the grievous error, or will assist District in correcting the error.
3. Not be liable from damages, including but not limited to special, indirect and consequential damages, attorneys' and experts' fees and court costs (even if GWAEA has been advised of the possibility of such damages) arising out of or in connection with the activities and services under this agreement.

The District agrees to:

1. Reimburse GWAEA for the services elected by the District and provided by GWAEA per the costs specified in Appendix A and Appendix B.
2. Make all payments due and payable to GWAEA for services as per payment schedule listed in Appendix A.
3. Identify a "student database administrator" for communication with GWAEA staff.
4. Take full responsibility for the use of information and records after transmission or delivery to the District, and the District agrees to indemnify GWAEA and hold GWAEA harmless for any loss or damage incurred by the Agency or by any other person as a result of the use or misuse of any information or records once transmitted or delivered to the District.
5. Abide by the rules, procedures, and policies of GWAEA Computer Services with respect to any and all aspects of its operation.
6. Assume full responsibility for assuring the accuracy of input information transmitted and delivered to GWAEA. The District acknowledges that in the operation of listed services the occurrence of an error in output information sometimes occurs, and that the District has numerous opportunities to detect the occurrence of such errors and control their effect. The District shall have the responsibility to establish and use appropriate measures in its operation to detect the occurrence of such error promptly and to minimize their effect on it. In addition, the District shall promptly inform GWAEA of all errors it believes to exist and render all reasonable assistance in correcting said errors.

GWAEA and District agree:

The owner of the data and information GWAEA hosts and maintains pursuant to this agreement is District. This agreement does not create any ownership interest for GWAEA in the data and information GWAEA hosts under this agreement. District is responsible for all obligations and liabilities arising out of ownership of the subject data and information. This means, without limitation, that District shall be responsible for all third-party requests for the data or information, whether by subpoena or otherwise. If a third-party serves GWAEA with a request for the data or information, GWAEA will, as soon as practicable, provide the request to District. District shall thereafter be responsible for appropriately responding to the request. District shall indemnify and reimburse GWAEA for all reasonable expenses, including attorneys' fees, GWAEA incurs arising out of the request. District shall not direct third parties to

make requests for the data or information to GWAEA, but shall instead direct that requests be made to District. GWAEA will cooperate with District in responding to the request by providing the requested data or information to District or the third-party if so directed by District.

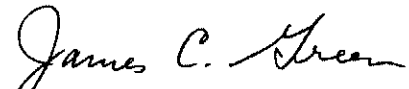
This agreement shall terminate prior to the expiration of its term provided above upon the occurrence of any of the following events:

1. Upon the failure or neglect of District to pay GWAEA any sums or amounts due hereunder in a timely manner where such delinquency is not fully corrected within sixty (60) days of GWAEA written demand; or
2. Upon failure or neglect of District or GWAEA to observe, keep or perform any of the terms and conditions of this agreement where such nonperformance is not corrected by District or GWAEA within thirty (30) days after prior written notice by District or GWAEA.

Upon the expiration or other termination of this agreement, all rights and obligations of the parties under this agreement shall cease as of the termination date.

We the undersigned agree to the terms and conditions set forth in this agreement and to the charges as outlined in Appendix A and Appendix B.

**GRANT WOOD AREA
EDUCATION AGENCY**



Signature

Board President

Title

May 11, 2011

Date

**ANAMOSA COMMUNITY
SCHOOL DISTRICT**

Signature

Title

Date

APPENDIX A

DATA ENTRY

\$15.00 per hour charged for any special customized data entry activities. There is no charge for data entry or programming activity that is normally afforded other participating school districts.

\$80.00 per hour charged for special programming needs.

TRAINING OUTSIDE THE SCOPE OF THIS CONTRACT

\$50 per hour to a maximum of \$500 per day plus expenses such as lodging and meals reimbursement at GWAEA per diem rates.

STUDENT INFORMATION SYSTEM

Applications included in the package are as follows:

Pearson does not include modules that Pearson normally charges extra for...does include Project Easier component.

BILLING SCHEDULE

Payment will be made no later than thirty days after invoice. Invoicing will be in November, 2011.

APPENDIX B

2011-2012 Services Elected by ANAMOSA Community School District

[X] Student Information System

Actual K-12 Student Enrollment	1266.8
Cost for Fiscal Year 2011-2012	\$7,284.10
Based on \$5.75 / student	

**BOARD OF EDUCATION MEETING
June 6, 2011**

ISSUE: Approval of Agreement to Operate the Substitute Employee Management System

CONTACT: Brian Ney, Superintendent

BACKGROUND:

Enclosed is a copy of the agreement between Grant Wood AEA and Anamosa Community School District for the management of a Substitute Employee Management System for the 2011-2012 school year. This agreement was approved by the GWAEA Board of Directors at their meeting on May 11, 2011.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"Approve Agreement to Operate the Substitute Employee Management System between GWAEA and Anamosa Community School District."

GRANT WOOD
AREA EDUCATION AGENCY

4401 Sixth Street SW
Cedar Rapids, IA 52404-4499
(319) 399-6700
Iowa WATS (800) 332-8488
FAX (319) 399-6457
TDD (319) 399-6766
www.aea10.k12.ia.us

Agreement to Operate the Substitute Employee Management System
Between
Grant Wood Area Education Agency
and
Anamosa Community School District
(2011-2012)

This Agreement is entered into by and between Anamosa Community School District, hereinafter referred to as the "District" and the Grant Wood Area Education Agency, hereinafter referred to as "GWAEA".

This purpose of this Agreement is to support the efforts of the District by managing a Substitute Employee Management System. Services to be provided under this agreement shall begin on July 1, 2011 and terminate on June 30, 2012.

GWAEA agrees to:

1. Select (or hire) and supervise the AEA Employee to provide services under the Agreement.
2. Assume all obligations pursuant to administering and supervising the existing terms and conditions of employment between GWAEA and AEA Employee.
3. Provide office space, email, voice mail, Internet access and other necessary support for AEA Employee during the term of this Agreement.
4. To acknowledge the rights of District to assign and otherwise direct the work of AEA Employee in activities which support the Substitute Employee Management System.

GWAEA and District agree:

1. AEA Employee is at all times an employee of GWAEA subject to GWAEA's negotiated Master Agreement, operating procedures and policies.
2. AEA Employee will report to the designated GWAEA management staff member.

The District agrees to:

1. Reimburse GWAEA an annual management fee to house and support the management of the system in the amount of \$4,027.00. The billing amount is prorated for each participating district based on the number of District employees enrolled in the system. The 2011-2012 total annual management fee for the Substitute Employee Management System is \$125,852.00.
2. Reimburse GWAEA for the billed services within 30 days of receiving the invoice.
3. Assign and otherwise direct the work of the AEA Employee in activities which support the Substitute Employee Management System.
4. Provide input to the appropriate AEA supervisor regarding the AEA Employee. All discipline and/or termination decisions, however, shall be made by GWAEA.

Grant Wood Area Education Agency

Anamosa Community School District

Jane C. Allen 5-11-11

Board President

Date

Board President

Date

BOARD OF EDUCATION MEETING
June 6, 2011

ISSUE: Jones County Early Childhood Iowa Fiscal Agent Agreement

CONTACT: Business Manager Linda Von Behren

BACKGROUND:

The Anamosa Community School District has had an agreement to act as the Fiscal Agent for Jones County Empowerment for several years. The attached agreement outlines the responsibilities of the District as Fiscal Agent.

The only change to the Fiscal Agent Agreement from the current year agreement is in the name of the agency from Jones County Empowerment/DECAT/CPPG Board to Jones County Early Childhood Iowa/DECAT/CPPC Board.

THE RECOMMENDATION IS:

“Approve the attached Fiscal Agent Agreement with Jones County Early Childhood Iowa/DECAT/CPPC Board for July 1, 2011 through June 30, 2012.”



Jones County
Early Childhood Iowa/DECAT/CPPC

FISCAL AGENT AGREEMENT
with
the Anamosa Community School District

This agreement, made this 1st day of July 2011, is between the ***Jones County Early Childhood Iowa/DECAT/CPPC Board***, hereafter referred to as BOARD, and the ***Anamosa Community School District***, hereafter referred to as the Fiscal Agent.

I. PURPOSE OF AGREEMENT

The BOARD has been designated a Early Childhood Iowa (ECI) Area within the geographical area it serves and has received a grant of state funds for School Ready Children Services and a grant of federal funds for an Early Childhood Program (hereinafter referred to jointly as Early Childhood Iowa funds).

Pursuant to Iowa Code Chapter 256I, the Board is required to designate a public entity as a fiscal agent to administer grant funds. The ***Anamosa Community School District*** has been designated as the fiscal agent for the Board.

II. DURATION OF AGREEMENT

This agreement shall become effective on July 1st, 2011. This agreement shall remain in effect until June 30th, 2012, unless terminated earlier according to provisions herein. This agreement may be renewed or extended by the mutual written agreement of the parties in the form of an amendment specifying the new agreement period and the amount of funds available to the Board for the new agreement period. All other terms of the agreement shall remain in effect unless specifically amended.

III. FISCAL AGENT RESPONSIBILITIES

The Fiscal Agent shall provide the following services for each of the two separate funds for which it is acting as fiscal agent:

- A. Deposit Early Childhood Iowa funds in an interest bearing account separate from other funds of the Fiscal Agent and in accordance with Iowa Code Chapter 12C and the Cash Management Improvement Act, 31 U.S.C. §650 I et seq.
- B. Issue payments from Early Childhood Iowa grant accounts as directed by authorized Board personnel. Payments shall be issued to the individual, vendor, business, or other entity identified by the Board, in the amount specified, and to the address provided by the Board. Payments shall be issued as directed, within 21 calendar days from the date the Fiscal Agent receives written notification from authorized Board personnel.
- C. Be responsible for any costs charged by the financial institution for maintaining the

Early Childhood Iowa grant accounts, or accounts containing Early Childhood Iowa grant funds. The Fiscal Agent shall ensure that any such costs are reduced or offset to the extent possible through earnings credits offered by the financial institution.

D. Be responsible for completing and submitting any 1099 reports as required by federal or state law or regulation.

E. Maintain separate accounting records for School Ready Children Services and Early Childhood Program funds that at a minimum include the following:

1. For each School Ready Children Services grant payment and for each Early Childhood Program grant payment made as directed by the Board:

- a. The date written notification/authorization was received from the Board Staff.
- b. The name of the authorized Board staff authorizing the payment.
- c. The name and mailing address of the payee.
- d. The amount of the payment.
- e. The check number or other unique identification of the payment
- f. The date the payment was mailed or hand-delivered to the payee.
- g. The date the payment is cleared or paid out of the Early Childhood Iowa grant account or account containing Early Childhood Iowa grant funds.
- h. The date of any stop payment requested by the Fiscal Agent and the reason.

2. Running balances for each fund which includes:

- a. The cumulative amount of payments authorized by the Board
- b. The cumulative amount of payments issued.
- c. Available Early Childhood Iowa grant funds that are not encumbered or otherwise allocated for payments made but not yet cashed.

3. Separate running balances for Administrative funds and Program funds for each School Ready Children Services fund and Early Childhood Program fund.

The following shall be considered:

- a. Administrative expenses for School Ready Children Services are not to exceed 3% of the annual School Ready grant.
- b. Administrative expenses for the Early Childhood Program shall not exceed 5% of the annual Early Childhood grant.
- c. Interest accrued is to be added to program funds for each grant.
- d. Early Childhood funds have a time limit for expending, obligated with a federal fiscal year and expended by the end of the subsequent federal fiscal year.
- e. School Ready funds also have a time limit for expending, and shall not exceed three years. Use of School Ready funds shall adhere to the State Early Childhood Iowa Tool Kit HH, "School Ready Funds Carry-Forward Policy."

F. Identify the amount of any monthly bank costs for maintaining the Early Childhood Iowa fund account or proportion of such costs attributable to that portion of an account constituting Early Childhood grant funds, and the amount of any monthly interest earned for the Early Childhood Iowa fund account or proportion of such earnings attributable to

that portion of account constituting Early Childhood Iowa grant funds.

G. Submit monthly expenditure reports, based on an accrual reporting system, within 21 calendar days from the end of the prior month to the Board. Reports shall be submitted in a format agreed to by the Board and the Fiscal Agent, and shall include as much of the information as the Fiscal Agent is required to maintain as described in this section as the Board may request, and as is necessary to reconcile the records of the Board with the records of the Fiscal Agent.

H. Submit monthly copies of bank statements identifying account balances for both the School Ready Children Services fund and Early Childhood Program fund.

I. Submit a report within 45 calendar days from the end of the agreement period, or such earlier date as the agreement may be terminated, to the Board. The report shall be submitted in a format agreed to by the Board and the Fiscal Agent, and shall include as much of the information as the Fiscal Agent is required to maintain as described in this section and as the Board may request, and as is necessary to reconcile the records of the Board with the records of the Fiscal Agent.

J. Submit a report to the Board on any audits performed as well as the findings of any audits of the accounting records for the School Ready Children Services and Early Childhood Program funds. The report shall be submitted to the Board within 5 work days of its receipt by the Fiscal Agent.

K. Fiscal Agent reimbursement for these services shall be in the amount of one thousand dollars (\$1,000.00) per agreement period to be paid in the last month of the Fiscal Year.

L. Return unexpended Early Childhood Iowa grant funds, and accrued interest as may be required by law, to the Board if this agreement is terminated or if Early Childhood Iowa grant funds remain in an account held by the Fiscal Agent at the end of the agreement period, unless the agreement is renewed or extended as provided for herein.

M. Reconcile its records for the payment and distribution of Early Childhood Iowa grant funds with the Board as requested by the Board.

N. If this agreement is renewed or extended any unexpended Early Childhood Iowa grant funds remaining in an account held by the Fiscal Agent at the end of the current agreement period shall be retained by the Fiscal Agent for use in the next agreement period.

IV. BOARD RESPONSIBILITIES

The Board shall have the following responsibilities:

A. Advise the Fiscal Agent in writing of the identity of Board personnel authorized to approve and submit payment requests for Early Childhood Iowa grant funds to the Fiscal Agent and to receive and review expenditure and other reports from the Fiscal Agent as required herein.

B. Determine the amount and payee for any payment to be made from Early Childhood Iowa grant funds.

C. Authorized staff shall submit a dated written authorization to the Fiscal Agent to make payments for Early Childhood Iowa grant funds approved by the Board, which authorization shall designate whether payment should be made from the School Ready Children Services account or the Early Childhood Program account.

D. Maintain separate accounting records for each School Ready Children Services payment and for each Early Childhood Program payment authorized to be paid by the Fiscal Agent that at a minimum include the following:

1. The date written notification/authorization was submitted to the Fiscal Agent.
2. The name of the authorized Board staff authorizing the payment.
3. The name and mailing address of the payee.
4. The amount of the payment.

E. Review on a monthly basis the monthly expenditure reports submitted by the Fiscal Agent and reconcile with the records maintained by the Board. The Board and Fiscal Agent shall work together to resolve any discrepancies and take any necessary corrective action.

F. Review the report submitted by the Fiscal Agent at the end of the agreement period or other termination of the agreement and reconcile with the records maintained by the Board. The Board and Fiscal Agent shall work together to resolve any discrepancies and take any necessary corrective action.

G. Any Early Childhood Iowa grant funds allocated to the Board remaining unexpended at the end of the state fiscal year shall be retained for use in the next state fiscal year and shall be treated as an advance of the Early Childhood Iowa grant funds allocated to the Board for the next state fiscal year.

V. GENERAL PROVISIONS:

A. Agreement Amendment - The agreement shall be amended only upon written agreement of both parties.

B. Renegotiation Clause. In the event there is a revision of Federal regulations, state laws, or administrative rules and this agreement no longer conforms to those regulations, laws, or rules, all parties will review the agreement and renegotiate those items necessary to conform with the new regulations, laws, or rules.

C. Termination of Agreement

1. For Cause. Causes for termination during the period of the agreement are:
 - a. Failure of the Fiscal Agent to complete or submit required reports.
 - b. Failure of the Fiscal Agent to make financial and statistical records available for review by the Board or other authorized party.
 - c. Failure of the Fiscal Agent to abide by the terms of this agreement.

If one of the above occurs, the Board shall provide written notice to the Fiscal Agent requesting that the noncompliance be remedied immediately. In the event that the noncompliance continues fifteen (15) days beyond the date of the written notice, the Board may either immediately terminate the agreement without additional notice, or enforce the terms and conditions of the agreement and seek any legal or equitable remedies.

2. Across the board reductions. Any across the board reductions in State appropriations shall apply to this agreement. Should the Board determine that the across the board reduction will affect this agreement, any funds allocated to the project and deposited with the Fiscal Agent will be adjusted pursuant to the reduction. The Board shall provide the Fiscal Agent reasonable written notice before any across the board reduction is put in place. During the notice period, the parties will meet and attempt in good faith to agree upon changes to this agreement to address such reduction.

3. State reorganization plan. The Board shall have the right to terminate this agreement, by giving the Fiscal Agent reasonable written notice, in the event the Board is altered by legislative mandate or by direction of the State of Iowa or federal government.

4. Legislative reorganization. The Fiscal Agent expressly acknowledges that the program delivered pursuant to this agreement is subject to Legislative change by either the federal or state governments. Should either legislative body enact measures which alter the program, the Fiscal Agent shall not hold the Board liable in any manner for the resulting changes. The Board shall provide reasonable written notice to the Fiscal Agent of any such legislative change. The parties will meet and attempt in good faith to agree upon changes to this agreement to address such reorganization.

5. Upon notice. Either party may terminate this agreement by providing 30 days written notice to the other party.

D. Confidentiality - the Fiscal Agent shall comply with all applicable federal and state laws and regulations on confidentiality.

E. Statement regarding meeting all Federal and State Requirements – the Fiscal Agent shall be in compliance with all applicable federal and state laws, rules, and regulations.

F. Records Retention - The Fiscal Agent shall maintain records that document the validity of reports submitted to the Board. The Fiscal Agent shall retain all books, records, or other documents relevant to this agreement for a period of five (5) years after this agreement is no longer in effect after final payment, or until final audit findings have been resolved, whichever is later.

G. Review of Contract Related Documentation - upon request, the Fiscal Agent shall allow authorized representatives of the Board or state or federal agencies to have access to the records as is necessary to confirm compliance with the specifications of this agreement. Reviews may include on-site visits to the Fiscal Agent, the Fiscal Agent's central accounting office, the offices of the Fiscal Agent's agents, a combination of these, or by mutual decision,

to other locations.

H. Federal Lobbying Requirements - In accordance with the requirements under 34 CFR 82, "New Restrictions on Lobbying," the Fiscal Agent shall comply with the restrictions on lobbying requirements.

The Fiscal Agent agrees, to the best of its knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Local Agency shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Fiscal Agent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

I. Debarment, Suspension, And Other Responsibility Matter Requirements - In accordance with the requirements under 34 CFR 85, "Government-wide Debarment and Suspension (Non-procurement)," the Fiscal Agent shall comply with the debarment and suspension requirements. The Fiscal Agent agrees, to the best of its knowledge and belief, that it and its subcontractors:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated above; and

Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

J. Environmental Tobacco Smoke Requirements - The Contractor shall comply with the requirements of Public Law 103-227, Part C. Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act). The Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through States, local governments, by Federal grant, contract, loan, or loan guarantee. The Contractors will require that the language of this certification be included in any Contracts which contain provisions for children's services and that all sub-contractors shall certify accordingly.

Jones County Early Childhood Iowa/
DECAT/CPPC Board

Anamosa Community School District

Signature

David Oldham
Name

Board Chairperson
Title

May 26th, 2011
Date

Signature

Lowell Tiedt
Name

Board President
Title

June 6th, 2011
Date

200 South Garnavillo Street
Address

Anamosa, IA 52205-1940
City, State, Zip Code

42-6000667
Tax Identification Number

79-369-8973
DUNNS Number

**BOARD OF EDUCATION MEETING
June 6, 2011**

ISSUE: SAI Administrator Mentoring Program

CONTACT: Brian Ney, Superintendent

BACKGROUND:

All school districts are required to have an Administrator mentoring Program in place each year, whether the District has a new administrator or not. The School Administrators of Iowa offer a program that meets the requirements.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"I recommend that the District sign up for the SAI Administrator Mentoring and Induction Program as required by Iowa Administrative Code 83.10 (284A.)"

Administrator Mentoring and Induction

2011-12 PROGRAM DESCRIPTION

Overview

The District provides beginning administrators with a mentoring and induction program in accordance with § chapter 284A.5, through a collaborative arrangement with SAI.

SAI provides one year of programming to support the Iowa standards for school administrators adopted pursuant to 281 Iowa Administrative Code 83.10 (284A), and to support beginning administrators' professional and personal needs. The program is structured to provide support, professional development, and access to a variety of information sources critical to a beginning administrator's success as a leader of student achievement.

The District agrees to require the full participation of the administrative mentee and to inform SAI of any problems related to such participation.

Program Components

- (1) Assignment of an experienced and high-quality mentor in a comparable position and geographic proximity to the mentee (SAI selects and assigns the mentor). The mentor is expected to provide regular contacts with the mentee through face-to-face meetings, and e-mail and telephone conversations.
- (2) Training for the mentor, which addresses program expectations to fulfill mentor responsibilities, support strategies to help mentees, reporting requirements, resources to use with the mentee, and coaching and mentoring skills.
- (3) A one-day summer New Administrators Institute at which program expectations are explained, basic information is provided, and beginning administrators are able to meet with experienced administrators. Relevant deadlines and need-to-know information for successful launch of the school year are presented.
- (4) Statewide institute(s) for mentees and mentors. Professional resources, including relevant books, articles, podcasts and websites are also provided.
- (5) A website that contains resources on a variety of topics relevant to a beginning administrator's needs.
- (6) E-mail messages to mentors providing them with resources, coaching tips, suggested topics and questions, and accountability measures.
- (7) Technical assistance for the mentee's supervisor related to procedural requirements for evaluation and licensure.
- (8) Program evaluation to assess the quality of the program and its value to the mentee.
- (9) An advisory committee made up of mentors and mentees that provides input for program improvement and sustainability.

Financial Arrangements

The Department of Education provides an allotment of \$1,500 per new principal or superintendent that is paid to the district. In turn, the district sends that amount to SAI in exchange for the services listed above, as well as coordination of the program. For each mentee, the district sends SAI two equal payments of \$750, the first by January 30 and the second by April 30. The district provides mileage and other meeting expenses incurred by the mentee as a result of participation in program activities.

SAI pays the district of each mentor \$1,157. Of this amount, the mentor's district pays the mentor \$1,000 and will use approximately \$157 for the employer's contribution to FICA and IPERS or a pension and annuity retirement system established under chapter 294 for such amounts paid by the district. For each mentor, SAI pays the mentor's district two equal payments of \$578.50, the first by February 28 and the second by May 30.

A copy of the signed AGREEMENT between SAI and the District should be attached to this document and kept on file in the District office.

SAI Mentoring and Induction Program

Complete this form if you are using the SAI program to meet chapter 284A requirements

Administrator Mentoring and Induction Program

2011-12 AGREEMENT between

The _____ Community School District (the District)

and

School Administrators of Iowa (SAI)

The District provides beginning administrators with a mentoring and induction program in accordance with § chapter 284A.5 through a collaborative arrangement with SAI. SAI provides one year of programming to support the Iowa standards for school administrators adopted pursuant to 281 Iowa Administrative Code 83.10 (284A), and to support beginning administrators' professional and personal needs. The program is structured to provide support, professional development, and access to a variety of information sources critical to a beginning administrator's success as a leader of student achievement. Program components are described in the attached Program Description.

The Department of Education provides an allotment of \$1,500 per new principal or superintendent that is paid to the District. In turn, the District agrees to send that amount to SAI in exchange for program services and coordination. For each mentee, the District agrees to send SAI two equal payments of \$750, the first by January 30, and the second by April 30. The District provides mileage and other meeting expenses incurred by the beginning administrator as a result of participation in program activities.

SAI agrees to pay the district of each mentor \$1,157. Of this amount, the mentor's district will pay the mentor \$1,000 and will use approximately \$157 for the employer's contribution to FICA and IPERS or a pension and annuity retirement system established under chapter 294 for such amounts paid by the district. For each mentor, SAI will pay the mentor's district two equal payments of \$578.50, the first by February 28, and the second by May 30.

The above payment procedures will be followed during a school year when the District has a participating administrator.

The District agrees to require the full participation of the mentee and to inform SAI of any problems with such participation.

The District agrees to annually provide SAI with the name(s) and position(s) of the beginning administrator(s) as soon as possible.

Date Adopted: _____ District: _____
(Please print)

District Authorized Signature: _____ Date _____

SAI Authorized Signature: _____ Date _____

Send one signed copy to SAI. SAI will return a signed copy to be included in the District's files. District business manager should receive a copy.

SAI Mentoring and Induction Program

SAI's beginning administrator mentoring and induction program is created to promote excellence in school leadership, improve classroom instruction, enhance student achievement, build a supportive environment within school districts, increase the retention of promising school leaders, and promote the personal and professional well-being of administrators.

2011-12 PARTICIPANT EXPECTATIONS

The program is designed for individuals who are new to the principalship or the superintendency. Other administrators may participate at district discretion and expense.

The district is required by law to provide beginning administrators with a mentoring and induction program. Beginning administrator participation is important and expected.

Mentee Expectations

- Attend statewide institutes with your mentor. All meetings are held at SAI (agendas will be sent three weeks in advance).
 Dates: New Superintendents – September 20 and January 24
 New Middle School and High School Principals – September 28 and January 25
 New Elementary Principals – September 27 and January 23
- Participate in weekly conversations with your mentor.
- Meet face-to-face monthly with your mentor.
- Host mentor at your school at least once.
- Visit your mentor's school at least once.
- Complete surveys to assist with program evaluation.
- Inform SAI if the relationship with your mentor is not meeting your needs or these expectations.
- Fully participate in the program throughout the 2011-12 school year (this is a required one-year commitment).

Mentor Expectations

- View mentor preparation and training webinar.
- Attend statewide institutes with your mentee (see above for dates).
- Contact your mentee weekly.
- Conduct monthly face-to-face visits with your mentee.
- Keep records of contacts with your mentee and submit to SAI (template will be provided).
- Visit your mentee's school at least once.
- Host mentee at your school at least once.
- Complete surveys to assist with program evaluation.
- Inform SAI if the relationship with your mentee is not meeting these expectations.
- Keep the interactions between you and your mentee confidential. *
- Support your mentee throughout the 2011-12 school year (this is a one-year commitment).

* The appropriate role for a mentor is to provide a safe, supportive learning experience for the mentee. The mentor should not engage in conversations about the mentee's abilities, questions or problems with the supervisor (exception: illegal, unethical or immoral behavior).

BOARD OF EDUCATION MEETING
June 6, 2011

ISSUE: Approval of IASB Membership Renewal

CONTACT: Brian Ney, Superintendent

BACKGROUND:

Please see attached invoice for 2011-2012 IASB Membership Dues. The total cost is \$4,016.00.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"Approve membership renewal for IASB for 2011-2012 school year."



Iowa Association of School Boards
6000 Grand Avenue
Des Moines, IA 50312-1417
Phone: (515) 288-1991
Federal ID No. 42-0703904

Invoice Number	IASBMBR0000002382
Invoice Date	5/16/2011
Customer ID	ANAMOSA C14
Customer Name	

Bill To:

Anamosa Community Schools
200 S Garnavillo Street
Anamosa IA 52205-1900

Remit To:

Iowa Association of School Boards
PO Box 4716
Des Moines IA 50305-4716

Item	Description	Quantity	Unit Price	Ext. Price
12IASBK12	Anamosa Community Schools 2011-12 IASB Membership Dues The IASB Board of Directors voted not to raise membership dues, so the dues will remain the same dollar amount for 2011-2012. Dues remain limited to a maximum of \$10,366.	1.00	\$4,016.00	\$4,016.00
2011-12 K12 Iowa Association of School Boards				\$4,016.00
				\$0.00
				\$4,016.00

Payments made are for services rendered and are not considered charitable contributions.

Retain top portion for your records.

REMITTANCE COPY

Please return this portion with payment.



Iowa Association of School Boards
6000 Grand Avenue
Des Moines, IA 50312-1417
Phone: (515) 288-1991

Invoice Number	IASBMBR0000002382
Invoice Date	5/16/2011
Customer ID	ANAMOSA C14
Amount Due	\$4,016.00

Remit To:

Iowa Association of School Boards
PO Box 4716
Des Moines IA 50305-4716

Anamosa Community Schools
200 S Garnavillo Street
Anamosa IA 52205-1900

**BOARD OF EDUCATION MEETING
June 6, 2011**

ISSUE: Approval of Iowa School Finance Information Services (ISFIS) Renewal

CONTACT: Brian Ney, Superintendent

BACKGROUND:

Please see attached invoice for District Renewal for 2011-2012 services for Iowa School Finance Information Services (ISFIS).

THE SUPERINTENDENT'S RECOMMENDATION IS:

"Approve renewal of 2011-2012 ISFIS services at a cost of \$2,122.77."

Iowa School Finance Information Services

4685 Merle Hay Road, Suite 209

Des Moines IA 50322

(515) 251-5970

EID# 27-0295802

INVOICE

Date	Invoice #
04/01/2011	2012-14

Customer
Anamosa Community Schools 200 S Garnavillo Street Anamosa IA 52205-1900

Description	Rate	Total
<i>District Renewal for 2011-12 Services</i>		
<u>2011-12 District Subscription Fee</u>	\$ 1634.50	
Less Early Subscriber Discount (5% discount if payment is received prior to July 15)	<u>-81.73</u>	
Net 2011-12 District Subscription Fee		\$ 1552.77
<i>ISFIS District Subscription fees are based upon each district's budgeted enrollment, with an annual minimum of \$250 and a maximum of \$2,500.</i>		
 <u>2011-12 Supplemental Subscription Fee</u>	 \$ 600.00	
Less Early Subscriber Discount (5% discount if payment is received prior to July 15)	<u>-30.00</u>	
Net 2011-12 Supplemental Subscription Fee		\$ 570.00
<i>ISFIS Supplemental Services Subscription fees are a flat fee of \$600 annually.</i>		
TOTAL (assuming payment received prior to July 15)		\$ 2122.77

Make checks payable to Iowa School Finance Information Services (ISFIS).

If you have any questions concerning this invoice, please contact Larry Sigel or Margaret Buckton at (515) 251-5970.

2010-2011
Board of Education Committees

Policy Committee	Kristine Kilburg, Anna Mary Riniker, Rich Crump
Negotiations Committee	Brian Darrow, Jean Sellnau, Anna Mary Riniker
PPEL & Facilities Committee	Brian Darrow, Rich Crump, Anna Mary Riniker
CADRE	Connie McKean, Rich Crump
Jones Co. Conf. Bd.	Lowell Tiedt
IASB Delegate Assembly Representative	Jean Sellnau
Ad Hoc Building/Long Range Planning	Brian Darrow, Lowell Tiedt, Connie McKean