



# Sidney Community School District

2754 Knox Road; Box 609 • Sidney, Iowa 51652 • 712-374-2141

Tim Hood, Superintendent    thood@sidney.k12.ia.us  
Jennifer Maher, Business Manager    jmaher@sidney.k12.ia.us  
Shannon Wehling, Pk-6 Principal    swehling@sidney.k12.ia.us  
John Schultz, High School Principal    jschultz@sidney.k12.ia.us  
Janet Lemrick, Board Secretary    jlemrick@sidney.k12.ia.us

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BOARD OF DIRECTORS: Heidi Lowthorp, President; Alisha Ettleman, Vice-President; Erika Graham, Michael Daly, and Matthew McLaren

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## Sidney CSD – Regular Board Meeting Agenda

May 21, 2018 @ 7 p.m.

Boardroom, Sidney Junior/Senior High School, 2754 Knox Road

1. Call Meeting to Order and Determine a Quorum
2. Pledge of Allegiance
3. Recognition of Guests and Public Comment- the board will allow 5 minutes for citizens to discuss school matters with the board. *Discussing personnel matters relating to performance and evaluation are prohibited by the board.*
4. Approval of Agenda
  - a. Minutes of the April 16 Work Session and Regular Board Meeting
  - b. Consider Bills to be Paid
  - c. Financial Reports
  - d. Board Recognition:
5. Reports:
  - A. Elementary Principal Report
  - B. Jr/Sr High Principal Report
  - C. Maintenance Director Report
  - D. Technology Director Report
  - E. Transportation Director Report
  - F. Superintendent Report
    - a. Interviewing of the Jr/Sr High Principal
    - b. Construction Management Firm Boyd Jones
    - c. Jr/Sr High: Weightroom/Weightroom Equipment/ Locks
    - d. Bleacher Pads/Batting Cage Pads
    - e. Elementary: Doors and Locks
    - f.
6. Discussion
  - A. Florida Trip- Mrs. Zavadil
  - B. 2016-2017 Audit-Mrs. Maher
  - C. Lunch Prices for 2018-19-Mrs. Bryant
  - D. IWCC Agreements- Mr. Hood
  - E. Concrete Bids-Work at Elem and Jr/Sr High- Mr. Hood
  - F. Construction Management Firm Contract-Mr. Hood
  - G. Staff Handbook-Mr. Hood

- H. Tuition- In Agreement- Mr. Hood
  - a. Hamburg
- I. Joint Board Meetings- Mr. Hood
  - a. Hamburg
  - b. South Page

**7. Action Items**

- A. Approval of Florida Trip
- B. Approval of 2016-17 Audit
- C. Approval of Lunch Prices 2018-19
- D. Approval of IWCC Agreements
- E. Approval of Concrete Bids
- F. Construction Management Firm Contract
- G. Approval of Staff Handbook
- H. Tuition-In Agreement:
  - a. Hamburg
- I. Approval of Personnel:
  - a. Kim Payne: Jr/Sr High Principal
  - b. Liza Osborne: 7-12 Language Arts
  - c. Chales Hollis: 7-12 Language Arts
  - d. Megan Perkins: JH Student Council
  - e. Michele Thompson: Pt Administrative Assistant
  - f. Julie Murren: Elementary Teacher
  - g. Shannon Wehling: Administration Contract
- J. Resignation of Personnel:
  - a. Dave Dowling: HS Assistant Girls Basketball and HS Assistant Track
  - b. Logan Landwehr: Junior High Baseball 2019
  - c. Nicole Zavadil: High School Play 2019
  - d. Randy Beck: Teacher Associate

**8. Board Comments:**

- A. Need to set date for interviewing Architectural Firms. May 30 at 5:30pm
- B. Discussion of Short List volunteers May 24 starting at 2:00
- C. Joint Meeting with Hamburg in June.

**9. Celebrations:**

- A.

**10. Adjournment:**

**Sidney Community School District****Work Session****April 16, 2018 6:00 pm 2754 Knox Road**Call meeting to order and determine quorum

The meeting was called to order at 6:00 pm by President Graham. Directors present were Erika Graham, Alisha Ettleman, Mike Daly, Matt McLaren, Shad Smith. Also present were Superintendent Tim Hood, Secondary Principal John Schultz, Elementary Principal Shannon Wehling, Business Manager Jennifer Maher and Board Secretary Janet Lemrick.

The Pledge of Allegiance was recited.

Approval of agenda

Motion to approve the agenda was made by Director Ettleman with second by Director Daly. Motion carried. Ayes 5 Nays 0

Interview of Construction Manager Firms

Three firms were interviewed.

Adjournment

Motion to adjourn at 7:04 pm was made by Director Ettleman with second by Director Daly. Motion carried. Ayes 5 Nays 0

**Sidney Community School District****Board of Directors Regular Meeting****April 16, 2018 7:00 pm 2754 Knox Road**Call meeting to order and determine quorum

The meeting was called to order at 7:05 pm by President Graham. Directors present were Erika Graham, Alisha Ettleman, Mike Daly, Matt McLaren, Shad Smith. Also present were Superintendent Tim Hood, Secondary Principal John Schultz, Elementary Principal Shannon Wehling, Business Manager Jennifer Maher and Board Secretary Janet Lemrick.

The Pledge of Allegiance was recited.

Recognition of guests

There were 26 guests in attendance.

Approval of amended agenda

Motion to approve the amended agenda, minutes of March 19, March 28 and April 10 meetings, bills and financial report was made by Director Daly with second by Director McLaren. Motion carried. Ayes 5 Nays 0

Reports

Mrs. Wehling presented the elementary report.

Mr. Schultz presented the secondary report.

Mr. Josh Poe presented the maintenance report.

Mr. Aaron Lang presented the technology report.

Mr. Hood presented the Superintendent report.

·Organizations bidding/receiving bleachers were Sidney Parks and Rec (1), Fremont County Fair (2), New Market Home Town Pride (1).

·Principal Interview Update – Interviews for the Secondary Principal will be held on Wednesday, April 18.

DiscussionSchool Resource Officer Agreement

Sidney Schools will pay 37.5% of wages (FM pays 37.5% and Fremont County Law Enforcement pays 25%) and 50% of training (FM pays 50% training). Fremont County Law Enforcement will be responsible for vehicle and clothing. The SRO wages can be paid out of At Risk funding.

Weight Room Floor Plan and Equipment

Floor plans and equipment bids were received from PowerLift and PerformX. Both equipment bids were in the \$45,000 range. PPEL funds will pay for equipment.

Sharing Agreements

The current sharing agreements with Essex (Spanish); South Page (Spanish, TLC, Superintendent); East Mills (Maintenance Director, Media Specialist); Fremont-Mills (Industrial Tech, Family Consumer Science, Elementary Art, Nursing, Transportation Director, Welding and Automotive, Secondary Art, Guidance) were discussed.

Tuition In Agreement

Mr. Hood has not yet been able to meet with Mr. Wells to discuss the agreement.

Joint Board Meetings

Possible joint board meetings with South Page, Hamburg and Fremont-Mills were discussed.

Action ItemsClass of 2018 Graduation List

Motion to approve the Class of 2018 for graduation pending completion of required courses was made by Director Daly with second by Director McLaren. Motion carried. Ayes 5 Nays 0

Early Graduation of Rodolph Rodriguez

Motion to approve the early graduation of Rodolph Rodriguez was made by Director McLaren with second by Director Ettleman. Motion carried. Ayes 5 Nays 0

Approval of Construction Management Firm

Motion to hire the construction management firm of Boyd Jones was made by Director Daly with second by Director Ertleman. Motion carried. Ayes 5 Nays 0

Approval of Shared School Resource Officer with Fremont-Mills and Fremont County Law Enforcement

Motion to hire a School Resource Office to be shared with FM and Fremont County Law Enforcement was made by Director Ertleman with second by Director McLaren. Motion carried. Ayes 4 Nays 0 Abstain 1-Erika Graham

Approval of Weight Room Drawings and Equipment

Motion to award the bid from PerformX to equip the secondary building weight room was made by Director Smith with second by Director Daly. Motion carried. Ayes 5 Nays 0

Approval of 28E Agreements (Sidney holds contract)

Motion to approve the 28E sharing contracts with Essex, South Page, Fremont-Mills, East Mills and Shenandoah was made by Director Ertleman with second by Director Daly. Motion carried. Ayes 5 Nays 0

Approval of 28E Agreements (Sidney does not hold contract)

Motion to approve the 28E sharing contracts with Fremont-Mills was made by Director McLaren with second by Director Smith. Motion carried. Ayes 5 Nays 0

Tuition In Agreement with Hamburg

Motion was tabled.

Approval of Personnel

Motion to hire Terry Whitehead as Automotive Instructor to be shared with Shenandoah Schools was made by Director Smith with second by Director Ertleman. Motion carried. Ayes 5 Nays 0

Resignation of Personnel

Motion accept with regrets the resignation of Donna Walker, part time administrative assistant, was made by Director Ertleman with second by Director McLaren. Motion carried. Ayes 5 Nays 0

Motion to accept with regrets the resignation of Anna Hartwig, secondary language arts, was made by Director McLaren with second by Director Ertleman. Motion carried. Ayes 5 Nays 0

Motion to accept with regrets the resignation of Kameron Johnson, National Honor Society and Jr. High Student Council sponsor, was made by Director Ertleman with second by Director Daly. Motion carried. Ayes 5 Nays 0

Motion to accept with regrets the resignation of Megan Northway, preschool instructor, was made by Director McLaren with second by Director Ertleman. Motion carried. Ayes 5 Nays 0.

Motion to accept with regrets the resignation of Nicole Zavadil, Secondary Leadership Team, was made by Director McLaren with second by Director Smith. Motion carried. Ayes 5 Nays 0

Motion to accept with regrets the resignation of Deb Whipple, elementary associate, was made by Director Ertleman with second by Director McLaren. Motion carried. Ayes 5 Nays 0

#### Board Comments

President Graham would like to see building assessments done to check that security measures are being followed.

The Sidney Jr/Sr. High Rodeo is April 28 & 29.

Education Week is second week of May.

Director Smith would like to start the process to establish a Finance Review Committee.

#### Celebrations

Sixth grader Eve Brumbaugh was chosen as Honorable Mention in this year's Iowa Letters About Literature contest. Kindergartner Lawson Rinne won the coloring contest sponsored by Fremont-Page County Child Abuse Council. Sixth graders Seth Ertleman and Kylee Foster tied for 11<sup>th</sup> place and Eve Brumbaugh placed 12<sup>th</sup> in the Southwest Iowa Math Bee competition.

Congratulations to the K-6 graders, Mrs. Widger and Mrs. Zavadil on an excellent Spring concert.

The Junior High team competing at the Future Problem Solving state competition finished 5<sup>th</sup> in their category. Team members are Molly Fichter, Faith Brumbaugh, Emily Hutt and Sheridyn Oswald.

Students recognized at the FCCLA State Leadership Conference for their projects were Kayleigh Hutt, Elise Chapman, Jaden Wallace, Dharma Bruce, Caitlynn Rasco, Jordan Anderzhon, and Savannah Hall. Dharma Bruce will be recognized at the National FCCLA Leadership Conference for her project.

Students and their ratings at the Solo/Small Ensemble Music Festival were Triple Trio-1, Sarah Daly vocal solo-1, Emily Welch vocal solo-1, Jaden Daffer vocal solo-2, Lea Howell vocal solo-2, Sarah Daly clarinet solo-2.

#### Adjournment

Motion to adjourn at 8:47 pm was made by Director Daly with second by Director McLaren. Motion carried. Ayes 5 Nays 0

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Board President

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Board Secretary

G.A.

## Florida Trip 2020

Board Meeting - May 21st, 2018

- 1) Sidney has done Florida trips since 2000. I have planned/chaperoned the trips in 2008, 2012, and 2016.
  - Mrs. Larsen has helped me with each trip.
  - Students may go once in their HS career.
  
- 2) Trip Dates: May 30 - June 4 or June 6 - June 11
  - I will coordinate with Mrs. Payne and Mr. Hood on the best dates for our trip.
  
- 2) Bus trip to Florida (only 26-30 short hours!) - Windstar Lines
  
- 3) Agenda
  - 2016 Agenda and Proposal
  
- 4) Security and Safety:
  - Chaperone Ratio: 5 kids/1 adult
  - Bags are "searched" when students arrive
  - Overnight Security Guard at the Hotel
  - Rooms are taped shut
  - Clearwater Beach - students are not allowed on the shopping side without a chaperone, chaperones stationed at the beach
  - Security Checks going into the Parks (for all park-goers)
  - Students are not allowed in groups of less than 3 in the parks
  - Regular check-ins with Chaperones at the Parks - face to face and via text or call
  - Discuss where First Aid stands and Park Information/Help is each day before we get off the bus
  - Sidney "Station" located in the park every day with a Sidney adult present
  - Health forms go with us in to the park each day in case of emergency
  - Have had to take someone to the hospital/doctor/first aid every trip we've been on - we are accustomed to working through that situation.
  
- 5) Payment Schedule
  - Project Excel Document
  
- 6) Questions?

G. A.

Payment Schedule\*  
Sidney Music Department – Florida Trip  
June 4-9, 2016

<u>Payment Date</u> (1 <sup>st</sup> Monday of each Month)	<u>Amount Due</u>
October 5, 2015	\$150.00 (Refundable Deposit)
*November 2, 2015	\$150.00
January 11, 2016	\$150.00
February 1, 2016	\$150.00
March 7, 2016	\$150.00
*April 4, 2016	Trip price is \$790 - \$40.00 Trip price is \$830 - \$80.00 Trip price is \$870 - \$120.00 Trip price is \$895 - \$145.00 Trip price is \$964 - \$214.00
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Total Amount Due Per Student	\$750-\$964

\*This payment schedule is calculated based upon the price of one child going on the trip. If you have two children going on the trip, please plan accordingly, as the above payments will be doubled.

**\*If you choose NOT to send your child on the trip AFTER November 2<sup>nd</sup>, you forfeit the money paid for the trip AFTER THAT DATE. Sidney Schools still has to pay for the Disney Ticket/Hotel Room/Motorcoach regardless of whether your child attends because your child was included in the head count given to the travel company.**

\*The final payment in April will be decided after the count is given to the Travel Company in November. Mrs. Zavadil will be in communication with you as soon as the number is finalized.



6.A.

**SIDNEY COMMUNITY SCHOOLS MUSIC DEPARTMENT  
ORLANDO, FLORIDA**

**JUNE 4-9, 2016**

**TOUR ITINERARY: (BOLD-FACED ITEMS ARE INCLUDED IN THE PACKAGE PRICE)**

**DAY 1 SATURDAY, JUNE 4 (MEALS ON OWN)**

- 5:30 am Load luggage and music instruments  
6:00 am Depart from the Sidney High School for Orlando, Florida via deluxe **Windstar Lines** motorcoaches with appropriate stops en route.  
Driving time is about 22 hours, plus time change). The coach stops every 3-4 hours for fast food meal breaks, comfort stops, and driver relays. We may want to bring a sack lunch for our noon lunch stop.  
After a stop around 11 pm, the motorcoach will drive through the night.

**DAY 2 SUNDAY, JUNE 5 (LUNCH INCLUDED)**

- Breakfast and comfort stops en route  
10:30 am Approximate arrival into **Clearwater Beach** area for lunch and beach time. We'll park at **Ron Jon's Surf Shop**, and can browse this one-of-a-kind surfing mecca. Bring suntan lotion for our day at the beach.  
12:30 pm **Lunch** will be provided. Either a Barbeque Lunch or students will receive cash to spend at one of the local restaurants.  
4:00 pm After a quick shower and cleanup, depart the Beach area for Orlando  
5:30 pm Check into the **hotel**.  
After freshening up at the hotel, we'll head to **Downtown Disney**, which offers dining, shopping, live music and shows. This area has a wide array of dining choices – including the House of Blues, Planet Hollywood, Rainforest Café, Fulton's Crab House, Bongos Cuban Café, and Earl of Sandwich – and we'll eat in small groups (on our own).  
Return to the hotel. We will have a **Private Security Guard** from 10:30 pm – 6 am at the hotel each night.

**DAY 3 MONDAY, JUNE 6 (BREAKFAST AND MEAL CERTIFICATE INCLUDED)**

**Breakfast** buffet at the hotel. Selections include Belgian waffles, Danish and doughnuts, yogurt, eggs, fresh fruit, and a variety of juices, coffees, and teas.  
Depart for full day at the **Magic Kingdom**, which captures the enchantment of fairy tales with exciting entertainment, classic attractions, backstage tours and beloved Disney Characters. Designed like a wheel with the hub in front of Cinderella Castle, pathways spoke out across the 107 acres of Magic Kingdom theme park and lead to these 6 whimsical lands: Main Street USA, Adventureland, Frontierland, Liberty Square, Fantasyland, and Tomorrowland.  
**Meal Certificate** for lunch or dinner. The meal includes an entree or combo, beverage, and dessert. The meals are big ... some people share their meals, using one person's certificate at lunch and the other person's certificate at dinner.

G.A.



SIDNEY COMMUNITY SCHOOLS MUSIC  
ORLANDO, FLORIDA  
DISNEY MAGIC MUSIC DAYS®

JUNE 4-9, 2016

UPDATED 9/4/15 - INCLUDES THE 2 WORKSHOPS

<b>PER PERSON BASE PRICE</b>	<b>95-104 PAYING PASSENGERS</b>
STUDENT/ADULT - 3 TO 4 PER ROOM	\$790
ADULT - DOUBLE ROOM	\$855
<b>PER PERSON BASE PRICE</b>	<b>85-94 PAYING PASSENGERS</b>
STUDENT/ADULT - 3 TO 4 PER ROOM	\$830
ADULT - DOUBLE ROOM	\$890
<b>PER PERSON BASE PRICE</b>	<b>75-84 PAYING PASSENGERS</b>
STUDENT/ADULT - 3 TO 4 PER ROOM	\$870
ADULT - DOUBLE ROOM	\$935
<b>PER PERSON BASE PRICE</b>	<b>65-74 PAYING PASSENGERS</b>
STUDENT/ADULT - 3 TO 4 PER ROOM	\$895
ADULT - DOUBLE ROOM	\$955
<b>PER PERSON BASE PRICE</b>	<b>55-64 PAYING PASSENGERS</b>
STUDENT/ADULT - 3 TO 4 PER ROOM	\$965
ADULT - DOUBLE ROOM	\$1025

Price is based on two motorcoaches with a minimum of 55 paying passengers.  
Price includes 2 complimentary trips.



C.A.

PER PERSON BASE PRICE	45-54 PAYING PASSENGERS
STUDENT/ADULT – 3 TO 4 PER ROOM	\$845
ADULT – DOUBLE ROOM	\$895

Price based on 1 motorcoach with minimum of 45 paying passengers.  
 Price includes 2 complimentary trips. Coach size: 56 passengers

**PRICE INCLUDES:**

**TRANSPORTATION**

- ☞ Deluxe Windstar Lines motorcoaches round-trip from Sidney, Iowa to Orlando, FL and throughout the tour

**ACCOMMODATIONS**

- ☞ 3 Night stay at an Orlando area hotel near the Disney Theme Parks

**MEALS INCLUDED**

- ☉ Day 2 – BBQ lunch at the beach
- ☉ Day 3 – Breakfast at the Hotel; Meal Voucher at the Theme Park
- ☉ Day 4 – Breakfast at the Hotel; Meal Voucher at the Theme Park
- ☉ Day 5 – Breakfast at the Hotel; Meal Voucher at the Theme Park

**ACTIVITIES INCLUDED**

- ☞ Day 2 – Ron Jon’s Surf Shop and beach time at Clearwater Beach
- ☞ Day 3 – Magic Kingdom Theme Park
- ☞ Day 4 – Workshop for the Sidney Band
- ☞ Day 4 – Epcot Theme Park
- ☞ Day 5 – Workshop for the Sidney Choir
- ☞ Day 5 – Hollywood Studios Theme park

Please note: Price is for the 3-Day Starter Tickets (one Theme-park per day)

**OTHER**

- ☞ 2 Complimentary Tours based on Double Occupancy with 45 paying passengers
- ☞ All taxes and gratuities for included meals and services
- ☞ Gratuity for the driver
- ☞ Water on the Motorcoach
- ☞ Free Wi-Fi on the Motorcoach
- ☞ Document Packet for each passenger
- ☞ Stay-at-home itinerary
- ☞ School Name Badge that is attached to a lanyard
- ☞ All hotel taxes and fees
- ☞ The total price of this charter is based on fuel costs as of 5/15/15. If the average cost of diesel fuel nationwide exceeds this amount by 10% or more, a fuel surcharge may be invoked.

**DOCUMENTATION REQUIRED**

- ★ Disney Magic Music Days Applications – done and approved
- ★ Medical Consent for each traveling passenger, if provided, will be reduced in size and put into student lanyards

SIDNEY COMMUNITY SCHOOL DISTRICT  
SCHEDULE OF FINDINGS  
YEAR ENDED JUNE 30, 2017

**Part I: Findings Related to the Financial Statements:**

**INSTANCES OF NON-COMPLIANCE:**

No matters were noted.

**INTERNAL CONTROL DEFICIENCIES:**

**I-A-17 Segregation of Duties**

Criteria - Management is responsible for establishing and maintaining internal control. A good system of internal control provides for adequate segregation of duties so no one individual handles a transaction from its inception to completion. In order to maintain proper internal control, duties should be segregated so the authorization, custody and recording of transactions are not under the control of the same employee. This segregation of duties helps prevent losses from employee error or dishonesty and maximizes the accuracy of the District's financial statements.

Condition - We noted one individual has control over one or more of the following areas for the District:

- 1) Cash - initiating cash receipt and disbursement transactions and handling and recording cash.
- 2) Investments - investing, detailed recordkeeping, custody of investments and reconciling earnings.
- 3) Receipts - collecting, depositing, journalizing, posting and reconciling.
- 4) Disbursements - purchase order processing, check preparation, mailing and recording.
- 5) Inventories - ordering, receiving, issuing and storing.
- 6) Financial reporting - preparing, reconciling and approving.
- 7) School lunch program - collecting, journalizing, posting, reconciling, purchase order processing, check preparation, mailing and recording.

Cause - The District has a limited number of employees and procedures have not been designed to adequately segregate duties or provide compensating controls through additional oversight of transactions and processes.

Effect - Inadequate segregation of duties could adversely affect the District's ability to prevent or detect and correct misstatements, errors, or misappropriation on a timely basis by employees in the normal course of performing their assigned functions.

Recommendation - We realize that with a limited number of office employees, segregation of duties is difficult. However, the District should review its control procedures to obtain the maximum internal control possible under the circumstances.

6 B

Response - The District will continue to review its control procedures to obtain the maximum internal control possible.

Conclusion - Response accepted.

**OTHER MATTERS:**

I-B-17 Board Policies

Criteria - The School Board is responsible for establishing and maintaining updated board policies.

Condition - We noted during our audit instances of District board policies which do not appear to have been updated within the past five years.

Cause - The District has not implemented a board policy review plan to ensure that all board policies are updated within a timely manner.

Effect - The District operates under policies which may be outdated or are not being enforced as intended when originally implemented.

Recommendation - The District should review its board policies and update all policies which have not been updated within the past five years. The District should implement additional steps to review board policies in a timely manner.

Response - The District is in the process of reviewing and updating all policies and will have a plan implemented moving forward to continue to review as required.

Conclusion - Response accepted.

**Part II: Other Findings Related to Statutory Reporting:**

II-A-17 Certified Budget - District disbursements for the year ended June 30, 2017 exceeded the certified budget amounts in the instruction, support service and non-instructional programs functional areas, as well as in total.

Recommendation - The certified budget should have been amended in accordance with Chapter 24.9 of the Code of Iowa before expenditures were allowed to exceed the budget.

Response - The District is implementing a line-item budget to track revenue and expenditures to help not exceed the certified budget.

Conclusion - Response accepted.

II-B-17 Questionable Disbursements - No expenditures we believe may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979 we noted.

II-C-17 Travel Expense - No expenditures of District money for travel expenses of spouses of District officials or employees were noted.

II-D-17 Business Transactions - Business transactions between the District and District officials or employees are detailed as follows:

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Name, Title and Business Connection	Transaction Description	Amount
Larry Holt, Board Member Father is part owner of Holt Gas	Fuel	\$30,341
Brad Johnson, Board Member Father owns Johnson Law PLC	Purchased Services	\$75

In accordance with the Attorney General's opinion dated November 9, 1976, the above transactions with the family members of District board members do not appear to represent a conflict of interest.

- II-E-17 Bond Coverage - Surety bond coverage of District officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to ensure that the coverage is adequate for current operations.
- II-F-17 Board Minutes - We noted no transactions requiring Board approval which have not been approved by the Board.
- II-G-17 Certified Enrollment - No variances in the basic enrollment data certified to the Iowa Department of Education were noted.
- II-H-17 Supplementary Weighting - No variances regarding supplementary weighting certified to the Iowa Department of Education were noted.
- II-I-17 Deposits and Investments - We noted no instances of non-compliance with the deposit and investment provisions of Chapter 12B and Chapter 12C of the Code of Iowa and the District's investment policy.
- II-J-17 Certified Annual Report - The Certified Annual Report was filed with the Department of Education timely and we noted no significant deficiencies in the amounts reported.
- II-K-17 Categorical Funding - No instances were noted of categorical funding being used to supplant rather than supplement other funds.
- II-L-17 Statewide Sales, Services and Use Tax - No instances of non-compliance with the allowable uses of statewide sales, services and use tax revenue provided by Chapter 423F.3 of the Code of Iowa were noted.

Pursuant to Chapter 423F.3 of the Code of Iowa, the annual audit is required to include certain reporting elements related to the statewide sales, services and use tax revenue. Districts are required to include these reporting elements in the Certified Annual Reports (CAR) submitted to the Iowa Department of Education. For the year ended June 30, 2017, the District reported the following information regarding the statewide sales, services and use tax revenue in the District's CAR:

6 B

Beginning balance		\$ 279,050
Revenues:		
Sales tax revenues	\$ 369,305	
Other local revenues	<u>21,485</u>	<u>390,790</u>
		669,840
Expenditures/transfer out:		
Equipment	\$ 184,623	
Other	64,064	
Transfer to other funds:		
Debt service fund	<u>43,630</u>	<u>292,317</u>
Ending balance		<u><u>\$ 377,523</u></u>

For the year ended June 30, 2017 the District did not reduce any levies as a result of the monies received under Chapter 423E or 423F of the Code of Iowa.

II-M-17 Financial Condition - The District also had a deficit unassigned fund balance in the Debt Service Fund of \$8,487 at June 30, 2017.

Recommendation - The District should monitor the Debt Service Fund and investigate alternatives to eliminate the deficit balance.

Response - The District has brought the Debt Service Fund balance to zero and corrected the deficit.

Conclusion - Response accepted.

II-N-17 Student Activity Fund - During our audit concerns arose about certain accounts within the Student Activity Fund. In accordance with 298A.8 of the Code of Iowa and Iowa Administrative Code 281-12.6(1), moneys in the Student Activity fund should be used to support only the extracurricular and co-curricular activities offered as part of the District's educational program. More specific examples of findings are listed below.

Inactive Accounts - We noted during our audit that the District is maintaining accounts within the Student Activity Fund that have had no activity within the past two fiscal years. These accounts include the Daisy Hummel Memorial, Vocal Music, Swing Choir/Jazz Band, Band Projects and Sidewalk Project.

Recommendation - The District should review accounts within the Student Activity Fund to determine if the groups/accounts are still active or if the accounts should be closed and the remaining balance reallocated to other accounts within the Student Activity Fund per the approval of the Board of Directors.

Response - The District is reviewing the Student Activity Fund and will be closing or reallocating funds from any dormant accounts.

Conclusion - Response accepted.

II-O-17 Interfund Loans - We noted during our audit that the District has prior year interfund loans between Capital Projects: Statewide Sales, Services and Use Tax Fund and the

General Fund and between the Capital Projects: Statewide Sales, Services and Use Tax Fund and Nutrition Fund that have not been repaid.

According to a declaratory order issued by the Iowa Department of Education to the Auditor of State dates April 11, 2008, interfund loans on the District's year-end financial statements must be repaid to their respective funds on or before October 1<sup>st</sup> of the following year or the date of the District's Board of Directors organizational meeting, whichever is later. If the District is unable to repay the interfund loans by that time, the District must issue external loans to repay that interfund loans according to Iowa Code Chapter 74.

Recommendation - The District should repay the interfund loans if sufficient cash is available or evaluate alternative and develop a plan to be in compliance with the Iowa Department of Education declaratory order dated April 11, 2008.

Response - All interfund loans have been repaid.

Conclusion - Response accepted.

II-P-17 Authorized Check Signatures - We noted during our audit instances of checks not having the Board Secretary's signature.

Recommendation - The Board President and Board Secretary are required to sign all checks written by the District in compliance with Chapter 291.1 of the Code of Iowa. However, the Board President may designate an authorized signer to sign in his/her absence. The District should review this process and make necessary changes to ensure all checks are signed in compliance with Chapter 291.1 of the Code of Iowa.

Response - The Board Secretary is now signing all checks with the Board President.

Conclusion - Response accepted.

II-Q-17 Grant Expenses - We noted during our audit that the District purchased a dishwasher for the School Nutrition Fund from the Capital Projects Fund in amount of \$11,292. The District then subsequently received a grant reimbursement for this equipment purchase which was receipted into the School Nutrition Fund. Since the grant is designated for the School Nutrition Fund the expense of the purchase should also be paid from the School Nutrition Fund.

Recommendation - Since the District should have purchased the dishwasher from the School Nutrition Fund. We are requesting a corrective transfer from the School Nutrition Fund to the Capital Projects Fund: Statewide Sales, Services and Use Tax Fund of \$11,292.

Response - A corrective transfer from the Nutrition Fund to Capital Projects for \$11,292 has been completed.

Conclusion - Response accepted.

6.C.

<b>Pre-K - 6 Breakfast Prices</b>		
<b>Item Name</b>	<b>Current Prices</b>	<b>Proposed Prices</b>
Student Breakfast	1.45	1.45
Student Breakfast Reduced Price	.30	.30
Adult Breakfast	1.70	1.80
Main Dish	0.75	1.00
Cereal Bar / Poptart	0.75	1.00
Bagel/Biscuit/Muffin	0.75	1.00
Fresh Fruit/Fruit Cup	0.75	.75
Yogurt / Cheese Stick	0.75	.75
Juice	0.35	.35
Milk	0.35	.35

<b>Pre-K - 6 Lunch Prices</b>		
<b>Item Name</b>	<b>Current Prices</b>	<b>Proposed Prices</b>
Student Lunch	2.35	2.35
Student Lunch Reduced Price	.40	.40
Adult Lunch	3.55	<b>3.65</b>
Main Dish	2.00	2.50
Chefs Salad	3.75	3.75
Dinner Salad	2.00	2.50
Side	1.00	1.00
Dessert/Bread	0.75	1.00
Juice	0.35	.35
Milk	0.35	.35

The adult meal price for 2018-19 must be at least \$3.63

6.C.

<b>7-12 Grade Breakfast Prices</b>		
<b>Item Name</b>	<b>Current Prices</b>	<b>Proposed Prices</b>
Student Breakfast	1.50	1.50
Student Breakfast Reduced Price	.30	.30
Adult Breakfast	1.70	1.80
Main Dish	0.75	1.00
Cereal Bar / Poptart	0.75	1.00
Bagel/Biscuit/Muffin	0.75	1.00
Fresh Fruit/Fruit Cup	0.75	.75
Yogurt / Cheese Stick	0.75	.75
Juice	0.35	.35
Milk	0.35	.35

<b>7-12 Grade Lunch Prices</b>		
<b>Item Name</b>	<b>Current Prices</b>	<b>Proposed Prices</b>
Student Lunch	2.45	2.45
Student Lunch Reduced Price	.40	.40
Adult Lunch	3.55	<b>3.65</b>
Main Dish	2.00	2.50
Chefs Salad	3.75	3.75
Dinner Salad	2.00	2.50
Side	1.00	1.00
Dessert/Bread	0.75	1.00
Juice	0.35	.35
Milk	0.35	.35

The adult meal price for 2018-19 must be at least \$3.63



6. D.

Iowa Western Community College  
College Early Start  
Concurrent Enrollment Courses—Iowa Western Instructor Delivered  
**EDUCATIONAL  
SERVICE AGREEMENT**

This is an Educational Service Agreement between Iowa Western Community College (IWCC)  
and Sidney Community School District (School District).

1. **PURPOSE**

The purpose of this agreement is to establish an IWCC College Early Start Program for concurrent enrollment in cooperation with the School District.

2. **DESCRIPTION**

- A) IWCC agrees to provide the college courses offered through the College Early Start Program. The concurrent students will receive IWCC college credits upon successful completion of the course.
- B) The College Early Start Program/Course will be established and coordinated between IWCC and the School District.

3. **ADMINISTRATION OF THE COLLEGE EARLY START PROGRAM**

The School District and IWCC will jointly administer the program for the duration of this contract.

- A) IWCC will be responsible for:
  - 1. Curriculum and instruction in cooperation with the School District
  - 2. Evaluation and grades
  - 3. Ordering of equipment and supplies
  - 4. Providing the calendar
  - 5. Providing space for the program
  - 6. Facilities and Custodial Services
  - 7. Providing course syllabi
  - 8. Compliance with national, state and local standards regarding student safety, facilities and equipment

C.D.

- B) The School District and IWCC will:
1. Jointly ensure postsecondary student access to the course/program
  2. Jointly determine appropriate class sizes
  3. Jointly ensure the programming meets the Sr. Year Plus State of Iowa guidelines, NACEP guidelines and IWCC guidelines
- C) It is further mutually agreed that:
1. Upon termination of the foregoing program, any student materials provided by the School District shall remain the property of the School District and any property provided by IWCC shall remain the property of IWCC
  2. The School District agrees to provide liability insurance with respect to conduct of the educational program described above. The School District agrees to have IWCC named as an additional insured body when determined necessary pursuant to the aforesaid liability policy.
  3. Each party will comply with provisions of the Carl Perkins Vocational Education Act, Sr. Year Plus, State of Iowa guidelines, NACEP guidelines and IWCC guidelines whenever applicable.
  4. Each party will follow all state and federal statutes regarding nondiscrimination on the basis of race, marital status, color, national origin, ancestry, sex, sexual orientation, gender identity, age, handicap, religion, or economic status.
  5. Each party will designate in writing to the other party a person to coordinate all matters in connection with respect to the College Early Start Program offered at the School District.

4. **ADMISSION INTO THE COLLEGE EARLY START PROGRAM**

- A) The School District will identify and provide guidance and counseling for potential students interested in the program offered at each location. The School District agrees to make a good faith effort in recruiting students that have a high

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probability of successfully completing the courses and meet Sr. Year Plus, State of Iowa guidelines, NACEP guidelines and IWCC guidelines.

- B) The School District will adhere to established course sequences and recommend high school courses which meet or exceed the minimum academic and technical proficiencies. Additional information is provided by IWCC in course sequence program guides, the College catalog, and program informational and recruitment flyers.
- C) The School District will designate a liaison to provide special guidance and monitoring of individual student performance.
- D) The School District agrees to meet with IWCC program staff when necessary to review policies, procedures and make suggestions for improving student success.
- E) Each student will complete the required IWCC High School application.

5. **INDEMNITY**

To the extent permitted by Iowa law, IWCC and the School District will each indemnify and hold the other harmless from any and all claims, causes of action, attorney fees, cost or other expenditures occasioned by the undertakings assumed by each, respectively, in this instrument.

6. **FINANCIAL REQUIREMENTS FOR PROGRAMMING**

- A) Costs for tools and equipment will be the responsibility of the School District.
- B) Costs for textbooks will be the responsibility of the School District. The School District will pay to IWCC a \$30 textbook and material fee per student for each course enrolled. Textbooks are to be returned to IWCC on or before the end of each academic semester. IWCC reserves the right to charge the School District a full replacement cost for any textbook not returned.
- C) The School District agrees to pay IWCC 75% of IWCC's posted tuition rate per credit hour.

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- D) The School District will have full financial responsibility for its students who drop courses after the designated drop deadline as established each semester.

7. **DURATION**

This agreement is effective starting July 1, 2018 and will automatically renew each year unless notification of intent to terminate is given by either party no later than February 15 of the following year.

8. **EXECUTION**

This agreement becomes effective only after all parties have signed, whether on the same or separate pages of this agreement.

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Board President  
Iowa Western Community College

Date

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School District Representative  
Sidney Community School District

Date

6. E.

**Bid**  
**Hodges Construction**      Date: 5/3/18

Box 116  
Farragut, Iowa 51639  
Phone: (712) 385-8351  
Cell: (712) 310-6325

Job: Sidney School

Payment Terms:  
Due on receipt

Charges	
13 x 10 pads x 4	
2 softball & 2 baseball	
\$650 each	\$2,600.00
<b>Total</b>	<b>\$2,600.00</b>

Finance charge on overdue balance is 1.5% per month

3 total Pads  
2 for Baseball  
1 for Softball

650<sup>00</sup>  
  x 3  
———  
1950<sup>00</sup>

G.E.

**Bid**  
**Hodges Construction**    Date: 5/5/18

Box 116  
Farragut, Iowa 51639  
Phone: (712) 385-8351  
Cell: (712) 310-6325

Job: Sidney Schools

Payment Terms:  
Due on receipt

Charges	
8 x 16 high school (dumpsters)	\$640.00
elementary 8 x 20 ramp	\$1,100.00
4 x 4 sidewalk	\$110.00
25 x 8 ramp	\$1,400.00
3 x 10 loading	\$170.00
<b>Total</b>	<b>\$3,420.00</b>

Finance charge on overdue balance is 1.5% per month

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**SIDNEY COMMUNITY SCHOOL  
DISTRICT EMPLOYEE HANDBOOK  
2018-2019**

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**Acknowledgement of Receipt**

I acknowledge that I have received a copy of the *Sidney Community School District's* Employee Handbook and I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the *central office* with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the *district* and any one or all of its employees.

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Employee's Name ( Printed )

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE - COPY PROVIDED TO EMPLOYEE**



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## Opening Statement

Any changed or newly adopted board policy supersedes this staff handbook.

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

### Definitions:

- Employee means certified teacher
- "The district" means the Sidney Community School District.
- "Parent" also means "guardian" unless otherwise stated.
- An administrator's title, such as superintendent or principle, also means that individual's designee unless otherwise stated
- "School Grounds" includes the school district facilities and, school district property, and property within jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- "School Facilities" includes school district building and vehicles.
- "School Activities" means all school activities in which students are involved, whether they are an event or an activity, or whether they are held on or off school grounds.

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## **Evaluation Procedures**

We will follow the state recommended guidelines. (Administration has the state guidelines)

## **Procedure for Staff Reduction**

Decisions with respect to staff reduction and the areas of the educational program in which the reduction will be affected shall be made by the Board by April 30 of each year. When, in the sole exclusive and final judgement of the Board of Education, staff reduction is necessary due to decline in enrollment, reduction of program, or any other reason, the Board shall first attempt to accomplish the same by attrition (resignation, death, retirement). In the event such reduction cannot be adequately accomplished by attrition, the Board shall determine which employee(s) is to be terminated according to the needs of the district. Those needs shall include, but not be limited to, nor establish the order or priority of the following factors: employees evaluation, teaching experience in the district, breadth of certification, endorsements, depth of education preparation, and involvement of the teacher in co-curricular activities.

Classifications for staff reduction shall be Prek-6 elem. Classroom teachers, 7-12 within curricular areas (such as social studies, math, and science); K-12 in the areas of music, art, counselors, and physical education; and special programs (title I, Special Education).

The Board of Education decisions as to where staff reduction shall take place will be final.

## **Transfer Procedure**

### **Section 1: Voluntary Transfers**

Any teacher possessing the necessary qualifications may apply for a voluntary transfer to another teacher position. All applications shall be in writing and shall name the transfer for which the applicant wishes consideration. The granting of such a transfer will be based upon the needs of the school district as determined by the administration.

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## Section 2: Posting of Opportunities to Transfer

- A. When school is in session, a notice of an opening creating an opportunity to transfer to another teaching position shall be posted in the office or faculty room for ten (10) school days before the final date when the application must be submitted.  
Employees who desire to apply for the transfer shall submit their applications in writing to the Superintendent, or his designee, within ten (10) school days from the posting. The granting of a transfer will be based upon the need of the school as determined by the administration. When a transfer is filled all applicants shall be given written notification within a reasonable time thereafter.
- B. If an employee is transferred then the employee shall be ineligible to submit an application for any other transfer to a teaching for a period of one (1) year from the date of transfer.

## Section 3: Involuntary Transfers

Involuntary transfers shall be made upon the need of the school district as determined by and within the sole discretion of the administration. All such transfers shall be made known to the employee involved in the transfer and shall be reported to the Board of Directors.

### **Sick Leave**

Sick leave shall have reference to the medically indicated period during which an employee is either precluded by reason of illness, injury, disability or non-elective surgery, and/or medical treatment from performing his or her school duties, for maternity leave, for paternity leave or for doctor or dental appointments, or (b) the period during which a member of the employee's immediate family as hereinafter defined needs care or necessary attention due to illness, injury, disability, or non-elective surgery and for which period or periods the employee is entitled to be paid.

Maternity leave shall have reference to the medically indicated period of authorized absence from school duties of an employee.

Each non-childbearing married employee shall be entitled to five (5) days of paternity leave each school year without loss of compensation within 5 days of the birth of the child. Such days shall be deducted from the employee's sick leave. Any deviation from the contract shall be approved by the Superintendent.

Employees are granted leave of absence for personal illness or injury for full pay in the following amounts:

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First year of employment	10 days
Second year of employment	11 days
Third year of employment	12 days
Fourth year of employment	13 days
Fifth year of employment	14 days
Sixth and all subsequent years Of employment	15 days

The above amounts shall apply to consecutive years of employment in the District. A maximum of 110 sick days may be carried forward into the subsequent school year providing a minimum of 125 sick days usable in the school year, As its discretion, the administration may require such reasonable evidence as it may desire confirming the necessity for such leave of absence.

Part-time employees will accrue sick leave on a prorated basis.

Upon notification from employee, the administration shall arrange for and provide a substitute for employees utilizing any portion of their accumulated sick leave.

When employees have used more sick days than they have accumulated, they shall have those days deducted from their salary, at the rate of 1/190 of their salary even if a substitute was not hired.

Individual employees who sever employment with the district, after a minimum of 10 years, shall receive compensation of unused sick leave at a rate of \$16 per day up to the maximum amount of accumulated days (125). To access compensation, employees must submit their resignation to the district by April 1 of the contract year.

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## Temporary Leave of Absence

### A. Paid Leave

As of the beginning of the 2018-2019 school year, employees shall be entitled to the following temporary, non-accumulative paid leaves of absence.

#### 1. Educational Leaves

Attendance at educational meetings, up to 3 days, is permitted when such absence is requested or approved by the employer. Employee initiated requests shall be filed by the employee at least seven (7) work days prior to the first day anticipated absence. Educational leaves shall be used for the purpose of:

- a. Visitation to view other instructional techniques or programs.
- b. Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations

#### 2. Leaves for funerals

Each employee shall be entitled to ten (10) days of bereavement leave each school year, which shall be non-accumulative and is in addition to all other leaves.

No more than five (5) days may be taken for any one occurrence in the death of a family member, except in the case of the death of a spouse, mother, father, grandparent, or a child, in which event all of the employee's remaining bereavement days for the school year may be taken. A family member is defined as one related by kinship, blood relationship, adoption, marriage, foster parent or foster child. One day may be taken to attend the funeral of a non-family member, but such day is deducted from the total of ten days. Additional days taken for bereavement purposes may be given at the discretion of the Superintendent of designee.

Notifications of absence for funerals shall be given to the principal. Such days are non-cumulative.

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4. Adoption Leave.

Each employee shall be entitled to five (5) days of leave each school year without loss of compensation which shall be used for the purpose of initiating, processing and/or completing adoption of a child or children into his or her family. Reasonable advance notification shall be given by the employee to the superintendent of his or her intention to take such leave and the day or days he or she expects to be absent from school. Such leave shall be in addition to all other leaves herein granted but non-accumulative.

6. Personal

At the beginning of every school year each employee shall be credited with three (3) days which may be for personal business. Requests for leaves shall be in writing, signed by the employee and submitted to the principal not less than three days in advance of commencement of leave, accepting cases of emergencies or unusual circumstances, including deaths and funerals, rendering such advance notice impossible or impracticable; in such cases of emergency or unusual need, requests for leave shall be submitted at least one (1) day in advance of commencement of leave. The request shall specify the day (s) which the employee expects to be absent from school. Each employee must set forth any circumstances or emergencies rendering impossible or impracticable compliance with the 3-day advance notice requirement.

7. Jury and Legal

Any certified employee who is called for jury duty during school hours shall, upon presenting such evidence to the principal, be granted a leave of absence. Evidence of remuneration received by the employee, over and above expenses, for jury duty shall be presented to the district secretary who will reduce the district's salary to the employee by the amount paid for such participation or involvement, or the remuneration may be turned over to the district.

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## B. Unpaid Leave

The Board in its sole, exclusive and financial discretion may grant leaves upon the filing of a written request for such leave by an employee. All substitutes will be employed by the Board for employees taking one of these leaves. Each employee will have one pro-rated day's salary subtracted for each leave used. e.g. If an employee had a 190 day contract that employee would have 1/190 days deducted from their salary.

A leave of absence without pay for up to one year may be granted to any employee, upon application, for the purpose of engaging in study related to professional responsibilities, at an accredited college or university. A leave for educational improvement must be approved by the Board of Directors. No step increase will be given.

## B. Other Leaves

The Board, in its sole, exclusive and final discretion, may grant other paid or unpaid leave upon the filing of a written request of such leave by an employee.

## Health Provisions

The Board may require a medical examination when, in the Board's judgment, such examination is relevant to an employee's performance or status.

## Safety Provisions

### A. Unsafe and Hazardous Conditions

Employees shall be encouraged to report to the building principal any conditions which seem unsafe or hazardous.

### B. Use of Reasonable Force

An employee may, within the scope of his employment, use and apply such amount of force as is necessary to quell a disturbance threatening physical injury to a pupil or teacher. Immediately upon use of such force, the employee shall make a report to the building principal or his/her designee.



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## **Service Year**

### **A. Work Year**

Employees of the bargaining unit agree to a service year of 190 days which will include those holidays under Part B. New employees will agree to a service year of 191 days in their first year of service.

### **B. HOLIDAYS.**

Employees shall not be required to report or perform any duties on the following holidays: Labor Day; Thanksgiving Day and the Friday following; Good Friday and the Monday after Easter; and Memorial Day. Christmas break may include more days as set by the administration/Board of Education, but must include December 24 through New Year's Day.

### **E. Employee Hours**

All employees shall report for duty at the building to which they have been assigned not later than 8:05 A.M. for elementary and 7:45 A.M. for secondary teachers. They may depart from school premises after departure of the last school bus but not prior to 4:00 P.M., for elementary teachers, and 3:40 P.M. for secondary teachers. The exception to this rule is on Fridays and days preceding holidays and vacations when they shall be free to leave after departure of the last school bus. Employees shall be excused from attendance on days when student attendance is not required due to inclement weather. Employees shall not be required to report more than one-half hour before or remain after their students have left on occasions of amended student attendance hours due to inclement weather. Employees may, on an individual basis, be granted permission by the appropriate school administrator to arrive late and/or depart earlier than the times herein specified for arrival and/or departure, but the denial thereof shall not constitute the basis for the filing of a grievance hereunder.

All employees shall have a twenty minute duty free lunch period.

All employees shall have 45 cumulative minutes planning time per day.

### **MORE THAN 7 PERIODS OF ASSIGNED DUTIES**

Any employee teaching on the junior and/or senior high level who has more than seven (7) periods of assigned duties per day during the entire school year shall receive as additional annual compensation for each additional period of assigned duties a sum equivalent to 12.5% of his or her base salary as calculated from Schedule D (step/lane) for that school year. An employee teaching on the junior and/or senior high level who has

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more than seven (7) periods of assigned duties per day for one semester only shall receive as additional annual compensation for each additional period of assigned duties over and above the normal load of seven (7) a sum equivalent to 6.25% of his or her base salary as calculated from Schedule D (step/lane) for that school year.

Any employee teaching on the elementary level who is requested by the administration under extenuating circumstances to fill an additional position and/or undertake additional duties during the school day for an extended period of time of more than one school day shall receive additional per diem compensation. This per diem compensation will be the annual equivalent of 12.5% of his or her base salary as calculated from Schedule D (step/lane) for that school year.

Any employee who is asked to teach any class before or after the regular school day (0 hour or 9th hour class) and any elementary employee who is asked to fill an additional position or undertake additional duties shall have the right to refuse the request.

Any employee who is asked to teach any class before or after the regular school day (for example, a 0 hour or 9th hour class) shall have the right to refuse the request.

Teachers may leave their building without requesting permission during their duty-free lunch periods.

## **Insurance**

### **A. Health and Major Medical**

The District shall provide each employee 99% single coverage insurance policy. Employees may elect to take additional coverage and pay for the costs associated with the additional coverage. Payment for additional costs will be done through payroll deduction.

### **B. Workmen's Compensation**

All employees are covered fully by the Workmen's Compensation Policy which is paid for and in force for the District.

### **C. Long Term Disability**

The Board shall pay for the full cost of a long term disability Program for professional employees.

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### **Grievance Procedure**

If an employee claims a Board policy, or an administrative rule has been violated, within 5 days of the alleged violation the individual shall first discuss the complaint with his or her immediate supervisor. If the complaint is unresolved at the supervisory level, the employee shall discuss the complaint with the building principal. If the complaint is not resolved, the employee shall next place the complaint in writing within 5 days of the discussion with the principal, and discuss in with the superintendent. If the complaint continues ten (10) days following the discussion with the superintendent, the employee may ask to place the item on the agenda of the next regular meeting of the board of directors. The decision of the board shall be final. The purpose of this procedure is to resolve all complaints at the lowest possible administrative level.