



MISSION STATEMENT

The mission of the
Anamosa Community School District
is to provide **ALL** students
EDUCATIONAL OPPORTUNITIES
to **learn** and **achieve**
in a rapidly **changing** global
society.

**Anamosa Community School District
Board of Directors Regular Meeting
Administrative Offices Board Room
June 5, 2017 - 7:00 p.m.**

TENTATIVE AGENDA

- | | |
|--|---------|
| 1. Call to Order | Exhibit |
| 2. Roll Call and Determination of a Quorum | |
| 3. Adoption of Agenda | |
| 4. Communication from Individuals & Delegation | |
| Recognize Visitors & Community Input | |
| 5. Employee Resignations/Terminations | A |
| 6. Consent Agenda (Review & Approval) | |
| Personnel Appointments & Adjustments | B |

OLD BUSINESS

- | | |
|-------------------------------------|---|
| 1. School Board Member Replacement | C |
| 2. Donor Walls | D |
| 3. Fees 2017-2018 - Milk Per Carton | E |
| 4. Second Reading of Board Policies | F |

NEW BUSINESS

- | | |
|---|---|
| 1. Agreement for SubCentral Teacher Substitute Program | G |
| 2. Financial Management Software Access Agreement with Grant Wood AEA | H |
| 3. Food Service Procurement | I |
| 4. First Reading of Board Policies | J |
| 5. Golf Cart Rental Agreement - Summer 2017 | K |
| 6. Individual Career and Academic Planning District Plan | L |
| 7. Reduction of Secretary - Kids Club | M |
| 8. Staffing Review | N |

REPORTS

1. Administrative Reports
2. Superintendent Report
3. Committee Reports
4. Board Comments

ADJOURN

CLOSED SESSION - Evaluation

PER IOWA CODE §21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

IMPORTANT DATES

June 19, 2017 - Regular Board Meeting - 7:00 p.m.

July 17, 2017 - Regular Board Meeting - 7:00 p.m.

It is the policy of the Anamosa Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Superintendent Lisa Beames,

200 S. Gamaville Street, Anamosa, IA 52205, 319-462-4321, lbeames@anamosa.k12.ia.us

**BOARD OF EDUCATION MEETING
June 5, 2017**

ISSUE: Employee Resignations/Terminations

BACKGROUND:

Individual employee resignations, as outlined below, are recommended for approval.

<u>Employee Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
Joyce Johnson	6 th Grade Teacher	Personal	End of 16-17 School Year
Gary Otting	8 th Grade Assistant Boys' Basketball Coach	Personal	Immediately
April Rundquist	7 th /8 th Grade Assistant Girls' Track Coach	Personal	Immediately
Caroline Kipp-Sutliff	Assistant Varsity Girls' Basketball Coach	Personal	Immediately
Victoria Forrester	Dance Coach/Advisor	Personal	Immediately

THE RECOMMENDATION IS:

"The Board of Education approves the employee resignation of Joyce Johnson, 6th Grade Teacher, effective at the end of the 16-17 school year."

"The Board of Education approves the employee resignation of Gary Otting, 8th Grade Assistant Boys' Basketball Coach, effective immediately."

"The Board of Education approves the employee resignation of April Rundquist, 7th/8th Grade Assistant Girls' Track Coach, effective immediately."

"The Board of Education approves the employee resignation of Caroline Kipp-Sutliff, Assistant Varsity Girls' Basketball Coach, effective immediately."

"The Board of Education approves the employee resignation of Victoria Forrester, Dance Coach/Advisor, effective immediately."

**BOARD OF EDUCATION MEETING
June 5, 2017**

ISSUE: Personnel Appointments and Adjustments

BACKGROUND:

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

THE RECOMMENDATION IS:

“The Board of Education approves the transfer of Angie Lawrence from High School Spanish Teacher to Middle School Instructional Coach for the 2017-2018 school year.

“The Board of Education approves the hire of Lucas Stanton, Weight Room Coordinator, effective June 6, 2017.”

PERSONNEL APPOINTMENTS & ADJUSTMENTS – 6-5-17

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

CLASSIFIED STAFF

COACHING/EXTRA-CURRICULAR

Lucas Stanton	Weight Room Coordinator	Open Position (Lansing)	June 6, 2017
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TEACHER LEADERSHIP COMPENSATION GRANT

Angie Lawrence	Transfer from High School Spanish Teacher to Instructional Coach - AMS	Open Position (Booth)	2017-2018 School Year
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DECLINE CONTRACT – INFORMATION ONLY

INFORMATION ONLY

BOARD OF EDUCATION MEETING
June 5, 2017

ISSUE: School Board Member Replacement

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

Two people who have expressed an interest in being appointed to the Board to replace Rob Sayre were interviewed by a board committee on Monday, May 22. The committee will have a recommendation for the Board at the meeting.

THE RECOMMENDATION IS:

“Appoint a replacement for Roy Sayre at this meeting. If the person is present, they can be sworn in. The replacement must be sworn in no later than 10 days after the appointment and can be sworn in at a time and place other than a regular board meeting.”

BOARD OF EDUCATION MEETING
June 5, 2017

ISSUE: Donor Walls

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

Final donor wall concepts for the Performing Arts Center, Kennedy Recognition and Ball fields are attached and will be presented.

Cost for each design:

Ball Fields - \$400.00

Performing Arts Center - \$5,500

Kennedy Plaque - \$2500, or .5% of their donation

THE RECOMMENDATION IS:

“Approve Donor Wall Concepts.”

*Together
we have
made
dreams
come
true*

\$500,000+

James & Ellen Kennedy
Minnie J. Dirks

\$100,000 - \$499,999

Fred & Winnie Williams
Rogers Concrete
Construction Inc. and
Rogers Ready Mix

\$25,000 - \$99,999

Matt & Beth McQuillen
Mike & Anna Mary Riniker
Anamosa Music Boosters
Anamosa School Foundation
Citizens Bank - Anamosa
Jones County Community
Foundation
Cletus & Olga McNamara
and the D.A. Downing Family

\$10,000 - \$24,999

Vic & Mary Jo Hamre
Dave & Betsy Remley
Abram Tubbs & Nicole Claussen
Gary & Joanne Weers
Anamosa Athletic Boosters
Anamosa Batting Facility
Project Donors
Dubuque Racing Association
Ellis & Mary Carol Lambertsen,
Dan & Marilyn Lambertsen, and
Shaun & Valerie Lambertsen

\$5,000 - \$4,999

Joel Andreesen
Chelsey Bildstein
Lon & Stephanie Bright
Bob & Charlene George
Jamie & Sally Meyer
Betty Remley
Daryl & Lisa Schepanski
Aaron & Deb Zumbach
Innovative Ag Services
Remley, Willems, McQuillen & Voss, LLP
River Valley Cooperative
Wapsi Physical Therapy

\$2,500 - \$4,999

Matt & Sonya Behrends
Varlyn & Jane Fink
Jon & Cecilia Hatcher
Lonnie & Erin Humpal
ACSD 150th Birthday Committee

\$1,000 - \$2,499

Larry & Kathleen Conney
In Memory of Ron Etscheidt
Dennis Hinrichs In Memory of Connie Hinrichs
Jim & Bridget Johnson
In Memory of Sandra McQuillen
Minger Family: Jeff, Sharon, Jesina & Kalli
Lori Shelton
Anamosa Community Foundation
Anamosa Softball Classes of 2020 and 2021
Jones Regional Medical Center

\$250 - \$999

In Memory of Mike Eddy	Maquoketa Valley Electric
Randy & Julie Goetz	Cooperative Employees:
Beth & Dennis Hora	- Jeff Glaszkemper
Barb Kleis	- Patty Manuel
Andy & Connie McKean	- Anna Mary Riniker
Anamosa Rotary Club	- Megan Ruley
	- Jackie White

Up to \$250

Rick & Patty Delagardelle	Tom & Jamie Nelson
Don & Marg Folkerts	Shari Neekhof
Tom & Judy Hart	Rebecca Snyder
Bill & Becky Knapp	Kent Stricker, AAMS / Edward Jones
Mark & Brenda Lehman	James & Beverly Taitman
Marilyn & Julie Lehman	AFSCME Local 2004
Paul & Verna Lewison	Class of 1999

Together we have made dreams come true

\$500,000 OR GREATER		\$100,000 - \$499,999
<p>James & Ellen Kennedy</p> <p>Minnie J. Dirks</p>		<p>Fred & Winnie Williams</p> <p>Rogers Concrete Construction Inc. and Rogers Ready Mix</p>
<p>\$25,000 - \$99,999</p> <p>Matt & Beth McQuillen</p> <p>Mike & Anna Mary Riniker</p> <p>Anamosa Music Boosters</p> <p>Anamosa School Foundation</p> <p>Citizens Bank - Anamosa</p> <p>Jones County Community Foundation</p> <p>Cletus & Olga McNamara and the D.A. Downing Family</p>	<p>\$10,000 - \$24,999</p> <p>Vic & Mary Jo Hamre</p> <p>Dave & Betsy Remley</p> <p>Abram Tubbs & Nicole Claussen</p> <p>Gary & Joanne Weers</p> <p>Anamosa Athletic Boosters</p> <p>Anamosa Batting Facility Project Donors</p> <p>Dubuque Racing Association</p> <p>Ellis & Mary Carol Lambertsen, Dan & Marilyn Lambertsen, and Shaun & Valerie Lambertsen</p>	<p>\$5,000 - \$9,999</p> <p>Joel Andreesen</p> <p>Chelsey Bildstein</p> <p>Lon & Stephanie Bright</p> <p>Bob & Charlene George</p> <p>Jamie & Sally Meyer</p> <p>Betty Remley</p> <p>Daryl & Lisa Schepanski</p> <p>Aaron & Deb Zumbach</p> <p>Innovative Ag Services</p> <p>Remley, Willems, McQuillen & Voss, LLP</p> <p>River Valley Cooperative</p> <p>Wapsi Physical Therapy</p>
<p>\$2,500 - \$4,999</p> <p>Matt & Sonya Behrendts</p> <p>Varlyn & Jane Fink</p> <p>Jon & Cecilia Hatcher</p> <p>Lonnie & Erin Humpal</p> <p>ACSD</p> <p>150th Birthday Committee</p>	<p>\$1,000 - \$2,499</p> <p>Larry & Kathleen Conney</p> <p>In Memory of Ron Eischeidt</p> <p>Dennis Hinrichs</p> <p>In Memory of Connie Hinrichs</p> <p>Jim & Bridget Johnson</p> <p>In Memory of Sandra McQuillen</p> <p>Minger Family</p> <p>Jeff, Sharon, Jessica & Kalli</p> <p>Lori Shelton</p> <p>Anamosa Community Foundation</p> <p>Anamosa Softball</p> <p>Classes of 2020 and 2021</p> <p>Jones Regional Medical Center</p>	<p>\$250 - \$999</p> <p>In Memory of Mike Eddy</p> <p>Randy & Julie Goetz</p> <p>Beth & Dennis Hora</p> <p>Barb Kleis</p> <p>Andy & Connie McKeon</p> <p>Anamosa Rotary Club</p> <p>Maquoketa Valley Electric</p> <p>Cooperative Employees</p> <p>- Jeff Gieskemper</p> <p>- Patty Manuel</p> <p>- Anna Mary Riniker</p> <p>- Megan Ruley</p> <p>- Jackie White</p>
<p>Up to \$250.00</p> <p>Rick & Patty Delagardelle</p> <p>Don & Marg Fokerts</p> <p>Tom & Judy Hart</p> <p>Bill & Becky Knadt</p> <p>Mark & Brenda Lehman</p> <p>Marilyn & Julie Leimann</p> <p>Paul & Verna Lewison</p> <p>Tom & Jamie Nelson</p> <p>Sherril Neelorst</p> <p>Rebecca Snyder</p> <p>Kent Strecher</p> <p>AMSC Edward Jones</p> <p>James & Beverly Tallman</p> <p>AFSCME Local 2204</p> <p>Class of 1959</p>		

Thank you for your support

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ELLEN KENNEDY Fine Arts Center

Ellen and James Kennedy donated \$500,000 to the construction of the new auditorium at Anamosa High School. This was the first donation from the community and was vital to jump start the building project. Their generous donation inspired many other contributions of time talent and treasure, to realize the construction of this wonderful facility for the Anamosa Community School District and the whole community of Anamosa.



Ellen has close family ties to Anamosa. Ellen's great-grandparents, John I. and Eleanor (Hier) Holt lived in Anamosa after they married in 1858. John was a Master Mason, and died in 1868, at age 38. Eleanor died in 1870, at age 36. They had 4 surviving children who were then sent to live with Mrs. Holt's siblings

James and Ellen bought Fidelity Bank & Trust in 1980 which had two branches at the time. Today the company operates bank offices in 22 communities in Iowa, Illinois, and Wisconsin. They have given generously to numerous Iowa communities. They decided to help fund a Fine Arts Center in Anamosa because of its potential to positively impact so many people.

A positive impact in our community

**BOARD OF EDUCATION MEETING
June 5, 2017**

ISSUE: Fees 2017-2018 – Milk Per Carton

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

Part of the policy committee work on meal charges focused on the impact of the cost of milk for snack and the impact it had on students and families. From these discussions, the desire to reduce the cost of milk to all students and families was presented. It is believed that this will provide greater access to all students at a cost that still makes it fiscally sound as a stand alone. The total impact on the nutrition account cannot be determined until implemented. The district will re-evaluate it at the end of 2017-2018 school year to determine the impact and ability to continue at this cost.

THE RECOMMENDATION IS:

“Reduce the cost of milk from .50 to .25 for the 2017-2018 school year with a re-evaluation at the end of said year to determine sustainability going forward.”

BOARD OF EDUCATION MEETING
June 5, 2017

ISSUE: Second Reading of Board Policies

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

The following policies are being presented for Second Reading:

905.1	Volunteer Services	
905.1R1	Volunteer Services Regulation	
905.1E1	Volunteer Disclosure Statement	
905.1E2	Volunteer Statement of Confidentiality	New Policy

THE RECOMMENDATION IS:

“Approve policies as presented for Second Reading.”

Volunteer Services

It is the policy of the Anamosa Community School District to encourage the use of volunteers in the various programs throughout the District for the purpose of enriching the learning of students at all levels. Volunteering should also be a fulfilling and rewarding opportunity for the volunteer.

A volunteer is a non-paid person functioning under the sponsorship of the Board of Education and at the direction of the responsible administrator/staff member.

The Anamosa Community School District shall be responsible for the direction of the district volunteer program and its compliance with all laws pertaining to volunteers which shall include the recruitment and retention of volunteers and the evaluation of the volunteer program.

The District will make every reasonable effort to provide a safe learning environment for students and its volunteers.

A standard background check will be completed for Level I volunteers (See Code No. 900.7-R).

The district office or designee will complete the following on all Level II volunteers:
A screening including Iowa Courts Online, Iowa Department of Corrections/Federal Bureau of Prisons and Iowa Sex Offender Registry.

The building administrator or his/her designee is responsible for administering and directing the school's volunteer program.

Background checks are good for five years from date of completion.

Approved 10/15/07
Revised 10/3/2011
Revised 1/16/12
Revised 8/17/15
Revised 6/5/17

VOLUNTEER SERVICES

The building administrator or his/her designee is responsible for administering and directing the school's volunteer program.

A. GENERAL PRINCIPLES AND REQUIREMENTS

The District values the work of its volunteers. All volunteers shall adhere to the following requirements:

1. Participate in volunteer training when required.
2. Work within the guidelines established by the responsible administrator/staff member.
3. Supply supplemental and supportive service.
4. Work under the direction and supervision of teachers or other members of the school staff.
5. Perform tasks assigned by their supervisor and approved by the responsible administrator, excluding access to student records.
6. Maintain strict confidentiality with all school or classroom information to which they have access while performing their volunteer activities.
7. Serve in an auxiliary capacity under the direction and supervision of professional school personnel. Volunteers do not have access to confidential files and records. Teachers, administrators, and volunteers shall be aware of all state and local policies, procedures, and laws relevant to volunteer responsibilities.

B. PROCEDURES FOR VOLUNTEERS

When beginning an assignment, a disclosure statement shall be collected on a separate card, reviewed and approved by the principal, and kept on file at each school for all Level I volunteers only.

Each time a volunteer enters the building, the following procedures will apply:

1. Report to the principal's office or other designated location and sign-in and sign-out, noting name, date, time of day, and length of volunteer service.
2. Wear a nametag provided by the school.

C. VOUNTEER TRAINING AND ORIENTATION

Training of volunteers shall include the following topics:

1. Clear understanding of their roles and responsibilities
2. Information about the school, its staff, educational programs, and activities
3. Rules, regulations, and day to day operations of the school
4. Sign-in procedures
5. Emergency procedures
6. Parking
7. Use of phones
8. Location of restrooms
9. Tobacco/Nicotine prohibition (See board policy # 905.4 – Tobacco/Nicotine Free Environment)
10. Specifics of their volunteer assignment
11. Start date

D. SCHOOL RESPONSIBILITIES FOR VOLUNTEERS

Each school Principal or designee will be responsible for the following:

1. Provide for or arrange for training sessions for its volunteers
2. Maintain a volunteer log
3. Maintain volunteer application forms and Disclosure Statements
4. Communicate regularly with volunteers
5. Thank and appreciate their volunteers

E. VOLUNTEER DESIGNATIONS

The District utilizes many types of volunteers who work in varying capacities. The types or categories are described below.

1. Level I

Volunteers who provide direct services to students on a regular basis and may be asked to assume some direct supervision of a student or group of students. Examples include, but are not limited to the following: one-to-one or small group tutoring; chaperon for an overnight event; sports coaches/assistants of school-sponsored teams.

2. Level II

Volunteers who provide limited services to students on an occasional basis and are not asked to assume direct supervision of students OR volunteers who occasionally assist with clerical duties in classrooms or offices. Examples include, but are not limited to the following: clerical assistant, classroom helper, library assistant, in-town trip chaperon.

3. Level III

Volunteers who are members of non-school organizations and groups that come to classrooms to present programs. Examples include, but are not limited to the following: outside resource speakers for classrooms or assemblies or Junior Achievement presenters.

4. Level IV

Volunteers who are members of school-related organizations, such as PTA, PTO, Booster Club, Advisory Committee and Concession Stand workers. These are included for record-keeping purposes only.

Legal Ref.: Iowa Code, Chapter 22 (2003)

Department of Education School Rules of Iowa, Chapter 11.4(5)

Approved 10/15/07

Reviewed 10/3/2011

Revised 1/16/12

Reviewed 8/17/15

Revised 6/5/17

Volunteer Disclosure Statement

It is the policy the Anamosa Community Schools Board of Education to make every reasonable effort to provide a safe learning environment for students and staff working with volunteers. Therefore, the District requires the following information from all Level 1 volunteers.

Current Date _____

School: _____ Teacher Last Name: _____

Please PRINT:

Volunteer _____
 Legal First Name Middle Name Last Name

Address _____ City _____ State _____ Zip _____

Phone Number _____ SSN _____ DOB _____

Signature _____ Date _____

Reason for volunteering _____
 Example: field trip, class party, classroom help, Watchdog

Do you have any record of alcohol or drug arrests? YES _____ NO _____

Have you ever been convicted of a felony? YES _____ NO _____

Have you ever been convicted, or had an administrative finding, of violating any law involving child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children? YES _____ NO _____

Do you currently have charges pending to the offenses listed above? YES _____ NO _____

A standard background check will be completed for Level I volunteers.

The district office or designee will complete the following on all Level II volunteers:

A screening including Iowa Courts Online, Iowa Department of Corrections/Federal Bureau of Prisons and Iowa Sex Offender Registry.

Background checks are good for five years from date of completion.

Approved 10/15/07

Revised 10/3/2011

Revised 1/16/12

Revised 8/17/15

Revised 6/5/17

Date form received in building _____

Volunteer Statement of Confidentiality

Our school is a vital part of the community. Respecting one's privacy and confidentiality is very important:

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well-being.
- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or principal.
- Parents, friends, or community members may, in good faith, ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student, even with members of your own family or his/her family.

Volunteer Liability and Indemnification

A volunteer shall at all times indemnify and hold harmless Anamosa Community Schools and its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any omissions or negligent acts of the volunteer.

I understand and agree that I will not disclose such confidential information except to school employees that have a need to know.

Signature

Printed name

Date

Approved _____

BOARD OF EDUCATION MEETING
June 5, 2017

ISSUE: Agreement for SubCentral Teacher Substitute Program

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

GWAEA provides a support service for attaining teacher substitutes. The cost for this service during the 2016-2017 school year was \$4,058.12. The cost of the service for the 2017-2018 school year will be \$4,405.66.

See attached agreement.

THE RECOMMENDATION IS:

“Approve the contract with GWAEA for SubCentral Teacher Substitute program for 2017-2018.”

**AGREEMENT TO PARTICIPATE IN SUBCENTRAL PROGRAM
BETWEEN
GRANT WOOD AREA EDUCATION AGENCY
AND
ANAMOSA COMMUNITY SCHOOL DISTRICT
(July 1, 2017 through June 30, 2018)**

This Agreement is between ANAMOSA COMMUNITY SCHOOL DISTRICT ("District") and Grant Wood Area Education Agency ("GWAEA").

The purpose of this Agreement is for District to participate in GWAEA's SubCentral system by which GWAEA assists the school districts in obtaining substitutes for the District to hire. Services under this Agreement shall begin on July 1, 2017 and end June 30, 2018.

GWAEA agrees to provide the following services:

1. Select, hire, train and supervise GWAEA employee(s) to provide SubCentral services to the District under this Agreement.
2. Assume all employment obligations pursuant to administering and supervising the GWAEA employee(s) who perform the SubCentral services called for under this Agreement.
3. Provide office space, email, voicemail, internet access and other necessary support services for GWAEA employee(s) responsible for the SubCentral program during the term of this Agreement.

STATUS OF GWAEA EMPLOYEES

The parties further agree:

1. The GWAEA employee(s) administering the SubCentral program at all times are subject to GWAEA's collective bargaining agreements, if applicable, operating procedures and policies. The parties agree that District is not an employer of the GWAEA employee(s) who administer the SubCentral system.
2. The GWAEA employee(s) will report to the designated GWAEA management staff member. The District may provide input to GWAEA's management staff member regarding the performance of the GWAEA employee(s) providing SubCentral services. All discipline and/or termination of employment decisions shall be made exclusively by GWAEA.
3. District agrees that any substitutes hired by the District with the help of the SubCentral program are strictly and only employees of the District and have absolutely no employer/employee relationship with GWAEA. GWAEA makes no representation that any particular substitute is competent or provides any recommendation for District's hiring decisions.

TERMS

I. Iowa Code § 279.69 Obligations

1. Iowa Code § 279.69 provides that prior to hiring a school employee, the District "shall have access to and shall review the information in the Iowa court information system available to the general public, the sex offender registry information under § 692A.121 available to the general public, the central registry for child abuse information established under § 235A.14, and the central registry for dependent adult abuse information established under § 235B.5 for information regarding the applicant."
2. In order to assist District in meeting this statutory obligation, GWAEA agrees to do the following:
 - (a) Provide District electronic access to: (1) criminal history information, sex offender registry information and child and dependent adult abuse registry information through its account under Iowa Code § 692.2 with Iowa's "single contract repository" ("SING"); and (2) professional licensure information available to the general public.
 - (b) GWAEA will provide an applicant with the waiver required by SING under by Iowa Code § 692.2(1)(b)(3) for the criminal history data that does not contain any disposition dates after eighteen months after arrest.
 - (c) GWAEA will provide the District information from Iowa Courts Online related to the applicant.
 - (d) GWAEA will obtain such information once during July or August of each year prior to the start of the regular school year (or any other month when the applicant first applies to participate in SubCentral). Each District will decide whether it is obligated to or wishes to update the information prior to the District making its hiring decision.
3. The ultimate responsibility under Iowa Code § 279.69 for the District to "have access to" and "review" the information provided by GWAEA is solely on the District.

II. Compliance with SING

1. As set forth above, GWAEA will obtain information from SING. As part of the SING criminal history check, GWAEA will obtain a waiver from the subject of the check.
2. The District agrees that any access to the information obtained from SING is only for official purposes. District delegates to GWAEA its right to obtain such information on behalf of the District or its superintendent as allowed by Iowa Code § 235A.15(2)(e)(16) and Iowa Code § 235B.6(2)(e)(8).
3. When a District accesses such information, it will alert GWAEA that it has received the information, the date it received it, the purpose for receiving it and GWAEA will forward a written record to the Central Abuse Registry within thirty (30) days of such redissemination. Iowa Code § 235A.17 and 235B.8.

III. Use of Criminal History Background Checks

1. To the extent District uses any criminal arrest or conviction information provided by GWAEA, District acknowledges that it has reviewed EEOC Enforcement Guidance No. 915-002 (4/25/12) regarding the appropriate use of such information in District's hiring decisions.

IV. Fair Credit Reporting Act Obligations

1. Information obtained by GWAEA may constitute a consumer report as defined by 15 U.S.C. § 1681a(d)(1)(B). The parties agree that GWAEA is not obtaining investigative consumer reports. 15 U.S.C. § 1691a(e).
2. District certifies it is receiving information to be used only for employment purposes. District has reviewed and agrees to comply with its obligations under the Fair Credit Reporting Act to provide all required notices and will comply with its terms. Any information District obtains will not be used in violation of any federal or state equal opportunity law or regulation. District certifies that it will provide notice required by Fair Credit Reporting Act including, but not limited to, the following:
 - (a) If District uses a consumer report for employment purposes, before taking any adverse action against the applicant, it will provide the pre-adverse action notification required by federal law (including a copy of the report and a summary of the applicant's rights). 15 U.S.C. § 1681b(b)(3)(A).
 - (b) If District actually takes adverse action, including failure to hire the applicant, District will provide the post-adverse action notification (including a copy of the report and a summary of the applicant's rights). 15 U.S.C. § 1681m(a).
3. As part of the online application process, GWAEA will provide the applicant, solely in a single form, the disclosure that school districts participating in SubCentral may obtain a consumer report for employment purposes and authorization from the applicant to obtain such a report (Attachment A).
4. GWAEA provides the District the attached "Summary of Your Rights Under the Fair Credit Reporting Act" (Attachment B) and the "Notice to Users of Consumer Reports: Obligations of Users Under FCRA" (Attachment C).

V. Indemnification

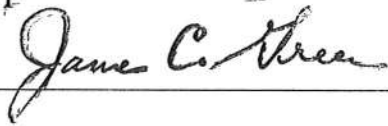
1. District agrees to defend, indemnify and hold GWAEA harmless from any claims, administrative claims, lawsuits or other actions taken against GWAEA by any applicant hired by District.

VI. Compensation

1. The District agrees to pay GWAEA an annual fee of \$4,405.66. This amount is determined by prorating the cost of SubCentral among each participating school district (based on the number of regular District employees enrolled in the system whose absences are covered by SubCentral).
2. Reimburse GWAEA for the billed services within thirty (30) days of receipt of the invoice.

**GRANT WOOD AREA EDUCATION
AGENCY**

By: _____



Title: Board President

Date: 05.10.2017

**ANAMOSA COMMUNITY SCHOOL
DISTRICT**

By: _____

Title: : _____

Date: _____

BOARD OF EDUCATION MEETING

June 5, 2017

ISSUE: Financial Management Software Access Agreement with GWAEA

CONTACT: Linda Von Behren, Business Manager

BACKGROUND:

The District uses financial management software from Grant Wood AEA. While the District has had an agreement regarding these services for many years, the content of the agreement has changed considerably. The agreement more clearly outlines GWAEA staff availability, services outside their typical scope will be billed an additional amount, among other points. While the changes are significant, they seem reasonable. It is not expected Anamosa will request services beyond those included in the agreement.

The financial management software includes the following components:

Accounts Payable	Accounts Receivable	Budgeting.
Fixed Assets	General Ledger	Human Resources
Payroll System	Leave System	Purchase Order System
Query Applications	Employee Self Service	
Various Interfaces to 3 rd Party Software		

The cost of these services is estimated to increase \$175 or 1.27% to \$14,000 for 2017-2018. The cost is based on school size and the size of the general fund operating budget. The fee is billed annually.

The complete agreement is attached for your review.

THE SUPERINTENDENT'S RECOMMENDATION IS:

“the Board of Education approve the Financial Management Software Access Agreement with Grant Wood Area Education Agency for 2017-2018.”

FINANCIAL MANAGEMENT SOFTWARE ACCESS AGREEMENT

This Agreement is entered into by and between Grant Wood Area Education Agency, (GWAEA) and the Licensee, (ANAMOSA COMMUNITY SCHOOL DISTRICT) as defined below.

1. Definitions.

- 1.1. "District" means a school district.
- 1.2. "Licensee" means a District whose funds are used to pay the License Fee.
- 1.3. "License Fee" means the amount of money listed in Exhibit A and received by GWAEA for the License granted below.
- 1.4. "License Period" means the time period listed in Exhibit A for which the License Fee has been paid for the License granted below.
- 1.5. "FM Software" means the financial management software provided by GWAEA as more fully described in Exhibit A.
- 1.6. "Use" means accessing and interacting with the FM Software.
- 1.7. "User" means an employee or contractor of the Licensee who uses the FM Software. See Exhibit A for the number of licensed Users.
- 1.8. "User Data" means information that is input by the Users, Licensee, or by GWAEA at the request of Licensee, while initializing, accessing, or using the FM Software.

2. Grant of License.

- 2.1. GWAEA grants the Licensee a non-exclusive, limited right to have installed or otherwise access one copy of the FM Software installed on one computer or virtual machine owned or controlled by GWAEA.
- 2.2. The license granted above is not sub-licensable.
- 2.3. All rights not specifically granted under this License are reserved by GWAEA.

3. Restrictions.

- 3.1. Licensee agrees, except as expressly permitted in the License, the FM Software may not be accessed, used, copied, translated, redistributed, retransmitted, published, sold, leased, marketed, sublicensed, assigned, disposed of, encumbered, transferred, altered, modified or enhanced, whether in whole or in part. Licensee may not remove any proprietary notices, marks, or labels from the FM Software.
- 3.2. To the extent that Licensee has access to the source code of FM Software, Licensee acknowledges that the source code remains a confidential trade secret. Licensee agrees that it has no license whatsoever to the source code and shall not disclose the source code under any circumstances or to otherwise inspect, copy, distribute, publish, display or modify the source code, nor compile or assemble the source code into executable files.

- 3.3. Licensee agrees not to reverse-engineer, de-compile or disassemble the FM Software, or make any attempt to discover the source code to the FM Software, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.
- 3.4. Licensee agrees to not attempt to break or evade any access controls, copy-control protections, or encryption utilized in the FM Software.
- 3.5. Licensee agrees not to assist others in doing what the Licensee is prohibited from doing.
- 3.6. Licensee agrees that any sublicenses that it grants under the License shall have the same restrictions on the conduct of the sublicensee as are in place on the Licensee. Licensee agrees that GWAEA may terminate this Agreement without warning if Licensee breaches this clause. Licensee indemnifies GWAEA for any damages that GWAEA may suffer to due Licensee's breach of this clause.

4. Obligations of GWAEA.

- 4.1. GWAEA shall be responsible for installation and maintenance of: 1) the FM Software; and 2) the physical hardware and any virtual machines utilized to operate the FM Software.
- 4.2. GWAEA shall provide Licensee with: 1) access to an instance of the FM Software that is dedicated to the exclusive use of the Licensee; or 2) if Licensee's User Data is segregated from User Data of third parties, access to an instance of the FM Software that is shared with third parties.
- 4.3. GWAEA shall provide Licensee with access to versions of the FM Software that are stable in GWAEA computing environment.
- 4.4. In general, the FM Software shall be available for use and access by Users 24 hours a day, 7 days a week, except for scheduled maintenance to take place at commercially reasonable times.
- 4.5. GWAEA will thoroughly investigate all problems reported by Licensee. GWAEA will make commercially reasonable efforts to correct the problem and GWAEA will provide: 1) a solution; or 2) confirmation that the FM Software works per design specifications. GWAEA will communicate regularly with the Licensee regarding the status of all problems and any solutions.
- 4.6. GWAEA shall provide support via telephone, email, and chat during regular business hours (7:30 am - 4:00 pm Central Time) Monday through Friday except holidays. GWAEA support staff may provide support for severe problems outside of regular business hours at its discretion or as otherwise agreed to by the Licensee. GWAEA shall not be required to provide in-person support.
- 4.7. GWAEA shall not provide support regarding computer or networking hardware installation, support, or maintenance.
- 4.8. GWAEA shall not be required to provide support regarding software other than the FM Software. If Licensee so requests, GWAEA may diagnose a software

problem to the extent of its capability. Software support will be charged per call at the then-current GWAEA pricing schedule.

- 4.9. Support requests will be prioritized by severity of the problem and handled in the order of most severe to least severe, with technical issues ahead of other problems and questions. Priority is assigned in descending severity: the FM Software unavailable; a portion of the FM Software is unavailable; operational questions that are holding up use; operational questions that do not interfere with normal use; enhancement suggestions/requests and requests for custom applications.
- 4.10. The FM Software shall be available for use and access by Users during back-up activities performed by Licensee or GWAEA.
- 4.11. GWAEA shall undertake commercially reasonable efforts to: 1) maintain the security of User Data; 2) not release User Data to any person or entity without the express written consent of the District, except pursuant to an agency or judicial order, provided that GWAEA shall notify the District of such order before releasing any User Data.
- 4.12. GWAEA shall be responsible for performing back-ups the FM Software.
- 4.13. During the License Period, GWAEA shall be responsible for performing nightly back-ups of User Data. GWAEA shall be responsible for storing backed-up User Data off site for a period 7 days. GWAEA shall provide a copy of such back-ups upon request. If Licensee desires to maintain its backed-up User Data for periods longer than 7 days, it must arrange separate storage for itself.
- 4.14. After the end of the License Period, Licensee may request that GWAEA provide Licensee with a copy of User Data as that data existed upon the date of termination of this Agreement. Any such request by Licensee must be made within sixty (60) days of the date of termination of this Agreement. GWAEA shall provide the copy of User Data in a non-proprietary, electronic format. After the expiration of the sixty (60) day period, GWAEA shall not be required to retain any User Data.
- 4.15. GWAEA agrees to provide other services as listed in Exhibit A.
- 4.16. For first time Licensees, GWAEA shall provide the following:
 - 4.16.1. At the request of Licensee, GWAEA shall carry out a one time importation of User Data prior to first of use the FM Software by Users, provided that the User Data is in a non-proprietary, electronic format.
 - 4.16.2. GWAEA shall provide up to three training sessions for Licensee and its employees concerning: 1) the operation of the FM Software; and 2) accessing the FM Software.

5. Obligations of Licensee.

- 5.1. Licensee agrees to pay GWAEA in the amounts and on the schedule listed in Exhibit A.
- 5.2. Licensee shall designate one (1) primary contact, and one (1) backup contact, who will interact with the GWAEA. GWAEA need not respond to or interact with

any Licensee employee or agent except the primary and backup contacts. The primary and backup contacts shall have sufficient technical skill and knowledge of Licensee's computers and the FM Software to be able to assist GWAEA in resolving any problems. Failure of Licensee to designate a primary or backup contact with sufficient technical skill and knowledge may result in additional fees and will reduce the effectiveness of the support provided.

- 5.3. When reporting a technical issue, Licensee shall provide as accurate and complete description as possible including: 1) details of what menu item or module was being accessed, 2) what Licensee was attempting to do, 3) the exact error message text as well as any other pertinent details. Licensee shall assist in technical issue resolution by providing copies of reports and/or files deemed necessary by GWAEA, via email or uploading files to GWAEA. All materials provided by Licensee during resolution of technical issues shall be considered confidential by GWAEA.
- 5.4. Licensee agrees that it alone is responsible for: 1) use of User Data; and 2) the confidentiality of and use of all usernames, passwords, and accounts, by the Licensee, its Users, employees, agents, and third parties, whether authorized or unauthorized. Licensee agrees to indemnify GWAEA and hold GWAEA harmless for any loss or damage incurred by GWAEA or by any other person as a result of the use or misuse of User Data, usernames, passwords, and accounts that is outside the control of GWAEA.
- 5.5. Licensee agrees to immediately notify GWAEA when it becomes aware of any loss or theft or unauthorized use of any of its usernames, passwords, and/or accounts.
- 5.6. Licensee agrees to abide by acceptable computer and network usage policies published by GWAEA from time to time. Licensee agrees to require its Users to agree to abide by acceptable computer and network usage policy. Failure of Licensee to abide by such policies, or to require its Users to abide by such policies, may result in immediate termination of this Agreement or immediate termination of Users access to the FM Software.
- 5.7. Licensee agrees that it is solely responsible for assuring the accuracy of User Data. Licensee acknowledges that the FM Software may provide incorrect information to Licensee; however, Licensee has numerous opportunities to detect the occurrence of such errors and control their effect. Licensee shall have the responsibility to establish and use appropriate measures in its operations to detect the occurrence of such error promptly and to minimize their effect on it. In addition, Licensee shall promptly inform GWAEA of all errors it believes to exist and render all reasonable assistance in correcting said errors.
- 5.8. Licensee agrees that it is responsible for all obligations and liabilities arising out of ownership of User Data. This means, without limitation, that Licensee shall be responsible for all third-party requests for User Data, whether by subpoena or otherwise. If a third-party serves GWAEA with a request for User Data, GWAEA will, as soon as practicable, provide the request to Licensee. Licensee shall thereafter be responsible for appropriately responding to the request.

Licensee shall indemnify and reimburse GWAEA for all reasonable expenses, including attorneys' fees, that GWAEA incurs arising out of the request. Licensee shall not direct third parties to make requests for the User Data to GWAEA, but shall instead direct that requests be made to Licensee. GWAEA will cooperate with Licensee in responding to the request by providing the requested User Data to Licensee or the third-party if so directed by Licensee.

- 5.9. Licensee is responsible for, including all associated costs, all maintenance and installation of: 1) any computers or virtual machines owned or controlled by Licensee, 2) any common carrier equipment, and 3) any communication equipment required for Licensee to access and use of the FM Software.
- 5.10. Licensee is responsible for all costs associated with communicating to and from computers or virtual machines owned or controlled by GWAEA on communications networks not owned or controlled by GWAEA.

6. Ownership.

- 6.1. Title, ownership rights, and intellectual property rights in and to the FM Software shall remain with GWAEA and are protected by US and international laws and treaties. Access and use of the FM Software is licensed, not sold. There is no transfer to Licensee of any title to or ownership of the FM Software or any software or hardware owned or controlled by GWAEA.
- 6.2. Title, ownership rights and intellectual property rights in User Data shall remain with Licensor.

7. Termination.

- 7.1. This Agreement shall terminate at the end of the License Period or upon the occurrence of any of the following events:
 - 7.1.1. Failure of Licensee to pay GWAEA any sums or amounts due, where such delinquency is not fully corrected within sixty (60) days of GWAEA written demand; or
 - 7.1.2. Failure Licensee or GWAEA to observe, keep or perform any of the terms and conditions of this Agreement where such nonperformance is not corrected by Licensee or GWAEA within thirty (30) days after prior written notice by the other party.
- 7.2. Except as provided above, upon the expiration or other termination of this Agreement, all rights and obligations of the parties under this Agreement shall cease as of the termination date.

8. Miscellaneous.

- 8.1. No Warranties. GWAEA AND ITS SUPPLIERS DISCLAIM ALL WARRANTIES AND CONDITIONS, EITHER EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND THOSE ARISING OUT OF USAGE OF TRADE OR COURSE OF DEALING, CONCERNING THE

SOFTWARE PRODUCT, AND THE PROVISION OF OR FAILURE TO PROVIDE SUPPORT SERVICES. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY GWAEA, ITS AGENTS, DEALERS, DISTRIBUTORS OR EMPLOYEES SHALL INCREASE THE SCOPE OF THE ABOVE WARRANTIES OR CREATE ANY OTHER WARRANTIES.

- 8.2. No Liability for Damages. EXCEPT FOR THE EXPRESS REMEDIES AND INDEMNITIES PROVIDED TO THE COMPANY UNDER THIS AGREEMENT, REGARDLESS OF WHETHER ANY REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL GWAEA OR ITS SUPPLIERS (OR THEIR RESPECTIVE AGENTS, DIRECTORS, EMPLOYEES OR REPRESENTATIVES) BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION TO: CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, ECONOMIC, PUNITIVE OR SIMILAR DAMAGES, OR DAMAGES FOR LOSS OF BUSINESS PROFITS, LOSS OF GOODWILL, BUSINESS INTERRUPTION, COMPUTER FAILURE OR MALFUNCTION, LOSS OF BUSINESS INFORMATION OR ANY AND ALL OTHER COMMERCIAL OR PECUNIARY DAMAGES OR LOSSES) ARISING OUT OF THE USE OF OR INABILITY TO USE THE PAYROLL SOFTWARE OR THE PROVISION OF OR FAILURE TO PROVIDE SUPPORT SERVICES, HOWEVER CAUSED AND ON ANY LEGAL THEORY OF LIABILITY (WHETHER IN TORT, CONTRACT OR OTHERWISE), EVEN IF GWAEA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM BY ANY OTHER PARTY. LICENSEE ACKNOWLEDGES THAT THE LICENSE FEE REFLECTS THIS ALLOCATION OF RISK. In any event, if any statute implies warranties or conditions not stated in this Agreement, GWAEA's entire liability under any provision of this Agreement shall be limited to the greater of the amount actually paid by Licensee to license the FM Software and Five United States Dollars (US\$5.00). Because some jurisdictions do not allow the exclusion or limitation of liability for consequential or incidental damages, the above limitation may not apply to Licensee.
- 8.3. No Indemnity. GWAEA shall have no obligation to defend Licensee or to pay any resulting costs, damages, or attorneys' fees for any claims alleging direct or contributory infringement of the FM Software by: 1) GWAEA's provision of access to the FM Software; or 2) Licensee's access or use the FM Software.
- 8.4. Entire Agreement. This Agreement, and any exhibits, constitutes the entire agreement between GWAEA and Licensee with regard to the FM Software and supersedes any and all prior agreements on this topic. This Agreement shall not be modified except by a written agreement between authorized representatives of GWAEA and Licensee.
- 8.5. Severability. If a court of competent jurisdiction determines that a provision of this Agreement is unenforceable in any jurisdiction, then such provision shall be

deemed modified to the minimum extent necessary to make it comply with the applicable law of such jurisdiction

- 8.6. Governing Law. This Agreement is governed by the laws of the State of Iowa and applicable U.S. federal law and the state and federal courts located in Cedar Rapids, Iowa, USA shall have exclusive jurisdiction and venue over any claim arising from this License Agreement.

We the undersigned agree to the terms and conditions set forth in this Agreement and exhibits.

GRANT WOOD AREA
EDUCATION AGENCY

LICENSEE

ANAMOSA COMMUNITY SCHOOL
DISTRICT

By: James C. Green
Name: James C. Green
Position: GWAEA Board President
Date: 5/11/17

By: _____
Name: _____
Position: _____
Date: _____

EXHIBIT A

FM Software means:

The financial management software provided by GWAEA, including all of the following components:

- Accounts Payable;
- Accounts Receivable;
- Budgeting;
- Claims System;
- Fixed Assets;
- General Ledger;
- Human Resources;
- Payroll System;
- Leave System;
- Purchase Order System;
- Query Applications;
- Employee Self Service;
- Various Interfaces to 3rd Party Software

License Fee:

Estimated K12 Student Enrollment: 1,258.3
Estimated Working General Fund Budget: \$14,865,847.36
Estimated Cost for Fiscal Year 2017-2018: \$14,000.00

Final costs to be determined on or about April 15, 2018

License Period: July 1st, 2017- June 30th, 2018

Billing Schedule

Payment will be made no later than thirty days after invoice. Invoicing will be in FY18.

BOARD OF EDUCATION MEETING
June 5, 2017

ISSUE: Food Service Procurement

CONTACT: Tammy Seeley, Nutrition Services Director

BACKGROUND:

For the past 5 years the district has been a member of the Iowa City Rural Food Service Purchasing Group. This purchasing group consists of ten schools which gives us over \$3.5 million dollars in purchasing power.

Our current agreement with Martin Bros will expire this year therefore we have created a new RFP and sent it out to bid. The vendors that responded were Reinhart, US Foods and Martin Bros Distributing. I have included the documents that were used to score the RFP.

THE RECOMMENDATION IS:

“approve the Primary Vendor of Contract Award to Martin Bros Distributing.”

PRIMARY VENDOR AWARD OF CONTRACT

The Iowa City Rural Food Service Purchasing Group (ICRFSPG) has evaluated all submitted proposals based on the criteria listed below, as stated in the original RFP, dated March 6, 2017.

3. Evaluation

3.1 Evaluation of Proposals. The Group's objective will be to review all proposals properly submitted within the above listed timeframe. It is the intent to select a distributor determined to best fit the needs of all districts represented by The Group. To aid in this process, points will be assigned as described below. A committee designated by The Group will evaluate the responses to this RFP by reviewing the proposals submitted and assigning points within the maximum points allocated for each category. Total points for each proposal will be accumulated and proposals will be ranked based on the total number of points received. However, rankings will serve only to assist The Group in its selection of a distributor. Final selection will be based upon a comprehensive review and analysis of all documentation, and awards will be made to the responsible distributor whose proposal is most advantageous to the districts represented by the Group, with price and other factors considered. The Group and districts therein reserve the right to select a distributor they determine, in their sole discretion, is in their best interests.

3.2 Evaluation Process. Each proposal will be evaluated using the following process. In the written narrative provided for each distributor, proposers must clearly demonstrate their ability to furnish the requested products and services in accordance with the terms and conditions of the RFP specifications and requirements. The Group reserves the right to make the final determination as to the proposer's ability to provide the products/services requested herein.

3.2.1. Preliminary evaluation. Each proposal will be evaluated to ensure it contains all requested information, documentation, and signatures; complies with all instructions contained in this RFP; and has met all deadlines. Refer to #26, Response Document Checklist, for a list of required submission items. Proposals not meeting this criterion may be withheld from consideration at the discretion of The Group.

3.2.2. Competitive pricing. Each proposal will be evaluated and points awarded based on submission of a complete, fully responsive proposal with the lowest overall price.

3.2.3. Completeness of product line. Points will be awarded based on number of items quoted on the proposal list. The completeness of product line (in stock versus special order); explanation of how special order items will be handled; management of product shortages, and/or substitutions will also be considered.

3.2.4. Distributor references. Points will be awarded based on references and any other documents provided which show past performance of distributor with any member of The Group or performance with districts of similar size and needs. Please provide five (5) references similar in size and scope to The Group for which the proposer provides or has provided service as the prime food distributor. Please include: two (2) long term clients that are still utilizing distributor as their prime distributor, two (2) clients that recently awarded contracts to distributor for prime distributor services and one (1) client who recently terminated their contract with distributor for prime distributor services.

3.2.5. Service characteristics/Ancillary services. Points will be awarded based on ordering and delivery timeframes, technology support, buyer and distributor relationship, dish/chemical services and HACCP compliance.

3.3 Evaluation Points. *Each RFP evaluated by the committee will be assigned up to 100 points based on the following categories and allocation of points therein.*

Category	Maximum Points
<i>Competitive Pricing</i>	<i>50</i>
<i>Completeness of Product Line</i>	<i>10</i>
<i>Distributor References</i>	<i>10</i>
<i>Service Characteristics/Ancillary Services</i>	<i>30</i>
TOTAL	100

3.4 Proposal Clarification. As the proposal process moves forward, it may be necessary to clarify items in a proposal. The proposal must include contact information for the person(s) who will be representing the distributor through the entire process. The Group reserves the right to request additional information from any distributor or conduct any investigation of the qualifications of a distributor it deems appropriate. The Group may choose to conduct interviews with some of the distributors submitting proposals in its sole discretion.

Below is a summary of bid results as tabulated by The Group. Based on these findings, The Group intends to award the prime vendor contract to Martin Brothers. Results will be final following school board approval in each school district. The Group would like to thank all vendors who submitted proposals.

RFP BID TABULATION MATRIX

Iowa City Rural Food Service Purchasing Group

- 0 = Incomplete or Doesn't Meet Objectives
 1= Unsatisfactory Response or Highest Price
 2= Satisfactory Response or Mid-Range Price
 3= Best response or Lowest Price

Evaluation Criteria

Points Martin Brothers Reinhart US Foods

Pricing/Usage Analysis

50

Group	A
Group	B
Group	C
Group	D
Group	E
Group	F
Group	G
Group	H

Total Points Earned per Category

3.28	4.92	1.64
2.03	3.04	1.01
2.30	0.77	1.53
4.47	6.70	2.23
0.28	0.14	0.42
3.95	2.63	1.32
0.21	0.31	0.10
1.12	2.24	3.36
17.63	20.75	11.62

Completeness of Product Line

10

Adherence to specified pack size
 Items requiring correction and/or rebid
 Total Points Earned per Category

5.00	1.67	3.33
------	------	------

Distributor References

10

Similar in size and scope
 Client responses
 Total Points per Category

5.00	3.33	1.67
------	------	------

Service Characteristics/Ancillary Services

30

Deliveries
 Technology support
 Buyer & distributor relationship
 Dish machine and chemical services
 HACCP (Hazard Analysis Critical Control Point)
 compliance
 Total Points per Category

10.00	10.00	10.00
-------	-------	-------

100 37.63 35.75 26.62

BOARD OF EDUCATION MEETING
June 5, 2017

ISSUE: First Reading of Board Policies

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

The following policies are being presented for First Reading with revisions:

204.3R1	Organizational Meeting Procedures	New Policy
402.2	Child Abuse Reporting	
410.2	Classified Employee – Qualification, Recruitment, Selection	
502.1	Student Conduct	
502.8	Weapons	
504.11	Title 1 Parent & Family Engagement	New Policy
506.1	Education Records Access	
506.1R1	Use of Student Records Regulation	
506.1E2	Request of Nonparent for Examination or Copies of Education Records	
506.1E4	Request for Hearing on Correction of Education Records	
506.1E5	Request for Examination of Education Records	
506.1E6	Notification of Transfer of Education Records	
506.1E7	Letter to Parent/Guardian Regarding Receipt of a Subpoena	
506.1E8	Annual Notice	
506.1E9	Juvenile Justice Agency Information Sharing Agreement	
506.2E1	Student Directory Information	
506.2E2	Use of Directory Information	
506.2E3	Authorization for Releasing Student Directory Information	
507.6	Student Testing Program	
508.5	Homeless Children and Youth	
701.7	Meal Charges	New Policy
701.7R1	Community Funds to Support Student Meals	New Policy
802.2	Financial Records	

THE RECOMMENDATION IS:

“Approve First Reading on these policies as presented.”