

NOTICE AND CALL OF PUBLIC MEETING

OF THE SCHOOL DISTRICT

Governmental Body: The Board of Directors of the Montezuma Community School District, Montezuma, Iowa.

Date of Meeting: Wednesday, July 16, 2014
Time of Meeting: 6:30 pm, Central Time
Place of Meeting: Montezuma Elementary Library, Montezuma, IA

PUBLIC NOTICE IS HEREBY GIVEN that the above-mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

- A. Call to Order/Roll Call
- B. Approve the Agenda
- C. Good News
- D. Welcome Visitors
- E. Presentations
- F. Old Business
 - 1. 100 Series Policies
- G. New Business
 - 1. Pay Application
 - 2. Change Orders
 - 3. 200 Series Policies
 - 4. Resolution Ordering Election on the Question of Levying Voter Approved Physical Plant and Equipment Property Tax
- H. Personnel
 - 1. Staff Resignations
 - 2. Staff Appointments
- I. Reports
 - 1. Business Manager
 - 2. Superintendent
- J. Discussion
- K. Adjournment

This notice is given at the direction of the President pursuant to Chapter 21, Code of Iowa, and the local rules of said governmental body.

Board Secretary, Montezuma Community School District, Iowa

Montezuma Community School
Board Meeting
July 16, 2014

Agenda Item: A. *Call to Order/Roll Call*

Information: The President of the Board, or in his or her absence the Vice President of the Board, shall officially call the board meeting to order. This is usually accompanied by a welcome to visitors.

We allow visitors to address the Board provided they follow the established rules, which require a written request completed and handed to the Board Secretary. The Board President may at this time ask visitors if they will wish to speak during the welcome section. If so they may obtain the necessary form from the Board Secretary.

Action:	Roll Call:	Present/Absent
	Pete Ross	_____
	Doug Johnston	_____
	Jason Meyer	_____
	Stacie Cameron	_____
	Vince Johnson	_____

Time: _____

Montezuma Community School
Board Meeting
July 16, 2014

Agenda Item: B. *Consent Agenda*

Information: The Consent Agenda is used as an opportunity to approve several items considered as housekeeping items in one motion, at one time. The Consent Agenda for this meeting consists of:

- Approval of Agenda
- Approval of minutes for June 18, 2014
- Approval of Invoices
- Approval of Fund Balance Report June 2014 and the Food Service Report June 2014

The Board may ask that any item be removed from this list and considered separately.

Recommended Motion: That the Board approves the consent agenda as presented to include the agenda, minutes, reports and invoices.

Alternate Motion:

Record of Vote:

	Y/N
_____ Pete Ross	_____
_____ Doug Johnston	_____
_____ Jason Meyer	_____
_____ Stacie Cameron	_____
_____ Vince Johnson	_____

June 18, 2014
Montezuma, IA

The Board of Directors of the Montezuma Community School District met on the above date at the Schoolhouse in the Elementary Library, with the following board members present: Pete Ross, Doug Johnston, Vince Johnson, Jason Meyer and Stacie Cameron. Vince Johnson left at 7:45 PM.

President Pete Ross called the meeting to order at 6:30 PM.

CONSENT AGENDA

It was moved by Doug Johnston and properly seconded to approve the consent agenda as presented: the agenda; minutes of the board meeting of May 21, 2014, fund balance and food service reports for the month of May 2014; and bills to be paid by the secretary (see attached lists). Motion carried 5-0.

GOOD NEWS

May 2014 graduation rate was 100%. Construction continues to go well and is on schedule. Student achievement is the best we've seen in years.

WELCOME VISITORS

President Ross welcomed all visitors and thanked them for taking time to attend the meeting.

PRESENTATIONS

Superintendent Versteeg presented on Spring MAP results.
Design Alliance presented on construction updates.

OLD BUSINESS

None

NEW BUSINESS

It was moved by Stacie Cameron and properly seconded to approve pay application #15 in the amount of \$261,428.60 for construction services included in the contract between May 1 and 31, 2014. Motion carried 5-0.

It was moved by Vince Johnson and properly seconded to approve Change Order 012 for a total of \$26,346.93 which covers additional MCT flooring, additional lighting, radiator infills, stub wall construction, and preschool room painting. Motion carried 5-0.

It was moved by Doug Johnston and properly seconded to approve the 100 series policies on 1st reading. Motion carried 5-0.

It was moved by Doug Johnston and properly seconded to approve Good Conduct Policy 504.3, 504.3E1, and 504.3E2 on first reading. Motion carried 4-0. The Board also wishes to thank the coaches, staff, parents & students who attended the meetings and helped develop the policy.

It was moved by Jason Meyer and properly seconded to approve the purchase of the 2015 suburban quoted from Vannoy Chevrolet for \$38,250. Motion carried 4-0.

It was moved by Stacie Cameron and properly seconded to approve the purchase of the K-6 Wonder Reading series from McGraw Hill for \$55,091.97. Motion carried 4-0.

It was moved by Doug Johnston and properly seconded to approve the secondary student handbook as presented. Motion carried 4-0.

PERSONNEL

Staff Resignations

It was moved by Stacie Cameron and properly seconded to approve the staff resignation of Leah Farrington, secondary social studies teacher. Motion carried 4-0.

Staff Appointments

It was moved by Jason Meyer and properly seconded to approve the following staff appointments. Motion carried 4-0.

Jared Hermann – assistant high school football coach

Cory Nikkel – JH football coach

Andy Thomas – secondary social studies teacher

REPORTS

Board Secretary

FY2014 audit is scheduled for July 16 & 17.

Superintendent Versteeg

FY2014 goals were reviewed and potential FY2015 goals were discussed. Facility planning 2.0 funding was discussed.

BOARD DISCUSSION

The Board discussed the rain water drainage issues. The board took a tour of the construction.

ADJOURNMENT

As no further business appeared before the board, the meeting was on proper motion adjourned at 9:20 PM.

Board President

Board Secretary

FUND BALANCES

	06/30/10	06/30/11	06/30/12	06/30/13	06/30/14
GENERAL FUND:					
BEGINNING BALANCE	\$ 1,309,821.89	\$ 1,675,362.54	\$ 1,832,264.23	\$ 1,876,645.45	\$ 1,526,655.03
REVENUE RECEIVED	\$ 368,678.20	\$ 322,905.40	\$ 339,475.58	\$ 311,680.97	\$ 280,116.83
EXPENSES	\$ 553,205.43	\$ 499,819.76	\$ 491,421.86	\$ 462,558.95	\$ 432,421.35
ENDING BALANCE	\$ 1,125,294.66	\$ 1,498,448.18	\$ 1,680,317.95	\$ 1,725,767.47	\$ 1,374,350.51
ACTIVITY FUND:					
BEGINNING BALANCE	\$ 143,884.11	\$ 188,844.22	\$ 170,008.09	\$ 217,738.83	\$ 146,525.01
REVENUE RECEIVED	\$ 14,407.40	\$ 12,276.67	\$ 21,513.52	\$ 8,480.07	\$ 12,229.94
EXPENSES	\$ 22,949.56	\$ 64,413.48	\$ 34,263.90	\$ 22,134.65	\$ 11,506.19
ENDING BALANCE	\$ 135,341.95	\$ 136,707.41	\$ 157,257.71	\$ 204,084.25	\$ 147,248.76
MANAGEMENT FUND:					
BEGINNING BALANCE	\$ 418,143.73	\$ 448,824.61	\$ 398,259.34	\$ 287,339.27	\$ 188,007.06
REVENUE RECEIVED	\$ 3,445.76	\$ 1,948.61	\$ 4,259.52	\$ 2,595.90	\$ 4,473.30
EXPENSES	\$ 4,964.87	\$ 3,857.12	\$ 8,400.34	\$ 14,893.16	\$ 4,650.00
ENDING BALANCE	\$ 416,624.62	\$ 446,916.10	\$ 394,118.52	\$ 275,042.01	\$ 187,830.36
CAPITAL PROJECTS FUND:					
BEGINNING BALANCE	\$ 445,852.82	\$ 403,452.24	\$ 557,410.13	\$ 8,378,917.95	\$ 2,831,358.66
REVENUE RECEIVED	\$ 37,922.81	\$ 36,200.78	\$ 26,599.61	\$ 1,978,295.33	\$ 34,280.23
EXPENSES	\$ 91,122.33	\$ 108,590.88	\$ 48,237.40	\$ 2,245,592.12	\$ 323,524.38
ENDING BALANCE	\$ 392,653.30	\$ 331,062.14	\$ 535,772.34	\$ 8,111,621.16	\$ 2,542,114.51
PPEL FUND:					
BEGINNING BALANCE	\$ 190,992.54	\$ 230,018.83	\$ 255,548.12	\$ 249,939.45	\$ 60,451.17
REVENUE RECEIVED	\$ 810.11	\$ 719.51	\$ 1,177.86	\$ 790.85	\$ 997.44
EXPENSES	\$ (3,462.63)	\$ 470.14	\$ 16,281.65	\$ 70,504.04	\$ 7,900.53
ENDING BALANCE	\$ 195,265.28	\$ 230,268.20	\$ 240,444.33	\$ 180,226.26	\$ 53,548.08
DEBT SERVICE FUND:					
BEGINNING BALANCE	\$ -	\$ -	\$ 409.00	\$ 761.17	\$ 162,912.98
REVENUE RECEIVED	\$ -	\$ -	\$ -	\$ 4,661.31	\$ 3,366.42
EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ -	\$ -	\$ 409.00	\$ 5,422.48	\$ 166,279.40
LUNCH FUND:					
BEGINNING BALANCE	\$ 57,554.30	\$ 63,584.45	\$ 59,022.72	\$ 30,780.40	\$ 6,965.88
REVENUE RECEIVED	\$ 32,642.20	\$ 7,543.82	\$ 13,116.03	\$ 13,407.24	\$ 29,637.71
EXPENSES	\$ 41,650.65	\$ 15,154.95	\$ 23,893.60	\$ 20,002.59	\$ 21,007.98
ENDING BALANCE	\$ 48,545.85	\$ 55,973.32	\$ 48,245.15	\$ 24,185.05	\$ 15,595.61
TRUST & AGENCY FUNDS:					
BEGINNING BALANCE	\$ 43,382.88	\$ 56,688.96	\$ 40,358.97	\$ 22,308.81	\$ 25,480.08
REVENUE RECEIVED	\$ 7,881.09	\$ 7,575.95	\$ 3,353.66	\$ 6,865.73	\$ 3,701.15
EXPENSES	\$ 626.00	\$ 8,326.03	\$ 205.00	\$ 12,084.00	\$ 365.00
ENDING BALANCE	\$ 50,637.97	\$ 55,938.88	\$ 43,507.63	\$ 17,090.54	\$ 28,816.23

	<u>10 OPERATING FUND</u>	<u>21 STUDENT ACTIVITY FUND</u>	<u>22 MANAGEMENT FUND</u>	<u>31 CAPITAL PROJECTS GO BOND</u>	<u>33 CAPITAL PROJECTS FUND</u>	<u>36 PHYSICAL PLANT & EQUIPMENT</u>	<u>40 DEBT SERVICES FUND</u>	<u>61 SCHOOL NUTRITION FUND</u>	<u>Total</u>
Total Assets and Deferred Outflows of Resources									
Current Assets									
101 000 0000 000 CASH IN BANK	89,888.92	39,919.53	36,728.30	55,124.36	1,459,002.22	9,838.70	166,274.45	15,452.31	
103 000 0000 000 PETTY CASH	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
105 000 0000 000 CASH WITH FISCAL AGENTS	0.00	0.00	0.00	0.00	158,855.58	0.00	16,225.01	0.00	
111 000 0000 000 INVESTMENTS	1,284,461.59	107,329.23	151,102.06	(35,634.39)	1,063,622.32	43,395.34	4.95	143.30	
121 000 0000 000 TAXES RECEIVABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
123 000 0000 000 NEXT YEAR'S PROPERTY TAXES	2,133,941.00	0.00	125,000.00	0.00	0.00	85,836.00	417,613.00	0.00	
131 000 0000 000 INTERFUND LOANS RECEIVABLE UNDISTRIBUTE	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
141 000 0000 000 INTERGOV'T ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
144 000 0000 000 NEXT YEAR'S INCOME SURTAX	265,859.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
171 000 0000 000 INVENTORIES FOR CONSUMPTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,402.03	
Current Assets	3,804,250.51	147,248.76	312,830.36	19,489.97	2,681,480.12	139,070.04	600,117.41	23,997.64	
Fixed Assets									
241 000 0000 000 MACHINERY AND EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175,592.00	
242 000 0000 000 ACC DEPR ON MACHINERY & EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(113,718.56)	
Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,873.44	
Total Assets and Deferred Outflows of Resources	3,804,250.51	147,248.76	312,830.36	19,489.97	2,681,480.12	139,070.04	600,117.41	85,871.08	

Total Liabilities, Deferred Inflows of Resources, and Fund Equity

Current Liabilities									
401 000 0000 000 INTERFUND LOANS PAYABLE UNDISTRIBUTED E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	
421 000 0000 000 ACCOUNTS PAYABLE	9,565.73	7,627.70	0.00	0.00	0.00	28,172.85	0.00	0.00	

	<u>Total</u>
Total Assets and Deferred Outflows of Resources	
Current Assets	
101 000 0000 000 CASH IN BANK	1,872,228.79
103 000 0000 000 PETTY CASH	100.00
105 000 0000 000 CASH WITH FISCAL AGENTS	175,080.59
111 000 0000 000 INVESTMENTS	2,614,424.40
121 000 0000 000 TAXES RECEIVABLE	0.00
123 000 0000 000 NEXT YEAR'S PROPERTY TAXES	2,762,390.00
131 000 0000 000 INTERFUND LOANS RECEIVABLE UNDISTRIBUTE	30,000.00
141 000 0000 000 INTERGOV'T ACCOUNTS RECEIVABLE	0.00
144 000 0000 000 NEXT YEAR'S INCOME SURTAX	265,859.00
171 000 0000 000 INVENTORIES FOR CONSUMPTION	8,402.03
Current Assets	7,728,484.81
Fixed Assets	
241 000 0000 000 MACHINERY AND EQUIPMENT	175,592.00
242 000 0000 000 ACC DEPR ON MACHINERY & EQUIP	(113,718.56)
Fixed Assets	61,873.44
Total Assets and Deferred Outflows of Resources	7,790,358.25

Total Liabilities, Deferred Inflows of Resources, and Fund Equity

Current Liabilities	
401 000 0000 000 INTERFUND LOANS PAYABLE UNDISTRIBUTED E	30,000.00
421 000 0000 000 ACCOUNTS PAYABLE	45,366.28

	<u>10 OPERATING FUND</u>	<u>21 STUDENT ACTIVITY FUND</u>	<u>22 MANAGEMENT FUND</u>	<u>31 CAPITAL PROJECTS GO BOND</u>	<u>33 CAPITAL PROJECTS FUND</u>	<u>36 PHYSICAL PLANT & EQUIPMENT</u>	<u>40 DEBT SERVICES FUND</u>	<u>61 SCHOOL NUTRITION FUND</u>	<u>Total</u>
461 000 0000 000 EARLY RETIREMENT DUE WITHIN ONE YEAR	372,744.38	0.00	0.00	0.00	0.00	0.00	0.00	7,341.05	380,085.43
471 000 0000 000 PAYROLL DED & WITHHOLDINGS	102,364.10	0.00	0.00	0.00	0.00	0.00	0.00	4,286.17	106,650.27
471 010 0000 000 PAYROLL DEDUCTS & WITHHOLDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
471 011 0000 000 SIT PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
471 012 0000 000 PAYROLL DEDUCTS & WITHHOLDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
471 013 0000 000 PAYROLL DEDUCTS & WITHHOLDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
471 015 0000 000 PAYROLL DEDUCTS & WITHHOLDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
471 016 0000 000 LIFE INSURANCE PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
471 018 0000 000 PAYROLL DED & WITHHOLDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
471 020 0000 000 PAYROLL DED & WITHHOLDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
471 021 0000 000 PAYROLL DEDUCTS & WITHHOLDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
471 022 0000 000 PAYROLL DED & WITHHOLDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
481 000 0000 000 EARLY RETIREMENT INSURANCE PREMIUMS	0.00	0.00	1,238.96	0.00	0.00	0.00	0.00	3,875.74	5,114.70
621 000 0000 000 NEXT YEAR'S PROPERTY TAXES	2,133,941.00	0.00	125,000.00	0.00	0.00	85,836.00	417,613.00	0.00	2,762,390.00
622 000 0000 000 NEXT YEAR'S INCOME SURTAX	265,859.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	265,859.00
Current Liabilities	2,884,474.21	7,627.70	126,238.96	0.00	0.00	114,008.85	417,613.00	45,502.96	3,595,465.68
Long-term Liabilities									
590 000 0000 000 OTHER LONG-TERM LIABILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,412.00	4,412.00
Long-term Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,412.00	4,412.00
Fund Balance									
719 000 3216 000 IOWA EARLY INTERVENTION PGM.	(5,279.71)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(5,279.71)
728 000 0000 000 FUND BALANCE -REG. UNSPENT	0.00	0.00	0.00	0.00	0.00	0.00	182,095.41	0.00	182,095.41

	<u>Total</u>
461 000 0000 000 EARLY RETIREMENT DUE WITHIN ONE YEAR	380,085.43
471 000 0000 000 PAYROLL DED & WITHHOLDINGS	106,650.27
471 010 0000 000 PAYROLL DEDUCTS & WITHHOLDING	0.00
471 011 0000 000 SIT PAYABLE	0.00
471 012 0000 000 PAYROLL DEDUCTS & WITHHOLDING	0.00
471 013 0000 000 PAYROLL DEDUCTS & WITHHOLDING	0.00
471 015 0000 000 PAYROLL DEDUCTS & WITHHOLDING	0.00
471 016 0000 000 LIFE INSURANCE PAYABLE	0.00
471 018 0000 000 PAYROLL DED & WITHHOLDINGS	0.00
471 020 0000 000 PAYROLL DED & WITHHOLDINGS	0.00
471 021 0000 000 PAYROLL DEDUCTS & WITHHOLDING	0.00
471 022 0000 000 PAYROLL DED & WITHHOLDINGS	0.00
481 000 0000 000 EARLY RETIREMENT INSURANCE PREMIUMS	5,114.70
621 000 0000 000 NEXT YEAR'S PROPERTY TAXES	2,762,390.00
622 000 0000 000 NEXT YEAR'S INCOME SURTAX	265,859.00
Current Liabilities	3,595,465.68
Long-term Liabilities	
590 000 0000 000 OTHER LONG-TERM LIABILITIES	4,412.00
Long-term Liabilities	4,412.00
Fund Balance	
719 000 3216 000 IOWA EARLY INTERVENTION PGM.	(5,279.71)
728 000 0000 000 FUND BALANCE -REG. UNSPENT	182,095.41

	<u>10 OPERATING FUND</u>	<u>21 STUDENT ACTIVITY FUND</u>	<u>22 MANAGEMENT FUND</u>	<u>31 CAPITAL PROJECTS GO BOND</u>	<u>33 CAPITAL PROJECTS FUND</u>	<u>36 PHYSICAL PLANT & EQUIPMENT</u>	<u>40 DEBT SERVICES FUND</u>	<u>61 SCHOOL NUTRITION FUND</u>	<u>Total</u>
729 000 0000 000 UNDESIGNATED/UNRES.FUND BAL.	0.00	0.00	186,591.40	19,489.97	2,681,480.12	25,061.19	409.00	0.00	2,913,031.68
729 000 1112 410 RESTRICTED AT-RISK FUND BALANCE	1,347.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,347.00
729 000 1116 420 RESTRICTED AT-RISK	5,963.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,963.39
729 000 1118 470 RESTRICTED-TAG BALANCE	102.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.11
729 000 1119 420 RESTRICTED AT-RISK	16,378.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,378.49
729 000 1923 000 RESTRICTED-ELEMENTARY ACTIVITIES	5,411.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,411.24
729 000 1924 000 RESTRICTED-SECONDARY ACTIVITES	707.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	707.50
729 000 3117 000 RESTRICTED-PRESCHOOL	27,630.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,630.05
729 000 3202 000 MENTORING FUND BALANCE	182.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	182.42
729 000 3204 000 RESTRICTED-TEACHER SALARY SUPPLEMENT	(18,145.08)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(18,145.08)
729 000 3317 000 RESTRICTED-PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
729 000 3373 000 RESTRICTED-CORE CURRICULUM	(1,267.25)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,267.25)
729 000 3376 000 RESTRICTED-PROFESSIONAL DEVELOPMENT	1,511.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,511.53
729 000 3387 000 TEACHER LEADERSHIP FUND BALANCE	6,959.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,959.25
729 000 4531 000 PERKINS TITLE II BASIC GRANT	(4,391.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,391.50)
729 000 4634 214 RESTRICTED MEDICAID FUND BALANCE	27,037.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,037.45
729 000 6130 910 JH HERITAGE TRIP FUND BALANCE	0.00	1,684.70	0.00	0.00	0.00	0.00	0.00	0.00	1,684.70
729 000 6135 910 SPEECH/DRAMA FUND BALANCE	0.00	6,741.46	0.00	0.00	0.00	0.00	0.00	0.00	6,741.46
729 000 6222 910 WINTERGUARD FUND BALANCE	0.00	583.35	0.00	0.00	0.00	0.00	0.00	0.00	583.35
729 000 6223 910 INSTRUMENTAL MUSIC FUND BALANCE	0.00	817.89	0.00	0.00	0.00	0.00	0.00	0.00	817.89

	<u>Total</u>
729 000 0000 000 UNDESIGNATED/UNRES.FUND BAL.	2,913,031.68
729 000 1112 410 RESTRICTED AT-RISK FUND BALANCE	1,347.00
729 000 1116 420 RESTRICTED AT-RISK	5,963.39
729 000 1118 470 RESTRICTED-TAG BALANCE	102.11
729 000 1119 420 RESTRICTED AT-RISK	16,378.49
729 000 1923 000 RESTRICTED-ELEMENTARY ACTIVITIES	5,411.24
729 000 1924 000 RESTRICTED-SECONDARY ACTIVITES	707.50
729 000 3117 000 RESTRICTED-PRESCHOOL	27,630.05
729 000 3202 000 MENTORING FUND BALANCE	182.42
729 000 3204 000 RESTRICTED-TEACHER SALARY SUPPLEMENT	(18,145.08)
729 000 3317 000 RESTRICTED-PRESCHOOL	0.00
729 000 3373 000 RESTRICTED-CORE CURRICULUM	(1,267.25)
729 000 3376 000 RESTRICTED-PROFESSIONAL DEVELOPMENT	1,511.53
729 000 3387 000 TEACHER LEADERSHIP FUND BALANCE	6,959.25
729 000 4531 000 PERKINS TITLE II BASIC GRANT	(4,391.50)
729 000 4634 214 RESTRICTED MEDICAID FUND BALANCE	27,037.45
729 000 6130 910 JH HERITAGE TRIP FUND BALANCE	1,684.70
729 000 6135 910 SPEECH/DRAMA FUND BALANCE	6,741.46
729 000 6222 910 WINTERGUARD FUND BALANCE	583.35
729 000 6223 910 INSTRUMENTAL MUSIC FUND BALANCE	817.89

	<u>10 OPERATING FUND</u>	<u>21 STUDENT ACTIVITY FUND</u>	<u>22 MANAGEMENT FUND</u>	<u>31 CAPITAL PROJECTS GO BOND</u>	<u>33 CAPITAL PROJECTS FUND</u>	<u>36 PHYSICAL PLANT & EQUIPMENT</u>	<u>40 DEBT SERVICES FUND</u>	<u>61 SCHOOL NUTRITION FUND</u>	<u>Total</u>
729 000 6226 910 VOCAL MUSIC FUND BALANCE	0.00	2,561.19	0.00	0.00	0.00	0.00	0.00	0.00	2,561.19
729 000 6227 910 BAND UNIFORMS FUND BALANCE	0.00	1,928.83	0.00	0.00	0.00	0.00	0.00	0.00	1,928.83
729 000 6640 920 TRACK FUND BALANCE	0.00	1,024.61	0.00	0.00	0.00	0.00	0.00	0.00	1,024.61
729 000 6660 920 WEIGHTROOM FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
729 000 6661 920 ATHLETICS FUND BALANCE	0.00	7,297.45	0.00	0.00	0.00	0.00	0.00	0.00	7,297.45
729 000 6720 920 FOOTBALL FUND BALANCE	0.00	7,913.56	0.00	0.00	0.00	0.00	0.00	0.00	7,913.56
729 000 6723 920 DISTRICT 6 FOOTBALL FUND BALANCE	0.00	16.31	0.00	0.00	0.00	0.00	0.00	0.00	16.31
729 000 6730 920 BASEBALL FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
729 000 6760 920 GOLF FUND BALANCE	0.00	149.46	0.00	0.00	0.00	0.00	0.00	0.00	149.46
729 000 6771 920 BOYS BASKETBALL FUND BALANCE	0.00	296.24	0.00	0.00	0.00	0.00	0.00	0.00	296.24
729 000 6810 920 GIRLS BASKETBALL FUND BALANCE	0.00	6,210.63	0.00	0.00	0.00	0.00	0.00	0.00	6,210.63
729 000 6815 920 VOLLEYBALL FUND BALANCE	0.00	1,079.33	0.00	0.00	0.00	0.00	0.00	0.00	1,079.33
729 000 6835 920 SOFTBALL FUND BALANCE	0.00	1,813.81	0.00	0.00	0.00	0.00	0.00	0.00	1,813.81
729 000 6890 920 WRESTLING FUND BALANCE	0.00	1,897.54	0.00	0.00	0.00	0.00	0.00	0.00	1,897.54
729 000 7010 950 MATH CLUB FUND BALANCE	0.00	917.41	0.00	0.00	0.00	0.00	0.00	0.00	917.41
729 000 7018 950 ACADEMIC FAIR FUND BALANCE	0.00	197.28	0.00	0.00	0.00	0.00	0.00	0.00	197.28
729 000 7024 950 TORCH CLUB FUND BALANCE	0.00	624.39	0.00	0.00	0.00	0.00	0.00	0.00	624.39
729 000 7030 950 FFA FUND BALANCE	0.00	25,362.44	0.00	0.00	0.00	0.00	0.00	0.00	25,362.44
729 000 7036 950 JH STUDENT COUNCIL FUND BALANCE	0.00	1,601.76	0.00	0.00	0.00	0.00	0.00	0.00	1,601.76
729 000 7038 950 CLASS OF 2013 FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
729 000 7039 950 CLASS OF 2014 FUND BALANCE	0.00	2,385.00	0.00	0.00	0.00	0.00	0.00	0.00	2,385.00
729 000 7040 950 SH STUDENT COUNCIL FUND BALANCE	0.00	1,104.21	0.00	0.00	0.00	0.00	0.00	0.00	1,104.21

	<u>Total</u>
729 000 6226 910 VOCAL MUSIC FUND BALANCE	2,561.19
729 000 6227 910 BAND UNIFORMS FUND BALANCE	1,928.83
729 000 6640 920 TRACK FUND BALANCE	1,024.61
729 000 6660 920 WEIGHTROOM FUND BALANCE	0.00
729 000 6661 920 ATHLETICS FUND BALANCE	7,297.45
729 000 6720 920 FOOTBALL FUND BALANCE	7,913.56
729 000 6723 920 DISTRICT 6 FOOTBALL FUND BALANCE	16.31
729 000 6730 920 BASEBALL FUND BALANCE	0.00
729 000 6760 920 GOLF FUND BALANCE	149.46
729 000 6771 920 BOYS BASKETBALL FUND BALANCE	296.24
729 000 6810 920 GIRLS BASKETBALL FUND BALANCE	6,210.63
729 000 6815 920 VOLLEYBALL FUND BALANCE	1,079.33
729 000 6835 920 SOFTBALL FUND BALANCE	1,813.81
729 000 6890 920 WRESTLING FUND BALANCE	1,897.54
729 000 7010 950 MATH CLUB FUND BALANCE	917.41
729 000 7018 950 ACADEMIC FAIR FUND BALANCE	197.28
729 000 7024 950 TORCH CLUB FUND BALANCE	624.39
729 000 7030 950 FFA FUND BALANCE	25,362.44
729 000 7036 950 JH STUDENT COUNCIL FUND BALANCE	1,601.76
729 000 7038 950 CLASS OF 2013 FUND BALANCE	0.00
729 000 7039 950 CLASS OF 2014 FUND BALANCE	2,385.00
729 000 7040 950 SH STUDENT COUNCIL FUND BALANCE	1,104.21

	<u>10 OPERATING FUND</u>	<u>21 STUDENT ACTIVITY FUND</u>	<u>22 MANAGEMENT FUND</u>	<u>31 CAPITAL PROJECTS GO BOND</u>	<u>33 CAPITAL PROJECTS FUND</u>	<u>36 PHYSICAL PLANT & EQUIPMENT</u>	<u>40 DEBT SERVICES FUND</u>	<u>61 SCHOOL NUTRITION FUND</u>	
729 000 7041 950 FOOTBALL CHEERLEADERS FUND BALANCE	0.00	1,481.39	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 7042 950 COMPETITION CHEER FUND BALANCE	0.00	236.69	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 7043 950 BASKETBALL CHEERLEADERS FUND BALANCE	0.00	955.95	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 7045 950 CLASS OF 2015 FUND BALANCE	0.00	1,343.18	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 7047 950 CLASS OF 2016 FUND BALANCE	0.00	296.00	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 7048 950 CLASS OF 2017 FUND BALANCE	0.00	17.61	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 7050 950 SCTP FUND BALANCE	0.00	13,525.54	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 7052 950 SPANISH CLUB FUND BALANCE	0.00	15,512.02	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 7055 950 YEARBOOK FUND BALANCE	0.00	21,739.00	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 7060 950 ELEMENTARY ACTIVITIES FUND BALANCE	0.00	10,304.83	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 7065 950 HIGH SCHOOL ACTIVITIES FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 8004 000 RESTRICTED-PAC	7,943.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 8928 311 PROJECT LEAD-THE-WAY FUND BALANCE	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
729 000 8929 361 DISCOVER PATHWAY TO FINANCIAL SUCCESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
759 000 0000 000 UNASSIGNED FUND BALANCE	846,686.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
760 000 0000 000 RESERVED-FUND BALANCE UNDISTRIBUTED EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(18,515.31)	
780 000 0000 000 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,471.43	
Fund Balance	919,776.30	139,621.06	186,591.40	19,489.97	2,681,480.12	25,061.19	182,504.41	35,956.12	
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	3,804,250.51	147,248.76	312,830.36	19,489.97	2,681,480.12	139,070.04	600,117.41	85,871.08	

	<u>Total</u>
729 000 7041 950 FOOTBALL CHEERLEADERS FUND BALANCE	1,481.39
729 000 7042 950 COMPETITION CHEER FUND BALANCE	236.69
729 000 7043 950 BASKETBALL CHEERLEADERS FUND BALANCE	955.95
729 000 7045 950 CLASS OF 2015 FUND BALANCE	1,343.18
729 000 7047 950 CLASS OF 2016 FUND BALANCE	296.00
729 000 7048 950 CLASS OF 2017 FUND BALANCE	17.61
729 000 7050 950 SCTP FUND BALANCE	13,525.54
729 000 7052 950 SPANISH CLUB FUND BALANCE	15,512.02
729 000 7055 950 YEARBOOK FUND BALANCE	21,739.00
729 000 7060 950 ELEMENTARY ACTIVITIES FUND BALANCE	10,304.83
729 000 7065 950 HIGH SCHOOL ACTIVITIES FUND BALANCE	0.00
729 000 8004 000 RESTRICTED-PAC	7,943.04
729 000 8928 311 PROJECT LEAD-THE-WAY FUND BALANCE	1,000.00
729 000 8929 361 DISCOVER PATHWAY TO FINANCIAL SUCCESS	0.00
759 000 0000 000 UNASSIGNED FUND BALANCE	846,686.37
760 000 0000 000 RESERVED-FUND BALANCE UNDISTRIBUTED EXP	(18,515.31)
780 000 0000 000 UNRESTRICTED NET ASSETS	54,471.43
Fund Balance	4,190,480.57
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	7,790,358.25

**Montezuma Community School District
Hot Lunch Report
June 30, 2014**

RECEIPTS	June	Year to Date
Lunch	(36.24)	121,617.88
Milk	0.00	7,621.84
Interest Earned	0.38	6.85
State Reimbursement	0.00	2,124.07
Federal Reimbursement	9,136.04	104,064.12
Rebates/Donations/Supplies	24.00	1,543.43
Catering Proceeds	463.84	28,652.85
Vending	0.00	4,185.69
TOTAL RECEIPTS	9,588.02	269,816.73
Transfer from ISJIT	0.00	8,000.00
General Fund Loan	20,000.00	30,000.00
Less ISJIT Interest	0.00	(0.12)
GRAND TOTAL RECEIPTS	29,588.02	307,816.61
EXPENDITURES		
Labor Expenses	10,922.57	133,722.92
General Supplies	343.10	13,983.32
Catering Supplies/Food	177.31	9,075.06
Food	9,410.31	128,483.21
Vending/A la carte	0.00	2,183.37
Equip/Machinery	0.00	0.00
Furniture	0.00	0.00
Other/Refund	105.00	105.00
TOTAL EXPENSES	20,958.29	308,406.17
Purchased ISJIT	0.00	0.00
GRANDS TOTAL EXPENSES	20,958.29	308,406.17

	June	Year to Date
OPENING CASH BALANCE	6,822.58	16,041.87
Receipts	29,588.02	307,816.61
Expenditures	20,958.29	308,406.17
CLOSING CASH BALANCE	15,452.31	15,452.31
ISJIT ACCOUNT		
Balance	143.30	8,143.18
Purchased ISJIT	0.00	0.00
Transfer to Checking	0.00	8,000.00
Interest earned	0.00	0.12
ENDING BALANCE	143.30	143.30
TOTAL CASH AND INVESTMENT	15,595.61	15,595.61

	June	Year to Date	Previous YTD
Student Lunches	0	33,040	43,112
Adult Lunches	0	2,107	3,945
Free Lunches	0	17,607	20,880
Reduced Lunches	0	6,619	7,775
Total number of Lunches	0	59,373	75,712
Student Breakfast	0	3,935	6,237
Adult Breakfast	0	309	376
Free Breakfast	0	7,819	9,041
Reduced Breakfast	0	1,463	1,873
Total Breakfast	0	13,526	17,527
Total Days Served	0	178	176

Unaudited report-Does not reflect year end accrual adjustments.

**BOARD REPORT BILLS-JULY 16, 2014
MONTEZUMA COMMUNITY SCHOOLS**

Vendor	Invoice	Description	Invoice Amt	Vendor Ttl
OPERATING FUND				
BOULTON, MARIE	07022014	MAKING READING HEAVENLY CLASS	95.00	95.00
DEPARTMENT OF EDUCATION	06172014	BUS INSPECTION	360.00	360.00
FERGUSON, KRISTINE	06062014	TOOLS FOR READING SUCCESS REIMB	95.00	95.00
HICKENBOTTOM, INC.	316236	PLUMBING	109.72	109.72
IOWA COMMUNICATIONS NETWORK	420160	ICN SERVICES	280.51	280.51
JAMES, LE ANN	05292014	READING CLASS REIMBURSEMENT	95.00	95.00
JAYMAR BUSINESS FORMS, INC.	50231	CHECKS & ENVELOPES	358.48	358.48
JONES, DARIN	AEA11	READING TRAINING REIMBURSEMENT	450.00	450.00
LOWRY ELECTRIC, INC	16707	CONCESSION STAND LIGHT	103.23	103.23
LOWRY EQUIPMENT, INC.	01-12128	PERKINS EQUIPMENT	1,750.00	1,750.00
LYNNVILLE-SULLY COMM. SCHOOL	06172014	FY14 OPEN ENROLLMENT	3,000.50	3,000.50
MCGRIFF'S OF NEW SHARON	46407	YARD MAINTENANCE	477.51	477.51
PEOPLES SAVINGS BANK	06172014	SAFE DEPOSIT BOX	20.00	20.00
SCHOOL ADMINISTRATORS OF IOWA	9449	2014-15 DUES-JONES	491.00	1,232.00
SCHOOL ADMINISTRATORS OF IOWA	FY15 DUES	FY15 MEMBERSHIP DUES	741.00	
UNITED BANK & TRUST	COPIER-0034	COPIER LEASE & MAINTENANCE PMT	589.86	589.86
VERNIER SOFTWARE & TECHNOLOGY	5138586	CASE AG CLASS	2,641.50	2,641.50
VERSTEEG, DAVID	05272014	EXPENSE REIMB	104.79	104.79
				<u>11,763.10</u>
STUDENT ACTIVITY FUND				
ARENDT, CRAIG	06192014	TRUE PITCH SB FIELD MARKERS	43.04	43.04
ASPI SOLUTIONS, INC	05202014	ONLINE TRACK MEET ENTRY FEES	300.00	300.00
BAXTER, JOSHUA	06242014	6/24 BASEBALL V BGM	135.00	135.00
BRAND, DARRELL G.	06252014	6/25 JH SB V OSKALOOSA	80.00	80.00
CHRISTNER, MIKE	06252014	6/25 SB V EV	100.00	100.00
DOESE PHOTOGRAPHY	05202014	FFA PICTURES	159.00	159.00
DUNN, KEVIN	06252014	6/25 BASEBALL V EV	105.00	105.00
EDDYVILLE-BLAKESBURG SCHOOLS	0428,0506	4/28, 5/6 ENTRY FEES	120.00	120.00
FOUBERT, AARON	06252014	6/25 SB V EV	90.00	90.00

GOODMAN, LUKE	06252014	6/25 JH SB V OSKALOOSA	30.00	30.00
GRAPHIC EDGE, THE	772037	JH BASEBALL HATS	387.62	387.62
HAMMEN, JED	06252014	6/25 BASEBALL V EV	125.00	125.00
HAMMES, RICK	06202014	6/20 BASEBALL V WOODWARD	110.00	110.00
HOPKINS SPORTING GOODS, INC.	80610-0	SCOREBOOKS, SB MACHINE BALLS	168.29	245.73
HOPKINS SPORTING GOODS, INC.	80616-0	SB PITCHING & HOME PLATES	77.44	
IMOEHL, RON	FY15DUES	AD MESSENGER SERVICE	50.00	50.00
IOWA SPORTS SUPPLY	89608	BASEBALL CATCHERS GEAR, BALLS, BAT	1,098.40	1,098.40
JAMES GREENHOUSE	002943	PLANTS	66.00	66.00
JOSTENS	3127	JOURNALISM SUMMER WORKSHOP	200.00	200.00
LINN, MYRON	06232014	6/23 SB V KEOTA	105.00	105.00
MILLER, JON	06232014	6/23 SB V KEOTA	105.00	105.00
MISSOURI TURF PAINT	2018	WHITE FIELD PAINT	105.98	105.98
MONTEZUMA COMMUNITY SCHOOLS	2014 BANQUET	2013/2014 BANQUET SERVERS	800.00	800.00
MORGAN, RYAN	06202014	6/20 SB V ALBIA	105.00	210.00
MORGAN, RYAN	06242014	6/24 SB V BGM	105.00	
PACE SUPPLY	134020	SB FIELD DRAG & QUICK DRY	393.95	1,628.67
PACE SUPPLY	146991	CLAY FOR SOFTBALL FIELD	1,234.72	
POCH, BILL	06202014	6/20 BASEBALL V WOODWARD	130.00	130.00
ROHACH, STEVE	06162014	6/16 SB V BELLE PLAINE	105.00	105.00
SPORTS PAGE TEAM	2482	GBB CAMP TSHIRTS	443.26	443.26
TREMMELE, ZACH	06202014	6/20 SB V ALBIA	105.00	210.00
TREMMELE, ZACH	06242014	6/24 SB V BGM	105.00	
WATTS FAMILY MONUMENTS, INC	1010	MEYER MEMORIAL	150.00	150.00
WESTENDORF, JEFF	06242014	6/24 BASEBALL V BGM	135.00	135.00
WITZENBERG, BOB	06162014	6/16 SB V BELLE PLAINE	105.00	105.00
				<u>7,677.70</u>
PHYSICAL PLANT & EQUIPMENT				
ACCESS SYSTEMS LEASING	15456551	PRINTER LEASE	682.81	682.81
ADVANCE BUILDERS CORPORATION	2619	ROOF REPAIRS	715.09	715.09
APPLE COMPUTER, INC	4286687602	5 PACK OF APPLE LAPTOPS, CART	24,975.00	26,774.95
APPLE COMPUTER, INC	4286865260	5 PACK OF APPLE LAPTOPS, CART	1,799.95	
UNITED BANK & TRUST	COPIER-0034	COPIER LEASE & MAINTENANCE PMT	470.14	470.14
				<u>28,642.99</u>

TRUST & AGENCY FUND

BLOOMING ENDEAVORS	4178	FRANK WHEELER FLOWERS	25.00	50.00
BLOOMING ENDEAVORS	4178-2	ED SNOOK FLOWERS	25.00	
LORI HILMER MEMORIAL	06212014	HILMER MEMORIAL	25.00	<u>25.00</u>
				75.00

MANAGEMENT FUND

SU INSURANCE COMPANY	SW2934-1	INSURANCE	7,029.75	<u>7,029.75</u>
				7,029.75

Fund: 21 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
21 729 000 6130 910	JH HERITAGE TRIP FUND BALANCE	1,584.70	0.00	100.00	0.00	1,684.70
21 729 000 6135 910	SPEECH/DRAMA FUND BALANCE	7,382.37	3,685.91	3,045.00	0.00	6,741.46
21 729 000 6222 910	WINTERGUARD FUND BALANCE	333.18	3,867.83	4,118.00	0.00	583.35
21 729 000 6223 910	INSTRUMENTAL MUSIC FUND BALANCE	916.89	99.00	0.00	0.00	817.89
21 729 000 6226 910	VOCAL MUSIC FUND BALANCE	3,156.19	595.00	0.00	0.00	2,561.19
21 729 000 6227 910	BAND UNIFORMS FUND BALANCE	3,613.67	1,934.50	249.66	0.00	1,928.83
21 729 000 6640 920	TRACK FUND BALANCE	0.00	1,124.39	2,149.00	0.00	1,024.61
21 729 000 6660 920	WEIGHTROOM FUND BALANCE	0.00	1,156.39	1,025.00	0.00	(131.39)
21 729 000 6661 920	ATHLETICS FUND BALANCE	5,161.84	39,935.87	46,739.48	0.00	11,965.45
21 729 000 6720 920	FOOTBALL FUND BALANCE	4,574.98	19,503.17	22,841.75	0.00	7,913.56
21 729 000 6723 920	DISTRICT 6 FOOTBALL FUND BALANCE	532.26	935.95	420.00	0.00	16.31
21 729 000 6730 920	BASEBALL FUND BALANCE	0.00	1,228.51	1,860.00	0.00	631.49
21 729 000 6760 920	GOLF FUND BALANCE	149.46	0.00	0.00	0.00	149.46
21 729 000 6771 920	BOYS BASKETBALL FUND BALANCE	2,147.17	6,216.33	4,365.40	0.00	296.24
21 729 000 6810 920	GIRLS BASKETBALL FUND BALANCE	1,442.17	4,896.18	10,107.90	0.00	6,653.89
21 729 000 6815 920	VOLLEYBALL FUND BALANCE	1,779.47	7,444.14	6,744.00	0.00	1,079.33
21 729 000 6835 920	SOFTBALL FUND BALANCE	1,530.38	2,313.53	2,640.00	0.00	1,856.85
21 729 000 6890 920	WRESTLING FUND BALANCE	4,031.06	2,613.52	480.00	0.00	1,897.54
21 729 000 7010 950	MATH CLUB FUND BALANCE	864.19	100.00	153.22	0.00	917.41
21 729 000 7018 950	ACADEMIC FAIR FUND BALANCE	197.28	0.00	0.00	0.00	197.28
21 729 000 7024 950	TORCH CLUB FUND BALANCE	624.39	0.00	0.00	0.00	624.39
21 729 000 7030 950	FFA FUND BALANCE	30,441.94	75,174.24	71,269.74	0.00	26,537.44
21 729 000 7036 950	JH STUDENT COUNCIL FUND BALANCE	1,626.99	167.23	142.00	0.00	1,601.76
21 729 000 7038 950	CLASS OF 2013 FUND BALANCE	726.09	739.75	0.00	0.00	(13.66)
21 729 000 7039 950	CLASS OF 2014 FUND BALANCE	3,411.58	436.00	422.50	0.00	3,398.08
21 729 000 7040 950	SH STUDENT COUNCIL FUND BALANCE	1,395.44	1,485.62	1,194.39	0.00	1,104.21
21 729 000 7041 950	FOOTBALL CHEERLEADERS FUND BALANCE	167.10	4,976.96	6,291.25	0.00	1,481.39
21 729 000 7042 950	COMPETITION CHEER FUND BALANCE	236.69	0.00	0.00	0.00	236.69
21 729 000 7043 950	BASKETBALL CHEERLEADERS FUND BALANCE	0.00	656.21	1,612.16	0.00	955.95
21 729 000 7045 950	CLASS OF 2015 FUND BALANCE	403.60	5,000.42	5,940.00	0.00	1,343.18
21 729 000 7047 950	CLASS OF 2016 FUND BALANCE	0.00	0.00	296.00	0.00	296.00
21 729 000 7048 950	CLASS OF 2017 FUND BALANCE	52.61	35.00	0.00	0.00	17.61
21 729 000 7050 950	SCTP FUND BALANCE	5,920.62	16,379.19	23,984.11	0.00	13,525.54
21 729 000 7052 950	SPANISH CLUB FUND BALANCE	16,267.29	23,909.10	23,153.83	0.00	15,512.02
21 729 000 7055 950	YEARBOOK FUND BALANCE	19,259.59	7,118.19	9,797.60	0.00	21,939.00
21 729 000 7060 950	ELEMENTARY ACTIVITIES FUND BALANCE	9,517.57	2,390.18	3,177.44	0.00	10,304.83
21 729 000 7065 950	HIGH SCHOOL ACTIVITIES FUND BALANCE	284.36	4,084.08	3,398.60	0.00	(401.12)
Fund Total: 21		129,733.12	240,202.39	257,718.03	0.00	147,248.76

Montezuma Community School
Board Meeting
July 16, 2014

Agenda Item: *C. Good News*

- 1.
- 2.
- 3.

Recommended Motion: Not allowed.

Montezuma Community School
Board Meeting
June 18, 2014

Agenda Item: E1. *Presentations*

Information:

- 2. Report by Design Alliance

Recommended Motion: None at this time.

Alternate Motion:

Record of Vote:

	Y/N
_____ Pete Ross	_____
_____ Doug Johnston	_____
_____ Jason Meyer	_____
_____ Stacie Cameron	_____
_____ Vince Johnson	_____

July 16, 2014

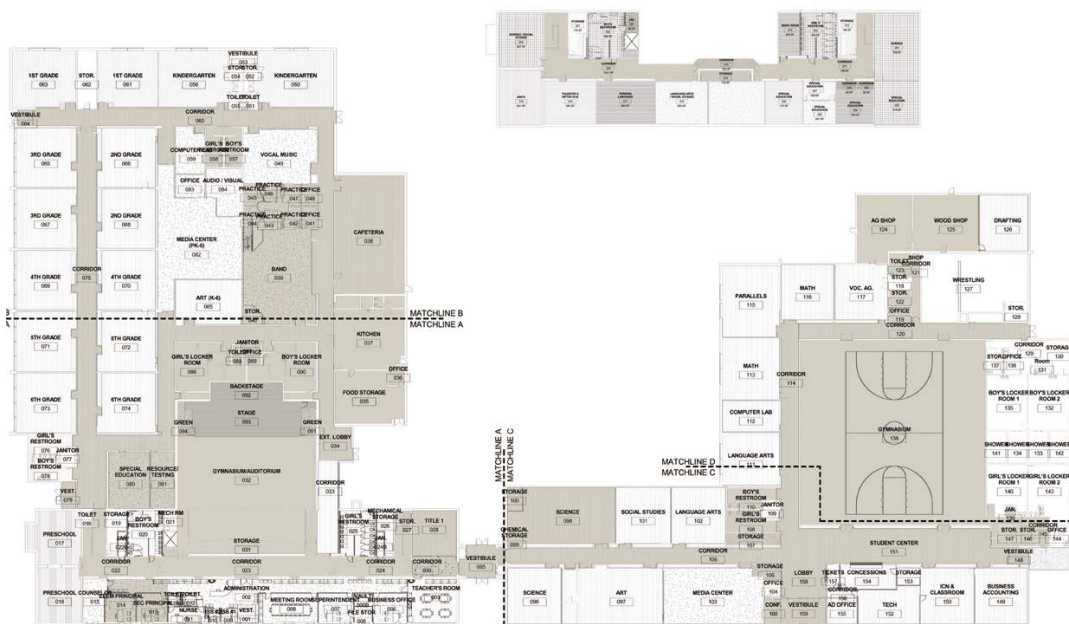
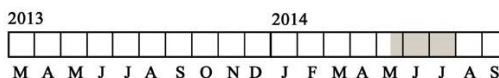
Montezuma School Board
 David Versteeg, Superintendent
 Montezuma Community Schools
 504 N 4th Street
 Montezuma, Iowa 50171

Re: Montezuma School District – Monthly Board Report

Dear Members of the Board and Mr. Versteeg,

The Administration area has reached substantial completion and has been turned over to the School to move in. Work in Phase 8 continues. This phase finishes the corridor work that was begun last summer as well as both of the gymnasiums, band room, cafeteria, kitchen and high school science room. Phase 8 is scheduled to be complete August 1st, in time for teachers to return before the next school year starts. The new link is scheduled to be completed in Phase 9 which is the final phase in the project. The next few weeks will be very busy for all trades and Merit has provided an exhaustive schedule for that work.

PHASE 8



The Contractor has submitted Pay Application #16 to bring the completion of the project up to 89%. A copy of the certified document is attached.

Change Issues:

We are attaching a draft of Change Order 013. We will finalize the Change Order upon the Board's review and approval of the included items.

1. Item 1 changes the wired push-buttons located on the exterior of the main office entrance to a wire-less option. The wired buttons would have required drilling through the historic stone portico, which we decided was not a good idea. This is an add of \$160.95, and we recommend the item be approved.
2. Item 2 provides credit to abandon a section of piping in the tunnels under the 1928 buildings in lieu of removing it. This item is recommended and provides a (\$2,450.00) credit.
3. Item 3 provides credit to remove the proposed reception desk from the scope of work. The two administrative staff members who will be sharing the new reception area plan to use their existing furniture while they determine the best use of the space for their needs. A millwork and furniture upgrade may occur at a later date. The proposed reception desk has been removed for a credit of (\$1,229.84.)
4. Item 4 addresses additional electronic security being located between the Administration area and the adjacent Corridor into the school. Only the rough-ins for the electrical work will be addressed under Merit's contract. We recommend this item be approved for an add of \$2,054.42.
5. Item 5 provides a credit for the window blinds in the Administration area. The school ordered blinds for other areas and included this area, which was already covered under Merit's contract. Merit will provide a credit as the school has already received the blinds they ordered. We recommend acceptance of this item for a credit of (\$1361.)

These 4 items bring the total of proposed Change Order 013 to a credit of (\$2,825.42).

Future Change Issues:

- The Contractor raised a question regarding attachment of the new roof ladders. Several locations may require additional blocking and/or removal and reinstallation of metal siding. The structural engineer reviewed this item and additional coordination is occurring between the engineer and Merit prior to us getting any pricing.
- This is an item that we have been attempting to resolve with Merit Construction for several months. Merit's first proposal was for an add of \$9,395.74. We have reduced their original claim somewhat and settled on providing brick infill on 2 window openings on the south side of the 1928 gymnasium. We have come to an agreement that this work will be done on a time and material basis, not to exceed \$9004.58. We will create a

Construction Change Directive to cover this work, and when the final amount is known, that amount will be included in a future Change Order.

- After demolition of the ceilings near the old elementary office, a condition was observed with a structural beam that needs to be resolved. Our engineer has reviewed the situation and Merit is working on pricing.
- As we have moved closer to the work in the existing High School locker rooms, questions were raised about potential changes at coaches' offices and storage rooms on the west. Design Alliance has issued supplementary information to Merit regarding these rooms. We believe this is a smaller issue than initially thought.
- The Contractor appears to have provided different grout than was specified. Discoloration is occurring. In lieu of grout replacement, the District may want to accept the grout.
- During the meeting with Walsh Security and David Versteeg, it was decided to infill two doors which are no longer in use or of use to the School. We are waiting on pricing from Merit on this item.
- When an existing building adds a sprinkler system, updates to the elevator are required. The construction documents indicated a new shunt trip breaker that cuts power to the elevator if sprinklers go off. But it was recently brought to our attention that the controls within the elevator itself also need to be upgraded when the hoistway and the equipment room are sprinklered. We have not previously encountered that requirement. The initial proposal for this item from the elevator manufacturer is \$38,749. We are working with the State Fire Marshal to gain an exception to this upgrade.
- Additional structure is needed to support the new Make-Up Air unit being set on the kitchen roof. The original unit that was designed for weighed less than what is being installed. This unit is being reviewed by the structural engineer. At this time we do not believe this is a cost issue for the District.
- After removal of an existing radiator in the Kitchen Office area, there was a recess in the exterior wall that needs to be filled. This had not been anticipated. We are working with Merit on pricing.

Attached is an updated project budget sheet for your review.

If you should have any questions, please do not hesitate to call.

Sincerely,



DESIGN ALLIANCE, INC.

David Harrison, AIA, LEED AP

Montezuma Community Schools
July 16, 2014



		Current	Last Time	Original (1/11/2013)
Construction Contract				
Base Bid		\$7,073,000.00	\$7,073,000.00	\$7,073,000.00
Alternates				
A1 Window Replacement		\$111,300.00	\$111,300.00	\$111,300.00
A2 Translucent Panels		\$36,300.00	\$36,300.00	\$36,300.00
A3 Upgrade VCT		\$81,300.00	\$81,300.00	\$81,300.00
A4 Demo Chimney		\$4,500.00	\$4,500.00	\$4,500.00
M1 Horizontal Well Field		-\$12,000.00	-\$12,000.00	-\$12,000.00
Change Orders				
Change Order #1 (Accessibility Changes)		\$571.52	\$571.52	
Change Order #2 (Conduit, Ceramic Tile, Electrical Service Changes)		-\$13,161.52	-\$13,161.52	
Change Order #3 (Drs and Hardw, Demo and Walls)		\$8,500.21	\$8,500.21	
Change Order #4 (Tackbd, ACT, Blocking, Concess, Struct, Annunc, MC		\$15,599.51	\$15,599.51	
Change Order #5R (Gypcrete floor, Electrical feed in HS, Misc. elect. ite		\$50,546.75	\$50,546.75	
Change Order #6 (Revise 206,207, 208, Break Metal, RR 212)		\$8,935.70	\$8,935.70	
Change Order #7 (Patch Holes, Framing Changes, Plaster, Plumbing)		\$19,752.53	\$19,752.53	
Change Order #8 (Electrical, Gravel, Counter Door Infil)		\$49,015.19	\$49,015.19	
Change Order #9 (Electrical, Toilet Bulkheads, Piping)		\$6,237.95	\$6,237.95	
Change Order #10 (Lights, Window Sills, Radiators, Piping)		\$29,317.77	\$29,317.77	
Change Order #11 (Water Curtain, Access Panels)		\$9,634.25	\$9,634.25	
Change Order #12 (Additional MCT, Lights, Radiators Infills, Paint)		\$26,346.93		
Current Construction Cost		\$7,505,696.79	\$7,479,349.86	\$7,294,400.00
Project "Soft Costs"				
Architectural Engineering Fees	8.00%	\$600,455.74	\$598,347.99	\$583,600.00
Reimbursable Estimate		\$20,000.00	\$20,000.00	\$20,000.00
Survey Fee		\$9,580.00	\$9,580.00	\$8,000.00
Geo test wells		\$12,250.00	\$12,250.00	\$6,000.00
Abatement Testing and Design		\$0.00	\$0.00	\$25,000.00
Legal Fees		\$4,000.00	\$4,000.00	\$4,000.00
LEED Fees		\$0.00	\$0.00	\$0.00
Commissioning Fees		\$34,510.00	\$34,510.00	\$35,000.00
Construction Testing Fees		\$6,519.00	\$6,519.00	\$5,000.00
	Subtotal	\$687,314.74	\$685,206.99	\$686,600.00
Furnishings, Fixtures, and Equipment (FFE)				
Phones (Integrated Intercom)		\$24,987.00	\$24,987.00	\$51,000.00
Abatement		\$0.00	\$0.00	\$110,000.00
ICN Moving Expenses??		??	??	??
Contingency				
General Contingency	2.50%	\$205,000.00	\$205,000.00	\$326,000.00
Total		\$8,422,998.53	\$8,394,543.85	\$8,468,000.00
Recommended Change Orders - Known Pricing				
Additional MCT Flooring		\$0.00	\$19,987.58	
Additional Lights in Title 1 classroom		\$0.00	\$727.71	
Infill Openings in Locker Room		\$0.00	\$2,829.22	
Add Stub Wall 2-hour Fire Wall		\$0.00	\$764.81	
Paint Preschool Rooms		\$0.00	\$2,037.61	
Abandon Tunnel Piping		-\$2,450.00		
Administrative Office Changes		-\$1,229.84	-\$2,000.00	
Wireless Push Buttons at Main Entrance		\$160.95		
Additional Electronic Security		\$2,054.42	\$4,000.00	
Administration Window Blinds		-\$1,361.00		
Possible Future Change Orders - Unknown Pricing				
Roof Ladder Accomodation		\$1,000.00	\$1,000.00	
Masonry Patching at South Gym Wall		\$9,004.58	\$4,000.00	
Beam bearing at Elementary Corridor		\$2,500.00	\$2,500.00	
Locker Room Ceiling Changes		\$1,000.00	\$1,000.00	
Accept Installed Grout??		-\$10,000.00	-\$10,000.00	
Infill two Exterior Doors		\$5,000.00	\$5,000.00	
Elevator Upgrade		\$38,749.00	\$38,749.00	
Additional Structure at Kitchen		\$0.00		
Kitchen Office CMU Infill		\$900.00		
Possible Total		\$8,468,326.64	\$8,465,139.78	\$8,468,000.00

Montezuma Community School
Board Meeting
July 16, 2014

Agenda Item: F1. 100 Series Policies

Information:

- 100 Legal Status of the School District
- 101 Education Philosophy of the School District
- 102 Equal Educational Opportunity
- 102.E1 Notice of Nondiscrimination
- 102.E2 Grievance From for Complaints of Discrimination or Non-Compliance with Federal or State Regulations Requiring Non-Discrimination
- 102.R1 Grievance Procedure
- 102.E3 Grievance Documentation
- 102.E4 Section 504 Student and Parental Rights
- 103 Long-Range Needs Assessment
- 104 Anti-Bullying/Harassment Policy
- 104.E1 Anti-Bullying/Harassment Complaint Form
- 104.E2 Anti-Bullying/Harassment Witness Form
- 104.R1 Anti-Bullying/Harassment Investigation Procedures

Recommended Motion: Approve the 100 series policies on 2nd and final reading.

Alternate Motion:

Record of Vote:

	Y/N
_____ Pete Ross	_____
_____ Doug Johnston	_____
_____ Jason Meyer	_____
_____ Stacie Cameron	_____
_____ Vince Johnson	_____

LEGAL STATUS OF THE SCHOOL DISTRICT

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district is known as the Montezuma Community School District.

This school corporation is located in Poweshiek County, and its affairs are conducted by elected school officials, the Montezuma Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Legal Reference: Iowa Code §§ 274.1, .2, .6, .7; 278.1(9); 279.8; 594A (2010).

Cross Reference: 200 Legal Status of the Board of Directors

Approved 9/22/10 Reviewed 8/18/10 Revised

MONTEZUMA COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Iowa, the Montezuma Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Legal Reference: Iowa Code §§ 256.11, .11A (2010).

Cross Reference: 102 Equal Educational Opportunity
103 Long-Range Needs Assessment
209 Board of Directors' Management Procedures
600 Goals and Objectives of the Education Program
602 Curriculum Development

Approved 9/22/10

Reviewed 8/18/10

Revised

MONTEZUMA COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Legal Reference: 20 U.S.C. §§ 1221 et seq. (2010).
20 U.S.C. §§ 1681 et seq. (2010).
20 U.S.C. §§ 1701 et seq. (2010).
29 U.S.C. § 794 (2010).
42 U.S.C. §§ 12101 et seq. (2010).
34 C.F.R. Pt. 100 (2010).
34 C.F.R. Pt. 104 (2010).
Iowa Code §§ 216.9; 256.11, .11A; 280.3 (2010).
281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District
 401.1 Equal Employment Opportunity
 500 Objectives for Equal Educational Opportunities for Students
 506.1 Student Records

Approved 9/22/10 Reviewed 8/22/10 Revised _____

MONTEZUMA COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

NOTICE OF NONDISCRIMINATION

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

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

Superintendent
Montezuma Schools, Box 580, Montezuma, Iowa 50171
641-623-5185

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

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS
REQUIRING NON-DISCRIMINATION

I, _____ am filing this grievance
because
(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:
(Attach additional sheets if necessary)

Signature: _____

Address: _____

Phone Number of student: _____

Name: _____

Grade Level: _____

Attendance Center (building): _____

Please return grievance form to the principal of the attendance center listed.

GRIEVANCE DOCUMENTATION

Name of Individual Alleging Discrimination or Non-Compliance

Name _____

Grievance Date _____

State the nature of the complaint and the remedy requested.

Indicate Principal's or Supervisor's response or action to above complaint.

Signature of Principal or Supervisor _____

SECTION 504 STUDENT AND PARENTAL RIGHTS

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

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

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

Superintendent
Box 580, Montezuma, IA 50171
641-623-5185

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

GRIEVANCE PROCEDURE

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

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

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

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

Level Two - Compliance Officer

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

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

GRIEVANCE PROCEDURE

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

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

The Compliance Officer is:

Counselor

Box 580, Montezuma, Iowa 50171

Phone Number: 641-623-5185

Office Hours: 8:00 a.m.-4:00 p.m.

MONTEZUMA COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

LONG-RANGE NEEDS ASSESSMENT

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectation of students and determine how well students are meeting student learning goals. The board will conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the school district, the board will authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

The school district will provide opportunities for feed back on the district's long-range needs assessment through a variety of informal and formal means, including but not limited to participation in board meetings, surveys, needs assessments and participation in advisory and ad-hoc committees of the board.

It is the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the educational needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

Legal Reference: Iowa Code §§ 21; 256.7; 280.12, .18 (2010).
281 I.A.C. 12.8(1)(b).

Cross Reference: 101 Educational Philosophy of the School District
200 Legal Status of the Board of Directors
208 Committees of the Board of Directors
603.1 Basic Instruction Program
801.1 Buildings and Sites Long Range Planning
801.2 Buildings and Sites Surveys

Approved 9/22/10 Reviewed 8/18/10 Revised

MONTEZUMA COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Approved 9/22/10

Reviewed 8/18/10

Revised

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

ANTI-BULLYING/HARASSMENT POLICY

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other) _____,

and a copy shall be made to any person at the central administrative office at 504 North 4th St., Montezuma, IA 50171.

Legal References: 20 U.S.C. §§ 1221-1234i (2004).

29 U.S.C. § 794 (1994).

42 U.S.C. §§ 2000d-2000d-7 (2004).

42 U.S.C. §§ 12001 et. seq. (2004).

Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).

Iowa Code §§ 216.9; 280.3 (2010).

281 I.A.C. 12.3(6).

Cross References: 502 Student Rights and Responsibilities

503 Student Discipline

506 Student Records

ANTI-BULLYING/ HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Description of misconduct: Name of witnesses (if any):

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____/____/____

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony interview: _____

Description of incident
witnessed: _____

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the counselor, the designated investigator. The alternate investigator is board secretary. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

Evidence uncovered in the investigation is confidential.

Complaints must be taken seriously and investigated.

No retaliation will be taken against individuals involved in the investigation process.

Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Approved 9/22/10

Revised 8/18/10

Revised

Montezuma Community School
Board Meeting
July 16, 2014

Agenda Item: G1. Pay Application #15

Information: Each month Merit Construction will submit an application for payment to Design Alliance. Design Alliance will review and recommend payment to the board. Finally the board approves payment. The attachment includes the invoices, records, and totals. In some cases pictures of items purchased for the project are included as proof of purchase and delivery.

Recommended Motion:
Motion to approve pay application #15 in the amount of \$299,157.85 for items of work included in the contract between June 1 and June 30, 2014

Alternate Motion:

Record of Vote:

	Y/N
_____ Pete Ross	_____
_____ Doug Johnston	_____
_____ Jason Meyer	_____
_____ Stacie Cameron	_____
_____ Vince Johnson	_____



July 10, 2014

Montezuma Community School District
504 North 4th St.
Montezuma, IA 50171

Attn: Dave Versteeg

Re: Pay Application 16
Montezuma School District – Renovation Project
Montezuma, Iowa

Dear Mr. Versteeg,

We are enclosing Merit Construction Co.'s Pay Application No. 16, dated July 7, 2014, requesting payment in the amount of \$299,157.85 for the above referenced project.

Pay Application No. 16 covers items of work included in the contract occurring during the period through June 30, 2014.

Based on on-site observations and the data comprising this application, we certify the payment in the amount noted above.

Please make check payable to Merit Construction Company and send payment directly to the contractor.

Sincerely,

DESIGN ALLIANCE, INC.

A handwritten signature in red ink, appearing to read "Sarah Huston", written over the printed name.

Sarah Huston, Associate AIA

Cc: Alex Pelzel – Merit Construction Co.
Dave Versteeg – Montezuma Schools
Job Book

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: David Versteeg, Superintendent
Montezuma Community School District
504 N 4th Street
Montezuma IA 50171

PROJECT: Montezuma School District
Renovation Project
504 N 4th Street
Montezuma IA

APPLICATION NUMBER: 092-16
PERIOD TO: 6/30/2014
PROJECT NOS.:

Distribution to:

<input type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

FROM CONTRACTOR: Merit Construction Company
P O Box 2163
Cedar Rapids, IA 52406-2163

VIA ARCHITECT: Sarah Huston
Design Alliance, Inc.
14225 University Ave Suite 110
Waukee IA 50263

CONTRACT DATE: 01/18/2013

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract.

Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	7,294,400.00
2. Net Change By Change Orders.....	211,296.80
3. CONTRACT SUM TO DATE (Line 1 +2).....	7,505,696.80
4. TOTAL COMPLETED & STORED TO DATE..... (Column G on G703)	6,655,235.89
5. RETAINAGE:	
a. 5% % of Completed Work (Columns D & E on G703)	322,755.64
b. 5% % of Stored Material (Column F on G703)	10,006.15
Total Retainage (Line 5a + 5b or Total in Column 1 of G703)	332,761.79
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	6,322,474.10
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	6,023,316.25
8. CURRENT PAYMENT DUE	299,157.85
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	1,183,222.70

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	188,477.14	(13,161.52)
Total Approved this Month	35,981.18	
TOTALS	224,458.32	(13,161.52)
NET CHANGES by Change Order		211,296.80

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

BY: *ST. D. J. K.* DATE: 07/07/14

State of: Iowa
County of: Linn
Subscribed and sworn before me this 7-Jul-2014



CHRISTINE THARP
Commission number 754868
My Commission Expires 9/14/2014

Notary Public *Christine Tharp*

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 299,157.85

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.).

ARCHITECT: *DESIGN ALLIANCE*
By: *SAH & ST* Date: 7/11/14

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION AND CERTIFICATE FOR PAYMENT,
 containing Contractor's signed Certification, is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 092-16
 APPLICATION DATE: 07/07/14
 PERIOD TO: 06/30/14
 ARCHITECT'S PROJECT NO.:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period					
61	Merit Const. Co. - Rigid Insul. & Weather Barrier								
62	Material	3,120.00					3,120.00		
63	Labor	4,099.00					4,099.00		
64									
65	Advance Builders - Roofing Sub								
66	Corridor & Canopy - Materials	11,500.00					11,500.00		
67	Corridor & Canopy - Labor	11,200.00					11,200.00		
68	Corridor & Canopy - Misc.	1,200.00					1,200.00		
69	Repair Existing - Material	13,000.00	650.00	2,600.00		3,250.00	9,750.00	25%	162.50
70	Repair Existing - Labor	25,000.00	1,250.00	5,000.00		6,250.00	18,750.00	25%	312.50
71	Repair Existing - Misc.	1,500.00	75.00	300.00		375.00	1,125.00	25%	18.75
72	Mat & Labor for Chimney Demo	1,800.00					1,800.00		
73									
74	Merit Const. Co. - Smoke Vents & Roof Hatches								
75	Material	4,834.00	4,834.00			4,834.00		100%	241.70
76	Labor	3,469.00					3,469.00		
77									
78	Merit Const. Co. - Firesafing & Caulking								
79	Material	7,070.00	2,828.00	1,414.00		4,242.00	2,828.00	60%	212.10
80	Labor	3,776.00	1,510.00	756.00		2,266.00	1,510.00	60%	113.30
81									
82	Division 8								
83	Merit Const. Co. - Doors & Hardware								
84	Labor	21,996.00	7,039.00	6,599.00		13,638.00	8,358.00	62%	681.90
85	Walsh Door Co.-Door/HW Supplier	53,669.00	48,297.00			48,297.00	5,372.00	90%	2,414.85
86									
87	Merit Const. Co. - Access Doors								
88	Labor	1,734.00		867.00		867.00	867.00	50%	43.35
89	Nystrom - Access Door Supplier	12,776.00	12,776.00			12,776.00		100%	638.80
90									
91	Wayne Dalton Door-Coiling Door Sub	2,110.00	2,110.00			2,110.00		100%	105.50
92									
93	Oskaloosa Glass-Glass & Glazing Sub	107,340.00	103,046.00			103,046.00	4,294.00	96%	5,152.30

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			From Previous Application (D + E)							
125	Division 10									
126	Todd Hoffman Designs - Signage Sub	8,661.00	476.00			7,232.00	7,708.00	89%	953.00	385.40
127	Merit Const. Co.-Misc. Div 10									
	Specialties									
128	Labor	10,794.00	8,096.00	2,698.00			10,794.00	100%		539.70
129	EPCO - Misc. Div 10 Supplier	15,308.00	13,777.00	1,531.00			15,308.00	100%		765.40
130										
131										
132	Division 12									
133	Prairie's Edge-Window Treatment Sub	2,561.00	1,200.00				1,200.00	47%	1,361.00	60.00
134										
135	Division 21									
136	Summit - Fire Sprinkler Sub									
137	Design & Shop Drawings	21,280.00	21,280.00				21,280.00	100%		1,064.00
138	Fabrication	18,914.00	18,914.00				18,914.00	100%		945.70
139	Field Labor	101,114.00	91,003.00	4,044.00			95,047.00	94%	6,067.00	4,752.35
140	Material	102,917.00	102,917.00				102,917.00	100%		5,145.85
141										
142	Division 22 & 23									
143	A-One Geothermal-Geothermal Sub									
144	Loops/Grout	140,441.00	140,441.00				140,441.00	100%		7,022.05
145	Equipment/Labor - Drilling	171,700.00	171,700.00				171,700.00	100%		8,585.00
146	Headers/Fittings	22,326.00	22,326.00				22,326.00	100%		1,116.30
147	Equipment/Labor - Headering	58,000.00	58,000.00				58,000.00	100%		2,900.00
148	Vault	36,697.00	36,697.00				36,697.00	100%		1,834.85
149	Inhibitors	1,943.00	1,943.00				1,943.00	100%		97.15
150	Equipment/Labor - Purging	5,000.00	5,000.00				5,000.00	100%		250.00
151										
152	Manning-Seivert - Mechanical Sub									
153	Bond	24,710.00	24,710.00				24,710.00	100%		1,235.50
154	Plumbing Mobilization	6,000.00	4,500.00				4,500.00	75%	1,500.00	225.00
155	22 0501 Material	18,000.00	11,500.00	1,000.00			12,500.00	69%	5,500.00	625.00
156	22 0501 Labor	110,792.00	62,792.00				62,792.00	57%	48,000.00	3,139.60
157	22 0519 Material	800.00	800.00				800.00	100%		40.00

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A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C - G)	J Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period					
158	Manning-Seivert - Mechanical Sub								
159	22 0519 Labor	500.00	500.00			500.00	100%		25.00
160	22 0553 Material	5,200.00	4,500.00			4,500.00	87%	700.00	225.00
161	22 0553 Labor	2,200.00	1,750.00			1,750.00	80%	450.00	87.50
162	22 0719 Material	20,000.00	19,000.00	500.00		19,500.00	98%	500.00	975.00
163	22 0719 Labor	28,000.00	27,000.00	500.00		27,500.00	98%	500.00	1,375.00
164	22 1005 Material	77,997.00	76,700.00			76,700.00	98%	1,297.00	3,835.00
165	22 1005 Labor	212,000.00	163,000.00	4,000.00		167,000.00	79%	45,000.00	8,350.00
166	22 1006 Material	7,611.00	6,500.00			6,500.00	85%	1,111.00	325.00
167	22 1006 Labor	4,400.00	3,000.00			3,000.00	68%	1,400.00	150.00
168	22 3000 Material	59,623.00	59,000.00			59,000.00	99%	623.00	2,950.00
169	22 3000 Labor	10,000.00	5,000.00			5,000.00	50%	5,000.00	250.00
170	22 4000 Material	42,101.00	37,000.00			37,000.00	88%	5,101.00	1,850.00
171	22 4000 Labor	30,000.00	27,000.00			27,000.00	90%	3,000.00	1,350.00
172	22 0593 Labor	72,840.00						72,840.00	
173	HVAC Mobilization	2,000.00	2,000.00			2,000.00	100%		100.00
174	23 0501 Material	782.00						782.00	
175	23 0501 Labor	8,996.00	2,425.00	1,850.00		4,275.00	48%	4,721.00	213.75
176	23 0713 Material	20,000.00	19,000.00	500.00		19,500.00	98%	500.00	975.00
177	23 0713 Labor	30,000.00	28,100.00	500.00		28,600.00	95%	1,400.00	1,430.00
178	23 0719 Material	20,500.00	20,010.00			20,010.00	98%	490.00	1,000.50
179	23 0719 Labor	30,325.00	28,325.00			28,325.00	93%	2,000.00	1,416.25
180	23 0913 Material	84,678.00	67,254.00	3,820.00		71,074.00	84%	13,604.00	3,553.70
181	23 0913 Labor	127,017.00	76,697.00	11,000.00		87,697.00	69%	39,320.00	4,384.85
182	23 2114 Material	29,070.00	27,070.00			27,070.00	93%	2,000.00	1,353.50
183	23 2114 Labor	10,000.00	9,000.00			9,000.00	90%	1,000.00	450.00
184	23 2123 Material	21,952.00	21,952.00			21,952.00	100%		1,097.60
185	23 2123 Labor	16,000.00	16,000.00			16,000.00	100%		800.00
186	23 2500 Material	3,200.00	3,200.00			3,200.00	100%		160.00
187	23 2500 Labor	4,000.00	4,000.00			4,000.00	100%		200.00
188	23 2113 Material	120,219.00	114,219.00			114,219.00	95%	6,000.00	5,710.95
189	23 2113 Labor	220,000.00	187,000.00	10,000.00		197,000.00	90%	23,000.00	9,850.00
190	23 3100 Material	129,323.00	121,948.00	2,925.00		124,873.00	97%	4,450.00	6,243.65

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 092-16
 APPLICATION DATE: 07/07/14
 PERIOD TO: 06/30/14
 ARCHITECT'S PROJECT NO.:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Presently Stored (not in D or E)	G Total Completed and Stored To Date (D+E+F)		H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)				% (G / C)			
191	Manning-Seivert - Mechanical Sub									
192	23 3100 Labor	141,610.00	127,106.00				127,106.00	90%	14,504.00	6,355.30
193	23 3300 Material	5,372.00	4,846.00	526.00			5,372.00	100%		268.60
194	23 3300 Labor	1,088.00	845.00	243.00			1,088.00	100%		54.40
195	23 3319 Material	2,080.00	2,080.00				2,080.00	100%		104.00
196	23 3319 Labor	408.00	300.00	108.00			408.00	100%		20.40
197	23 3423 Material	2,326.00	2,326.00				2,326.00	100%		116.30
198	23 3423 Labor	10.00							10.00	
199	23 3700 Material	35,836.00	33,162.00	2,674.00			35,836.00	100%		1,791.80
200	23 3700 Labor	19,482.00	9,690.00	1,500.00			11,190.00	57%	8,292.00	559.50
201	23 3813 Material	13,900.00	13,900.00				13,900.00	100%		695.00
202	23 3813 Labor	816.00							816.00	
203	23 7223 & 23 7413 Material	724,632.00	674,360.00	20,300.00			694,660.00	96%	29,972.00	34,733.00
204	23 7223 & 23 7413 Labor	20,196.00	8,225.00	2,110.00			10,335.00	51%	9,861.00	516.75
205	23 8125 Material	27,291.00	27,291.00				27,291.00	100%		1,364.55
206	23 8125 Labor	816.00	150.00				150.00	18%	666.00	7.50
207	23 8127 Material	369,138.00	369,138.00				369,138.00	100%		18,456.90
208	23 8127 Labor	21,862.00	12,951.00				12,951.00	59%	8,911.00	647.55
209	23 8216 Material	94,180.00	55,143.00			39,037.00	94,180.00	100%		4,709.00
210	23 8216 Labor	2,856.00							2,856.00	
211										
212	Merit Const. Co. - Demo for Mechanical									
213	Material	47,504.00	32,778.00	4,750.00			37,528.00	79%	9,976.00	1,876.40
214	Labor	40,546.00	27,977.00	4,054.00			32,031.00	79%	8,515.00	1,601.55
215										
216	Division 26, 27 & 28									
217	Van Maanen Electric - Electrical Sub									
218	Minor Electrical Demo Labor Mate	4,600.00	3,680.00	230.00			3,910.00	85%	690.00	195.50
219	Minor Electrical Demo Labor	7,800.00	6,240.00	390.00			6,630.00	85%	1,170.00	331.50
220	Low-Voltage Power conductors & Cables (600V & Less) Material	199,000.00	167,160.00			2,240.00	169,400.00	85%	29,600.00	8,470.00
221	Low-Voltage Power conductors & Cables (600V & Less) Labor	68,000.00	57,300.00				57,300.00	84%	10,700.00	2,865.00
222	Grounding & Bonding for Electrical Systems Material	1,200.00	980.00				980.00	82%	220.00	49.00
223	Grounding & Bonding for Electrical Systems Labor	1,200.00	960.00	60.00			1,020.00	85%	180.00	51.00

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 092-16
 APPLICATION DATE: 07/07/14
 PERIOD TO: 06/30/14
 ARCHITECT'S PROJECT NO.:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (not in D or E)	G Total Completed and Stored To Date (D+E+F)		H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period		% (G / C)			
224	Division 26, 27 & 28								
225	Van Maanen Electric - Electrical Sub								
226	Hangers & Supports for Electrical Systems Material	9,700.00	8,301.00			8,301.00	86%	1,399.00	415.05
227	Hangers & Supports for Electrical Systems Labor	9,700.00	8,245.00			8,245.00	85%	1,455.00	412.25
228	Conduit Material	32,150.00	27,747.00	1,607.00		29,354.00	91%	2,796.00	1,467.70
229	Conduit Labor	71,000.00	60,705.00	3,550.00		64,255.00	91%	6,745.00	3,212.75
230	Surface Raceways Material	5,100.00	4,335.00	255.00		4,590.00	90%	510.00	229.50
231	Surface Raceways Labor	7,800.00	6,630.00	390.00		7,020.00	90%	780.00	351.00
232	Cable Trays for Electrical Systems Material	1,200.00	960.00	60.00		1,020.00	85%	180.00	51.00
233	Cable Trays for Electrical Systems Labor	1,200.00	960.00	60.00		1,020.00	85%	180.00	51.00
234	Boxes Material	9,800.00	8,134.00	231.00		8,365.00	85%	1,435.00	418.25
235	Boxes Labor	10,800.00	8,910.00	540.00		9,450.00	88%	1,350.00	472.50
236	Identification for Electrical Systems Material	1,200.00	984.00	40.00		1,024.00	85%	176.00	51.20
237	Identification for Electrical Systems Labor	1,200.00	984.00	60.00		1,044.00	87%	156.00	52.20
238	Enclosed Contractors Material	7,900.00	6,715.00		70.00	6,785.00	86%	1,115.00	339.25
239	Enclosed Contractors Labor	6,100.00	5,185.00			5,185.00	85%	915.00	259.25
240	Lighting Control Devices Material	23,500.00	17,298.00	1,175.00		18,473.00	79%	5,027.00	923.65
241	Lighting Control Devices Labor	9,800.00	7,350.00	490.00		7,840.00	80%	1,960.00	392.00
242	Electric Heating Material	30,700.00	19,955.00	3,070.00	7,675.00	30,700.00	100%		1,535.00
243	Electric Heating Labor	9,500.00	6,175.00	950.00		7,125.00	75%	2,375.00	356.25
244	Switchboards Material	34,200.00	32,400.00			32,400.00	95%	1,800.00	1,620.00
245	Switchboards Labor	17,800.00	17,360.00			17,360.00	98%	440.00	868.00
246	Panelboards Material	14,500.00	12,325.00		2,175.00	14,500.00	100%		725.00
247	Panelboards Labor	16,000.00	13,600.00			13,600.00	85%	2,400.00	680.00
248	Electrical Service Entrance Mater	16,850.00	16,850.00			16,850.00	100%		842.50
249	Electrical Service Entrance Labor	14,500.00	14,500.00			14,500.00	100%		725.00
250	Equipment Wiring Material	12,069.00	9,649.00	603.00		10,252.00	85%	1,817.00	512.60
251	Equipment Wiring Labor	12,000.00	9,600.00	600.00		10,200.00	85%	1,800.00	510.00
252	Wiring Devices Material	9,800.00	7,550.00	490.00		8,040.00	82%	1,760.00	402.00
253	Wiring Devices Labor	9,800.00	7,550.00	490.00		8,040.00	82%	1,760.00	402.00
254	Fuses Material	1,600.00	1,360.00			1,360.00	85%	240.00	68.00

APPLICATION AND CERTIFICATE FOR PAYMENT,
 containing Contractor's signed Certification, is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 092-16
 APPLICATION DATE: 07/07/14
 PERIOD TO: 06/30/14
 ARCHITECT'S PROJECT NO.:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (not in D or E)	G		H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period		Total Completed and Stored To Date (D+E+F)	% (G / C)		
286	Change Order No. 001	571.52	571.52			571.52	100%		28.58
287									
288	Change Order No. 002	(13,161.52)	(13,161.52)			(13,161.52)	100%		(658.09)
289									
290	Change Order No. 003	8,500.21	8,500.21			8,500.21	100%		425.01
291									
292	Change Order No. 004	15,599.52	15,599.52			15,599.52	100%		779.98
293									
294	Change Order No. 005	50,546.75	50,546.75			50,546.75	100%		2,527.34
295									
296	Change Order No. 006	8,935.70	8,935.70			8,935.70	100%		446.80
297									
298	Change Order No. 007	19,752.53	19,752.53			19,752.53	100%		987.63
299									
300	Change Order No. 008	49,015.19	49,015.19			49,015.19	100%		2,450.76
301									
302	Change Order No. 009	6,237.95	4,367.00	1,870.95		6,237.95	100%		311.90
303									
304	Change Order No. 010	29,317.77	7,329.00	16,125.00		23,454.00	80%	5,863.77	1,172.70
305									
306	Change Order No. 011	9,634.25		963.00		963.00	10%	8,671.25	48.15
307									
308	Change Order No. 012	26,346.93		23,449.00		23,449.00	89%	2,897.93	1,172.45
309									
310									
311									
312									
313									
314									
315									
316									
		7,505,696.80	6,095,361.90	359,750.99	200,123.00	6,655,235.89	89%	850,460.91	332,761.79

Montezuma Community School
Board Meeting
July 16, 2014

Agenda Item: G2. Construction Change Order #013

Information:

- Item 1: Replace auto operator buttons at doors 001 and 002 with wireless buttons for an additional \$160.95
- Item 2: Abandon piping in 1928 building tunnels for a deduction of (\$2,450)
- Item 3: Delete reception desk in administration area for a deduction of (\$1,229.84)
- Item 4: Provide and install conduit and wiring for owner provided security controls for an additional \$2,054.42
- Item 5: Remove window blinds from rooms 003, 005, 006, 007, 008, 011, 013, 014 and 015 for a deduction of (\$1,361)

Recommended Motion:

Move to accept change order items 1-5 for a total deduction of (\$2,825.42)

Record of Vote:

	Y/N
_____ Pete Ross	_____
_____ Doug Johnston	_____
_____ Jason Meyer	_____
_____ Stacie Cameron	_____
_____ Vince Johnson	_____

Montezuma Community School
Board Meeting
July 16, 2014

Agenda Item: G3. ½ of 200 Series Policies for 1st reading

Information:

- 200 Legal Status of the Board of Directors
 - 200.1 Role of the Board of Directors
 - 200.2 Organization of the Board of Directors
 - 200.3 Powers of the Board of Directors
 - 200.4 Responsibilities of the Board of Directors
- 201 Board of Directors' Elections
- 202 Board of Directors Members
 - 202.1 Qualifications
 - 202.2 Oath of Office
 - 202.3 Term of Office
 - 202.4 Vacancies
 - 202.5 Individual Authority
- 203 Board of Directors' Conflict of Interest
- 204 Code of Ethics
- 205 Security and Protection
 - 205.1 Board Security and Protection
 - 205.2 Board Member Liability
- 206 Board of Directors' Officers
 - 206.1 President
 - 206.2 Vice President
 - 206.3 Secretary-Treasurer

Recommended Motion: Approve policies 200 through 206.3 on 1st reading.

Alternate Motion:

Record of Vote:

	Y/N
_____ Pete Ross	_____
_____ Doug Johnston	_____
_____ Jason Meyer	_____
_____ Stacie Cameron	_____
_____ Vince Johnson	_____

ROLE OF THE BOARD OF DIRECTORS

In this series of the board policy manual, the board defines its role in the governance of the school district and how it will carry out that role in the school district.

The ultimate goal of the board is to achieve the educational philosophy of the school district. As school officials elected by the members of the school district community, the board shall strive to represent the needs and wishes of the members of the school district community in its deliberations and actions.

While the board shall be aware of the desires of the school district community, the needs of the students in the Montezuma Community School District shall be considered above others. The board strives to meet the needs of the students through evaluation of the financial and educational benefits of the various alternatives available to the board and the school district.

Legal Reference: Iowa Code 356, .11A: 279,8: 280.12 (2010).
281 I.A.C. 12.3 (3).

Cross Reference: 101 Educational Philosophy of the School District
210 Board of Directors' Management Procedures

Approved 10/20/10 Reviewed 9/22/10 Revised _____

ORGANIZATION OF THE BOARD OF THE DIRECTORS

The Montezuma Community School District board is authorized by and derives its organization from Iowa law. The board will consist of five board members. Board members are elected at-large.

The board is organized for the purpose of setting policy and providing general direction for the school district. The board will hold its organizational meeting each year at the first regular meeting following the canvass of votes. The retiring board will transfer materials, including the board policy manual, and responsibility to the new board.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business and review the school election results. The retiring board will adjourn and the new board will then begin. The board secretary will administer the oath of office to the newly elected board members. The board secretary will preside while the new board elects the president and vice-president of the new board.

Legal Reference: Iowa Code §§ 274.2; 275.23, .28, .31; 279.1, .5, .7, .8 , .
33 (2010).
281 I.A.C. 12.3(2).

Cross Reference: 202 Board of Directors Members
206.1 President
206.2 Vice-President
210 Board of Directors' Meetings

Approved 10/20/10 Reviewed 9/22/10 Revised _____

POWERS OF THE BOARD OF DIRECTORS

The board of the Montezuma Community School District, acting on behalf of the school district, will have jurisdiction over school matters within the territory of the school district.

The board is empowered to make policy for its own governance, for employees, for students and for school district facilities. The board is also empowered to enforce its policies. The board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the school district.

The board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the express powers.

Legal Reference: Board of Directors of Ind. School Dist. Of Waterloo v. Green, 259 Iowa 1260, 147 N.W. 2d 854 (1967)
Iowa Code §§ 28E; 274.1-2; 279.8 (2010).
1990 Op. Att’y Gen. 66.

Cross Reference: 209 Board of Directors’ Management Procedures

Approved 10/20/10 Reviewed 9/22/10 Revised _____

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The board is authorized to govern the school district which it oversees. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty and evaluative duty.

As a representative of the citizens of the school district community, the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the board, under the board's executive duty, to select its chief executive officer, the superintendent, to operate the school district on the board's behalf. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy.

The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and ancillary services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy and goals for the school district.

Legal Reference: Iowa Code §§ 274.1; 279.1, .8, .20; 280.12 (2007).
281 I.A.C. 12.3(2).

Cross Reference: 101 Educational Philosophy of the School District
103 Long-Range Needs Assessment
209 Board of Directors' Management Procedures
600 Goals and Objectives of the Education Program

Approved _____

Reviewed 10/17/07

Revised _____

MONTEZUMA COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTOR

BOARD OF DIRECTORS' ELECTIONS

The annual school election takes place on the second Tuesday in September of odd-number years. Each annual school election is used to elect citizens to the board to maintain a five- member board and to address other questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, consistent with the deadlines provided in Iowa law.

If a vacancy occurs on the board it may be filled by appointment within 30 days of the vacancy. If the board does not fill the vacancy by appointment, the board secretary will call a special election to fill the vacancy. Candidates for a seat created by a vacancy must file their nomination papers consistent with the deadlines provided in Iowa law.

All elections will be held as provided in Iowa law. It is the responsibility of the county commissioner of elections to conduct school elections.

Legal Reference: Iowa Code §§ 39; 45; 47-53; 56-57; 63, 69; 274.7; 277; 278.1, 279.7 (2010).

Cross Reference: 202 Board of Directors Members
203 Board of Directors' Conflict of Interest

Approved 10/20/10

Reviewed 9/22/10

Revised_____

QUALIFICATIONS

Serving on the board of directors is an honor and privilege. Its rewards are respect from the community, students, and employees and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Citizens wanting to run for a position on the board must be a citizen of the school district, an eligible elector of the district and free from a financial conflict of interest with the position.

Legal Reference: Iowa Code §§ 63; 68B; 277.4, .27; 279.7A (2010).

Cross Reference: 201 Board of Directors' Elections
202.4 Vacancies
203 Board of Directors' Conflict of Interest

Approved 10/20/10 Reviewed 9/22/10 Revised _____

OATH OF OFFICE

Board members are officials of the state. As a public official, each board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability.

Each newly-elected board member will take the oath of office prior to any action taken as a school official. The oath of office is taken by each new board member elected at the annual school election at or before the organizational meeting of the board. In the event of an appointment or special election to fill a vacancy, the new board member will take the oath of office within ten days of the appointment or election.

Board members elected to offices of the board will also take the same oath of office but replacing the office of board member with the title of the office to which they were elected.

The oath of office is administered by the board secretary and does not need to be given at a board meeting. In the event the board secretary is absent, the oath is administered by another board member.

"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the state of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of _____ (naming the office) in Montezuma Community School District as now and hereafter required by law?"

Legal Reference: Iowa Code §§ 277.28; 279.1, .6 (2010).

Cross Reference: 200.1 Organization of the Board of Directors
201 Board of Directors' Elections
202 Board of Directors Members
204 Code of Ethics
206 Board of Directors' Officers

Approved 10/20/10 Reviewed 9/22/10 Revised _____

TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in September serve for four (4) years. Board members appointed to fill a vacant position will serve until the next scheduled school election. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6-.7 (2010).

Cross Reference: 201 Board of Directors' Elections
202 Board of Directors Members

Approved 10/20/10

Reviewed 9/22/10

Revised _____

VACANCIES

A vacancy occurs when a board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to be properly elected, failure to qualify within the time fixed by law, failure to reside in the school district or director district, a court order declaring the seat vacant, conviction of a felony, three violations of the open meetings law, or conviction of a public offense in violation of the oath of office.

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within 30 days of the vacancy. The newly-appointed board member will hold the position until the next scheduled school election.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs, the board secretary will call a special election to be held no sooner than 60 days and not later than 70 days after the vacancy occurred. A board member elected at the special election will serve the remaining portion of the unexpired term.

Legal Reference: Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).
Board of Directors of Grimes Independent School Dist. v. County Board of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965).
Board of Directors of Menlo Consol. School Dist. v. Blakesburg, 240 Iowa 910, 36 N.W.2d 751 (1949).
Iowa Code §§ 21.6(3)(d); 69; 277.29-.30; 279.6-.7 (2010).
1944 Op. Att'y Gen. 39.

Cross Reference: 201 Board of Directors' Elections
202 Board of Directors Members

Approved 10/20/10 Reviewed 9/22/10 Revised

INDIVIDUAL AUTHORITY

School districts are governed by an elected board of directors of the school corporation. The board operates as a corporate body, and only the board may make decisions regarding the education program and operations of the school district and to take action affecting the school district.

Individual board members exercise their authority as a board member when they vote to take action at a board meeting. Individual board members, alone, have no authority to make decisions or take action to affect the management of the school district. Without the consent of the board, an individual board member has no authority to act on behalf of the district or the board.

It shall be the responsibility of each board member and the superintendent to educate the public the employees and the students of the limits of the board member's authority.

Legal Reference: School Dist. Of Soldier Tp., Crawford Co. v. Moeller, 247 Iowa 239, 73N.W. 2d 43 (1955).

Beers v. Lasher, 209 Iowa 1158, 229 N.W. 821 (1930).

Andrew v. Stuart Savings Bank, 204 Iowa 570, 215 N.W. 807 (1927).

Iowa Code 274.7; 279.8 (2010).

281 I.A.C. 12.1 (2).

Cross Reference: 204 Code of Ethics

Approved 10/20/10 Reviewed 9/22/10 Revised_____

BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for a school textbook or school supply company doing business with the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the board member does not exceed \$2,500 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily competitively bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

Approved 11/16/11

Reviewed _____

Revised 10/29/11

BOARD OF DIRECTORS' CONFLICT OF INTEREST

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment of or activity. If the activity or employment falls under (3), then the board member must:

- Cease the outside employment or activity; or,
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, employees will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the employee, employee's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It is the responsibility of each board member to be aware of and take the action necessary to eliminate a potential conflict of interest should it arise.

Legal Reference: Iowa Code §§ 39.1, .2; 68B, 71.1; 277.27; 279.7A; 301.28 (2011).
1990 Op. Att'y Gen. 37.
1988 Op. Att'y Gen. 21.
1986 Op. Att'y Gen. 10.
1984 Op. Att'y Gen. 23.
1982 Op. Att'y Gen. 302.
1978 Op. Att'y Gen. 295.
1976 Op. Att'y Gen. 89.
1974 Op. Att'y Gen. 137.
1936 Op. Att'y Gen. 237.

Cross Reference: 201 Board of Directors' Elections
202.1 Qualifications
204 Code of Ethics
216.3 Board of Directors' Member Compensation and Expenses
217 Gifts to Board of Directors
401.3 Nepotism

CODE OF ETHICS

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

Approved 10/20/10

Reviewed 9/22/10

Revised _____

CODE OF ETHICS

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, evaluative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the board adequately informed through oral and written reports.
7. I will vote to employ employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and the board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer

TO COOPERATE WITH OTHER SCHOOL BOARDS

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.

CODE OF ETHICS

3. I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.
4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.
5. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference: Iowa Code §§ 21.6(3)(d); 68B; 69; 277.28; 279.7A, 279.8, 301.28 (2010).

Cross Reference: 202 Board of Directors Members
203 Board of Directors' Conflict of Interest

BOARD SECURITY AND PROTECTION

Public bodies must feel free to meet in the public setting as required by law without concern of risk of personal injury. The board shall take whatever action is necessary to maintain an orderly board meeting, free from interference or interruption by spectators, and to keep the board members safe while complying with the open meetings law.

Individuals who threaten the board with violence or who are continuously disruptive may be asked to leave the meeting. If the individuals do not leave, the board may have law enforcement officials escort the individuals from the board meeting. The board shall hire a security officer if the board members' concern for safety or actions by spectators warrants it.

Legal Reference: Iowa Code 21.7; 279.8; 716.7 (2010).

Cross Reference: 215 Public Participation in Board Meetings
904. Public Conduct on School Premises

Approved 10/20/10 Reviewed 9/22/10 Revised_____

BOARD MEMBER LIABILITY

Board members will not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members will act in good faith.

The school district will defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless the act constitutes a willful or wanton act or omission. However, the school district will not save harmless or indemnify board members for punitive damages.

Legal Reference: Wood v. Strickland, 420 U.S. 308 (1975).
42 U.S.C. §§ 1983, 1985 (2004).
Iowa Code ch. 670 (2010).

Cross Reference: 709 Insurance Program

Approved 10/20/10 Reviewed 9/22/10 Revised

PRESIDENT

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board is elected by a majority vote at the organizational meeting each year to serve a one-year term of office.

The president, in addition to presiding at the board meetings, will take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. However, before making or seconding a motion, the board president will turn over control of the meeting to either the vice-president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

Legal Reference: Iowa Code §§ 279.1-.2; 291.1 (2010).

Cross Reference: 200.1 Organization of the Board of Directors
202.2 Oath of Office
206.2 Vice-President

Approved 10/20/10 Reviewed 9/22/10 Revised _____

VICE-PRESIDENT

If the board president is unable or unwilling to carry out the duties required, it is the responsibility of the Vice-President of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice-president will serve as president for the balance of the president's term of office, and a new vice-president will be elected.

The vice-president of the board will be elected by a majority vote at the organizational meeting each year to serve a one-year term of office.

The vice-president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice-president will take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

Legal Reference: Iowa Code § 279.5 (2010).

Cross Reference: 200.1 Organization of the Board of Directors
202.2 Oath of Office
206.1 President

Approved 10/20/10 Reviewed 9/22/10 Revised _____

SECRETARY-TREASURER

A board secretary-treasurer may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary-treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. It is the responsibility of the board to evaluate the board secretary-treasurer annually.

It is the responsibility of the board secretary-treasurer, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary-treasurer will also be responsible for filing the required reports with the Iowa Department of Education.

It is the responsibility of the secretary-treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It will also be the responsibility of the secretary-treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.

In the event the board secretary-treasurer is unable to fulfill the responsibilities set out by the board and the law, the superintendent will assume those duties until the board secretary-treasurer is able to resume the responsibility or a new board secretary-treasurer is appointed. The board secretary-treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 64; 279.3, .5, .7, .31-.33, .35; 291.2-.4, .6-.15; 299.10, .16 (2010).
281 I.A.C. 12.3(1).
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office
210.1 Annual Meeting
215 Board of Directors' Records
501.10 Truancy - Unexcused Absences
704.3 Investments
707 Fiscal Reports
708 Care, Maintenance and Disposal of School District Records

Approved 10/20/10

Reviewed 9/22/10

Revised _____

Montezuma Community School
Board Meeting
July 16, 2014

Agenda Item: G4. Resolution Ordering Election on the Question of Levying a Voter Approved Physical Plant and Equipment Property Tax

Information: See attachment for specific resolution information

Recommended Motion:

I move to introduce the following Resolution ordering an election on the question of levying a voter approved physical plant and equipment property tax and move its adoption.

(roll call vote needed)

Alternate Motion:

Record of Vote:

	Y/N
_____ Pete Ross	_____
_____ Doug Johnston	_____
_____ Jason Meyer	_____
_____ Stacie Cameron	_____
_____ Vince Johnson	_____

AGENDA ITEM

MONTEZUMA COMMUNITY SCHOOL DISTRICT

Resolution Ordering Election on the Question of Levying a Voter Approved Physical Plant and Equipment Property Tax

**NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE
CHAPTER 21 AND THE LOCAL RULES OF THE SCHOOL
DISTRICT.**

July 16, 2014

The Board of Directors of the Montezuma Community School District, in the County of Poweshiek, State of Iowa, met in _____ session, in the Montezuma School Elementary Library, 504 N. 4th Street, Montezuma, Iowa 50171, at 6:30 o'clock P.M., on the above date. There were present President _____, in the chair, and the following named Board Members:

Absent: _____

* * * * *

The President of the Board called the meeting to order. The Superintendent presented his recommendation that the form of ballot be approved and the election called on the question of levying a voter approved physical plant and equipment property tax, which must be approved by the Board and submitted to the County Commissioner of Elections at least 46 days prior to the election.

Director _____ introduced the following Resolution and moved its adoption. Director _____ seconded the motion to adopt. The roll was called and the vote was:

AYES: _____

NAYS: _____

The President declared the Resolution adopted as follows:

RESOLUTION ORDERING ELECTION ON THE QUESTION OF
LEVYING A VOTER APPROVED PHYSICAL PLANT AND
EQUIPMENT PROPERTY TAX

WHEREAS, this Board has determined that an election should be called on the question of levying a voter approved physical plant and equipment property tax.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEZUMA COMMUNITY SCHOOL DISTRICT, IN THE COUNTY OF POWESHIEK, STATE OF IOWA:

Section 1. That an election is called of the qualified electors of the Montezuma Community School District, in the County of Poweshiek, State of Iowa, on Tuesday, September 9, 2014. The following Proposition is approved, and the Secretary is authorized and directed to submit and file the Proposition for the Ballot with the Poweshiek County Commissioner of Elections at least 46 days prior to the election.

SHALL THE FOLLOWING PUBLIC MEASURE BE ADOPTED?

PROPOSITION _____

YES []

NO []

Shall the Board of Directors of the Montezuma Community School District, in the County of Poweshiek, State of Iowa, for the purpose of purchasing and improving grounds; constructing schoolhouses or buildings and opening roads to schoolhouses or buildings; purchasing of buildings; purchase, lease or lease-purchase of technology and equipment; paying debts contracted for the erection or construction of schoolhouses or buildings, not including interest on bonds; procuring or acquisition of libraries; repairing, remodeling, reconstructing, improving, or expanding the schoolhouses or buildings and additions to existing schoolhouses; expenditures for energy conservation; renting facilities under Chapter 28E; purchasing transportation equipment for transporting students; lease purchase option agreements for school buildings or equipment; purchasing equipment authorized by law; or for any purpose or purposes now or hereafter authorized by law, be authorized for a period of ten (10) years, to levy annually, a voter-approved physical plant and equipment property tax not to exceed One Dollar Thirty-Four Cents (\$1.34) per One Thousand Dollars (\$1,000) of the assessed valuation of the taxable property within the school district commencing with the levy for collection in the fiscal year ending June 30, 2016, or each year thereafter?

[END BALLOT LANGUAGE]

Section 2. That the notice of the election and ballot form used at the election shall be prepared in accordance with the provisions of the Iowa Code and Iowa Administrative Rules. The polls will be open from 12:00 o'clock Noon to 8:00 o'clock P.M.

Section 3. Poweshiek County, Iowa is the control county of this School District; this election will be conducted by the County Auditor as Commissioner of Elections.

Section 4. That the Election Board for the voting precinct or precincts be appointed by the County Commissioner of Elections, not less than 15 days before the date of the election, a certified copy of which appointment must be officially placed on file in the office of the Secretary.

Section 5. The Commissioner of Elections is requested and directed to make publication of the Notice of Election at least once, not less than four days nor more than twenty days prior to the date of the election, in a legal newspaper, printed wholly in the English language, as defined by Iowa Code section 618.3.

Section 6. *The Record*, a legal newspaper, is published within the District and is hereby designated to make the publication of the Notice of Election.

Section 7. That the County Commissioner of Elections shall prepare all ballots and election registers and other supplies as necessary for the proper and legal conduct of this election and the Secretary of the Board is authorized and directed to cooperate with the Commissioner of Elections in the preparation of the necessary proceedings.

Section 8. That the Secretary is directed to file a certified copy of this Resolution in the Office of the County Commissioner of Elections to constitute the "written notice" to the County Commissioner of Elections of the election date, required to be given by the governing body under the provisions of Iowa Code Chapter 47.

PASSED AND APPROVED this 16th day of July, 2014.

President of the Board of Directors

ATTEST:

Secretary of the Board of Directors

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF POWESHIEK)

I, the undersigned Secretary of the Board of Directors of the Montezuma Community School District, in the County of Poweshiek, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the School District showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that the meeting and all action was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board (a copy of the face sheet of the agenda being attached hereto) pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School District or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand this _____ day of _____, 2014.

Secretary of the Board of Directors of the
Montezuma Community School District

Montezuma Community School
Board Meeting
July 16, 2014

Agenda Item: H1. *Staff Resignations*

Information:

- 1.

Recommended Motion:

Approve resignations as presented.

Alternate Motion:

Record of Vote:

	Y/N
_____ Pete Ross	_____
_____ Doug Johnston	_____
_____ Jason Meyer	_____
_____ Stacie Cameron	_____
_____ Vince Johnson	_____

Montezuma Community School
Board Meeting
July 16, 2014

Agenda Item: H2. *Staff Appointments*

Information:

- 1. Lacey Taylor – .5 FTE Elementary Interventionist
- 2.

Recommended Motion: Approve the appointments as presented.

Alternate Motion:

Record of Vote:

	Y/N
_____ Pete Ross	_____
_____ Doug Johnston	_____
_____ Jason Meyer	_____
_____ Stacie Cameron	_____
_____ Vince Johnson	_____

Montezuma Community School
Board Meeting
July 16, 2014

Agenda Item: 11. *Board Secretary – Business Manger Report*

- 1.
- 2.

Montezuma Community School
Board Meeting
July 16, 2014

Agenda Item: 12. *Superintendent Report*

- 1.

Montezuma Community School
Board Meeting
July 14, 2014

Agenda Item: K. *Adjournment of meeting*

Information: Concludes the meeting.

Recommended Motion: That the Board adjourns the meeting.

Alternate Motion:

Record of Vote:

Y/N

_____ Pete Ross	_____
_____ Doug Johnston	_____
_____ Jason Meyer	_____
_____ Stacie Cameron	_____
_____ Vince Johnson	_____