

PANORAMA COMMUNITY SCHOOL DISTRICT

Comprehensive student achievement and character development through educational excellence

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors of the Panorama Community School District will meet at 5:30 pm on the 11th day of May, 2015 for a work session and regular board meeting in the District Board Room, Panorama, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA
DISTRICT BOARD ROOM

May 11th, 2015
5:30 PM

5:30 PM – The board will hold a work session to discuss PPEL/SAVE budgeting and staffing plans for FY16. No action will be taken.

Regular Meeting Immediately Following Work Session:

Call to Order

- I. **Roll Call**
- II. **Welcome Visitors/Public Forum**
- III. **Approve Meeting Agenda**
- IV. **Good News**
- V. **School Board Recognition Month – MS Student Council**
- VI. **Consent Items**
 - A. Minutes from the April 13th Regular Meeting and the April 29th Special Meeting #2 thru #8
 - B. Monthly Financial Report #9 thru #14
 - C. Bills/VISA #15 thru #31
 - D. Open Enrollment #32
 - E. Resignations #33 + #34
 - F. Fundraising request #35
- VII. **Reports**
 - A. Elementary Principal Report #36
 - B. Superintendent Report
- VIII. **Discussion/Information Topics**
 - A. Construction Update
 - B. Upcoming Dates:
 - Senior Awards Night – May 13th @ 6:00pm
 - Baccalaureate – May 13th @ 7:00pm
 - Senior Breakfast – May 15 @ 7:30am
 - Commencement – May 17th @ 1:00pm
 - Last Day of School – May 21st – Dismiss @ 1:00pm
 - Regular Board Meeting – June 8th @ 6:30pm
- IX. **Action Items**
 - A. Employee Background Investigation Service #37
 - B. PPEL Expenditures
 - C. Contract Recommendation
 - D. 1st Reading Revised Board Policy: 601.2 – School Calendar #38
 - E. 2nd Reading Revised Board Policy
 - 605.65 – Technology Acceptable Use & Internet Safety Policy #39 + #40
 - 605.65A – Acceptable Use of Technology by Students #41
 - F. Locker Room Pay Application #1 - \$169,345.10 #42 + #43
 - G. Engagement Agreement with Ahlers & Cooney – Bond Counsel & Disclosure Counsel #44 thru #49
 - H. Resolution Directing Sale of 2015 GO Refunding Bonds #50 thru #52
- X. **Adjourn**

Immediately following the meeting, the board will go into exempt session to discuss 2015-16 negotiations.

PANORAMA COMMUNITY SCHOOL DISTRICT
701 W MAIN ST
PANORA, IA 50216

Sarah Sheeder
Secretary
Board of Directors

The Panorama School District does not illegally 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 socio-economic status (for programs) in its educational programs and employment practices.

**Panorama Community School District
April 2015 Work Session/Regular School Board Meeting**

Date: 4/13/2015
Time: 6:00pm
Location: Panorama District Board Room

Public Hearing – Fiscal Year 2014-15 Amended Certified Budget

The Panorama Board of Directors held a public hearing to receive and consider any comments/objections to the fiscal year 2014-15 amended certified budget.

Board Members Present:

Board Members Tom Arganbright, Jon Stetzel, Deb Douglass and Bryce Wilke were present.

Administrators Present:

Kathryn Elliott (Superintendent) and Sarah Sheeder (Business Manager/Board Secretary) were present.

Others:

Jenny Van Gundy

J. Stetzel motioned to open the public hearing for the 2014-15 amended certified budget proposal at 6:00pm.

D. Douglass seconded.

Roll Call Vote:

Jon Stetzel: Aye
Tom Arganbright: Aye
Deb Douglass: Aye
Bryce Wilke: Aye

Motion carried unanimously.

Written Objections: Bryce Wilke, President asked for any written objections that have been filed. There were no written objections.

Oral Objections: Mr. Wilke asked for any oral objections. There were no oral objections.

J. Stetzel motioned to approve, adopt and certify the amended budget to the County Auditor.

T. Arganbright seconded.

Roll Call Vote:

Jon Stetzel: Aye
Tom Arganbright: Aye
Deb Douglass: Aye
Bryce Wilke: Aye

Motion carried unanimously.

D. Douglass motioned to close the public hearing at 6:05pm.

T. Arganbright seconded.

Motion carried unanimously.

Regular Meeting:

Call to Order

The Panorama Community School District Board of Education met in a regular meeting on April 13th, 2015 in the district board room located at the middle/high school. The meeting was called to order by Bryce Wilke, President, at 6:05 pm.

Attendees

Board Members Present:

Board Members Jon Stetzel, Deb Douglass, Tom Arganbright, Jenny Van Gundy and Bryce Wilke were present.

Administrators Present:

Kathryn Elliott (Superintendent), Mary Breyfogle (Elem Principal/School Improvement Coordinator) and Sarah Sheeder (Business Manager/Board Secretary) were present.

Others:

Gordon Castile, Dave Arganbright, Lora Koch, Vitus Bering, Ron Paskach, Doug Long, Ginger Lindstrom, Joan Fredrickson, Shawn Holloway, Scott Fredrickson, Cameron Little, Vanessa Phillips, Ellen Campbell, Bob Rogers, Dani Perrigo

Agenda

Changes to Agenda (if any): None

J. Stetzel motioned to approve the agenda as posted.

D. Douglass seconded.

Motion carried unanimously.

Public Forum

None

Good News

- We had our Health & Safety Federal Review from Head Start the first week of Feb. The reviewer commented that she was "thoroughly impressed" and that Panorama was a "top notch location" on her visit. Special thanks to Josh Arganbright and our Maintenance/Custodial Staff (Sterling Stoppelmoor & Charlie Bilbrey) for their extra efforts!
- Aaron Klinge and Gavin Richey were selected to the Class 2A Boys Basketball Substate Team and Coach Brad Halterman was nominated as one of eight coaches in Iowa for 2A Coach of the Year.
- Devyn Kemble, Michelle Mleynek, Faith Powell and Miranda Mleynek set a new school record in the shuttle hurdle relay at the with a time of 1:10.92. The girls and boys track teams started the season with team championships at Perry.
- Three teams from Panorama participated in the High School All Conference Academic Bowl with the senior team of Madison, Sam, Ethan, Roni, and Hunter placed third.
- Jessi Campbell has been selected to the IBCA All Regional and IGCA All District Basketball Teams. Jade Cunningham also received a spot on the IBCA All Regional Team
- Congratulations to the Spanish Club for successfully organizing the trip to Costa Rica! Kudos to Club President Grace Arganbright for a whole lot of hard work!
- Kathy Elliott has been contracted by the NYC Leadership Academy and the Iowa Department of Education to serve as a TLC Principal Leadership Coach for 11 principals in the area as they implement the new Teacher Leadership system in their buildings.
- The 2015 Prom was a success. Special thanks to Jim Bauch and Ginger Lindstrom for their efforts.
- We would like to formally recognize Vanessa Phillips, Bob Rogers, and Ellen Campbell for their dedication and hard work during the search for a new superintendent. We appreciate your help in welcoming the candidates and making their visit at Panorama a positive experience

Oath of Office – Director District #1

Board Secretary Sarah Sheeder administered the oath of office to Jenny Van Gundy who is filling the current vacancy in Director District #1.

Consent Items

D. Douglass motioned to approve the consent items.

T. Arganbright seconded.

Motion carried unanimously.

Consent Items, continued

Consent items included the minutes of the March 9th regular meeting and the March 23rd special meeting and the financial report and the bills/VISA as presented. The board approved 3 open enrollment "out" applications for the 2015-16 school year. The board also accepted resignations from Emily Bruemmer as Elementary Paraeducator, Staci Prellwitz as Volleyball Coach and Shawn Wharton as JH Wrestling Coach. The board approved the following contracts:

- James Prombo, MS Baseball
- Renae Follmuth, MS Softball & HS Volleyball
- Hillary Mullen, Special Education Teacher
- Angie Clouser, Home School Community Liaison

The board also approved the fundraising request submitted by James Bauch and the sophomore class.

Reports

Elementary Electrical Use & Metering – City of Panora

Doug Long was present from the City of Panora to discuss recent issues discovered through an audit with the electrical billing and metering system at the elementary building. When the building was built in 1998, no meters were installed to measure electrical usage. Because of this, the city has used forecasting to compute the monthly billing for the elementary. In addition, when the city purchased new software in 2013, there was a coding error made that resulted in fees being added instead of deducted. Because of this error, the district has overpaid \$20,844.84 in the past three years. Mr. Long explained several options for the district to consider in order to recoup the overpayment. He also advised the board that meters will need to be installed in the elementary, which will be a cost of around \$15,000 to the district. The board will take formal action on this issue at the May regular board meeting.

Report on Athletic Complex Bids Received

Vitus Bering and Ron Paskach were present from SVPA to review the five bids that were received for the athletic complex. SVPA recommended accepting the low bid received from Covenant Construction out of Waukee, IA with the following specifications:

- Base Bid: \$2,872,980
- 8 Year Pre-Paid Annual Maintenance Program: \$10,303
- Alternate #3 for LED Lighting: \$3,864
- Alternate #4 for Visitor Bleachers \$107,726
- Alternate #5 for Midwest Field Turf \$345,087

Ms. Elliott explained that with this recommendation combined with the bid already approved for the locker room renovation (\$799,500) would result in a combined cost of \$4,139,460. This amount will exceed the maximum expenditures of \$4,000,000 that was approved by the board in December. Ms. Elliott advised the board to discuss the necessity of the alternates and also to consider if the \$4,000,000 in expenditures should be amended.

Board member Deb Douglass expressed concerned with the increased cost for visitor bleachers and suggested these could be installed at a later date. Jon Stetzel and Jenny Van Gundy felt there was a need for these visitor bleachers in order to separate spectators. All board members agreed, however, to increase the maximum funds allocated to the project.

Determine Maximum SAVE Amount to Obligate to Projects

J. Stetzel motioned to amend the maximum allowable expenditures for the athletic complex and locker room renovation projects from \$4,000,000 to \$4,200,000.

T. Arganbright seconded.

Motion carried unanimously.

Reports, continued

Award Contract for Construction of Athletic Complex

J. Stetzel motioned to approve the bid received from Covenant Construction for the Athletic Complex for a total amount of \$3,339,960. This bid includes a base bid in the amount of \$2,872,980, the 8-year maintenance program in the amount of \$10,303, Alternate #3 (LED Lighting) in the amount of \$3,864, Alternate #4 (Visitor Bleachers) in the amount of \$107,726 and Alternate #5 (Field Turf) in the amount of \$345,087.

J. Van Gundy seconded.

Vote:

J. Stetzel: Aye

T. Arganbright: Aye

D. Douglass: Nay

B. Wilke: Aye

J. Van Gundy: Aye

Motion carries by 4-1 vote.

Approve Proposal for Materials Testing & Special Investigation Services

T. Arganbright motioned to approve the proposal from Terracon in the amount of \$19,499 for the materials testing and special investigations services necessary for the locker room renovation and the athletic complex project.

J. Stetzel seconded.

Motion carried unanimously.

Construction Update

Dave Arganbright was present to provide an update on the locker room renovation project. Mr. Arganbright reported that the general contractor was doing an excellent job keeping the project on schedule. All interior walls and floors have been removed by the demo crew which has allowed the plumber to begin working today.

Mr. Arganbright also commented that the gator building at the athletic complex will be renovated at no cost to the district. Mr. Arganbright will be supplying the necessary materials and will be asking for volunteers to help with construction.

Technology Planning Committee Update

Kathy Elliott along with Teachers Joan Fredrickson and Cameron Little provided the board with an update on the work done by the technology committee in planning for the 1:1 initiative. This update included several policies updated on student use of technology as well as guidelines that detail the responsibilities of students and parents when issued a KUNOS tablet. The committee has also discussed the need for three positions in the technology department, including a Tech Integration Teacher, Tech Assistant and a Tech Director. The board directed Ms. Elliott to proceed with hiring a Tech Assistant, which will replace Ellen Campbell who is retiring at the end of the school year. Further discussion and planning will take place before the district will proceed with the Tech Integration Teacher.

Discussion/Information Topics

2016 Art Trip – Ginger Lindstrom

Art Teacher Ginger Lindstrom was present to discuss a possible European trip for high school art students in June of 2016. Panorama students will be traveling with students from Jefferson for 17 days and will make stops in Munich, Rome, Florence, Paris and London. Students have already discussed several different fundraising options to assist with the expenses.

The board advised Mrs. Lindstrom to move forward with her planning of this trip.

2014 Graduation Rates

Ms. Elliott shared the 2013-14 graduation & dropout rates for the district. The 2014 class 4 year cohort graduation rates for Panorama was 98.39% compared to the statewide average of 90.54%. The 2013 class 5 year cohort graduation rate was 98.11% compared to the statewide average of 92.28%. In addition, the dropout rate for grades 7-12 was 0.57% compared to the statewide average of 1.84% and for grades 9-12 the dropout rate was 0.83% compared to the statewide average of 2.70%

2015-16 Staffing Needs

Mary Breyfogle, Elementary Principal, reported on the current needs for preschool teachers. According to the applications received, the district will need 53 preschool slots for the 2015-16 school year; which is equivalent to 2 full time preschool teachers. The district currently has 3 full time preschool teachers, which means the district may need to reduce a position if additional applicants are not received for the program. The district will continue to monitor this situation.

Discussion/Information Topics, continued

Upcoming Dates

- Special Board Meeting - Distribution of Prelim Official Statement for Bond Refinancing – April 27, 2015 @ 6:30 (call in available)
- PPEL/SAVE Work Session – May 11th, 2015 @ 5:30pm (tentative)
- Regular Board Meeting – May 11th, 2015 @ 6:30pm

Action Items

Consider/Approve Moving Forward with 2008 GO Bond Refinancing

Travis Squires from Piper Jaffray spoke to the board via telephone to discuss the possibility of re-financing the 2008 General Obligation Bonds that were used to fund the auditorium/office area project that was completed in 2010. Based on current interest rates, the district could see a net savings of \$556,368 if these bonds were to be re-financed.

D. Douglass motioned to authorize the district to move forward in the process of refinancing the district's 2008 general obligation bond.

J. Stetzel seconded.

Motion carried unanimously.

Approve Engagement Letter with Piper Jaffray

T. Arganbright motioned approve the Engagement Letter with Piper Jaffray for the refinancing of the 2008 GO bonds.

J. Stetzel seconded.

Motion carried unanimously.

2015-16 School Calendar

D. Douglass motioned to approve the revised school calendar with a start date of August 24rd, 2015.

J. Van Gundy seconded.

Motion carried unanimously.

IAEP Purchasing for 2015-16

T. Arganbright motioned to approve the IAEP Purchasing Agreement for the 2015-16 school year.

J. Stetzel seconded.

Motion carried unanimously.

Approve FY14 Audit

J. Stetzel motioned to approve the fiscal year 2014 audit report.

D. Douglass seconded.

Motion carried unanimously.

2015-16 Transportation Purchase – Bus Repeater System

T. Arganbright motioned to approve the proposal received from Spring Valley Wireless in the amount of \$6535.00 for the purchase of a repeater system.

J. Stetzel seconded.

Motion carried unanimously.

2nd Reading Revised Board Policy 605.65 & 605.65A

D. Douglass motioned to approve the first reading of revised board policies 605.65 (Technology Acceptable Use & Internet Safety Policy) and 605.65A (Acceptable Use of Technology by Students).

T. Arganbright seconded.

Motion carried unanimously.

1st Reading Revised Board Policy 402.3 & 412.3

J. Stetzel motioned to approve the second reading of revised board policies 402.3 (Licensed Employee Group Benefits) and 412.3 (Classified Employee Group Benefits).

J. Van Gundy seconded.

Motion carried unanimously.

Adjournment

Meeting adjourned at 8:37 pm.

Immediately following the regular meeting, the board went into exempt session to discuss 2015-16 negotiations.

The next regular board meeting is set for May 11th at 6:30 pm (work session prior to regular meeting at 5:30 pm).

Sarah Sheeder,
Board Secretary

Board President

Board Secretary

Date

Date

**Panorama Community School District
April 2015 Special Meeting**

Date: 4/29/2015
Time: 5:45pm
Location: Panorama District Board Room

Call to Order

The Panorama Community School District Board of Education met in a special meeting on April 29th, 2015 in the district board room located at the middle/high school. The meeting was called to order by Bryce Wilke, President, at 5:45 pm.

Attendees

Board Members Present:

Board Members Deb Douglass, Jenny Van Gundy and Bryce Wilke were present. Jon Stetzel was present via telephone. Tom Arganbright was absent.

Administrators Present:

Kathryn Elliott (Superintendent) and Sarah Sheeder (Business Manager/Board Secretary) were present.

Others:

Travis Squires (Piper Jaffray)

Agenda

Changes to Agenda (if any): None

J. Van Gundy motioned to approve the agenda as posted.

D. Douglass seconded.

Motion carried unanimously.

Action Items

Approve Resolution to Authorize the Sale & Issuance of GO School Refunding Bonds & Approving the Official Statement

D. Douglass motioned to approve the resolution to authorize the sale & issuance of General Obligation School Refunding Bonds & approving the Official Statement. Editorial changes to the Official Statement can be made for 5 days following this approval.

J. Stetzel seconded.

Motion carried unanimously.

Approve Dissemination Agent Agreement with Piper Jaffray

J. Van Gundy motioned to approve the Dissemination Agent Agreement with Piper Jaffray as presented.

D. Douglass seconded.

Motion carried unanimously.

Approve Securities Purchase Acknowledgment Letter with Piper Jaffray

D. Douglass motioned to approve the Securities Purchase Acknowledgement Letter with Piper Jaffray as presented.

J. Van Gundy seconded.

Motion carried unanimously.

Adjournment

Meeting adjourned at 5:54 pm. The next regular board meeting is set for May 11th, 2015 at 6:30pm (work session prior to regular meeting at 5:30).

Sarah Sheeder,
Board Secretary

Board President

Board Secretary

Date

Date



Expenditures/Expenses to Certified Budget Comparison
Through April 2015

Instruction	General	Management	PPEL	Capital Projects
Regular Program Instruction (1100)				
<i>Expenditures to Date</i>	\$2,637,709.03	\$168,392.68		\$129,669.91
<i>Budgeted Amount (Line Item)</i>	\$3,773,428.00	\$170,000.00		\$140,000.00
<i>Amount Remaining</i>	\$1,135,718.97	\$1,607.32		\$10,330.09
<i>Percentage of Budget Spent</i>	69.90%	99.05%		92.62%
Special Program Instruction (1200)				
<i>Expenditures to Date</i>	\$629,038.45			
<i>Budgeted Amount (Line Item)</i>	\$921,333.00			
<i>Amount Remaining</i>	\$292,294.55			
<i>Percentage of Budget Spent</i>	68.27%			
Vocational Program Instruction (1300)				
<i>Expenditures to Date</i>	\$131,117.92			
<i>Budgeted Amount (Line Item)</i>	\$178,077.00			
<i>Amount Remaining</i>	\$46,959.08			
<i>Percentage of Budget Spent</i>	73.63%			
Co-Curricular Program Instruction (1400)				
<i>Expenditures to Date</i>	\$137,603.92			
<i>Budgeted Amount (Line Item)</i>	\$195,495.00			
<i>Amount Remaining</i>	\$57,891.08			
<i>Percentage of Budget Spent</i>	70.39%			

TOTAL INSTRUCTION

<i>Expenditures to Date</i>	\$3,535,469.32	\$168,392.68		\$129,669.91
<i>Budgeted Amount (Line Item)</i>	\$5,068,333.00	\$170,000.00		\$140,000.00
<i>Amount Remaining</i>	\$1,532,863.68	\$1,607.32		\$10,330.09
<i>Percentage of Budget Spent</i>	69.76%	99.05%		92.62%

TOTAL INSTRUCTION (ALL FUNDS COMBINED)

	FY14 to date	FY13 to date	FY12 to date
<i>Expenditures to Date</i>	\$3,833,531.91	\$3,400,310.84	\$3,304,759.07
<i>Budgeted Amount (Line Item)</i>	\$5,378,333.00	\$4,962,841.00	\$4,998,612.00
<i>Amount Remaining</i>	\$1,544,801.09	\$1,562,530.16	\$1,693,852.93
<i>Percentage of Budget Spent</i>	71.28%	68.52%	66.11%

CERTIFIED BUDGET (INSTRUCTION)

<i>Expenditures to Date</i>	\$3,833,531.91
<i>Budgeted Amount</i>	\$5,726,040.00
<i>Amount Remaining</i>	\$1,892,508.09
<i>Percentage of Budget Spent</i>	66.95%

Support Services

General Management PPEL Capital Projects

Guidance/Nurse (21XX)

Expenditures to Date	\$146,222.24			
Budgeted Amount (Line Item)	\$211,648.00			
Amount Remaining	\$65,425.76			
Percentage of Budget Spent	69.09%			

Curriculum Director/Library/Technology (22XX)

Expenditures to Date	\$248,173.64		\$29,043.11	\$240,641.11
Budgeted Amount (Line Item)	\$336,474.00		\$28,000.00	\$262,000.00
Amount Remaining	\$88,300.36		(\$1,043.11)	\$21,358.89
Percentage of Budget Spent	73.76%		103.73%	91.85%

Administration/Fiscal Services (23XX-25XX)

Expenditures to Date	\$617,160.55			
Budgeted Amount (Line Item)	\$799,633.00			
Amount Remaining	\$182,472.45			
Percentage of Budget Spent	77.18%			

Plant Operation & Maintenance (26XX)

Expenditures to Date	\$459,325.46	\$92,200.00	\$4,362.00	
Budgeted Amount (Line Item)	\$576,270.00	\$95,000.00	\$10,000.00	
Amount Remaining	\$116,944.54	\$2,800.00	\$5,638.00	
Percentage of Budget Spent	79.71%	97.05%	43.62%	

Transportation (27XX)

Expenditures to Date	\$350,078.68	\$15,866.00	\$82,955.00	
Budgeted Amount (Line Item)	\$484,329.00	\$17,500.00	\$83,000.00	
Amount Remaining	\$134,250.32	\$1,634.00	\$45.00	
Percentage of Budget Spent	72.28%	90.66%	99.95%	

TOTAL SUPPORT SERVICES

Expenditures to Date	\$1,820,960.57	\$108,066.00	\$116,360.11	\$240,641.11
Budgeted Amount (Line Item)	\$2,408,354.00	\$112,500.00	\$121,000.00	\$262,000.00
Amount Remaining	\$587,393.43	\$4,434.00	\$4,639.89	\$21,358.89
Percentage of Budget Spent	75.61%	96.06%	96.17%	91.85%

TOTAL SUPPORT (ALL FUNDS COMBINED)

		FY14 to date	FY13 to date	FY12 to date
Expenditures to Date	\$2,286,027.79	\$2,138,618.83	\$2,036,471.14	\$1,965,138.60
Budgeted Amount (Line Item)	\$2,903,854.00	\$2,630,232.00	\$2,647,455.00	\$2,631,585.00
Amount Remaining	\$617,826.21	\$491,613.17	\$610,983.86	\$666,446.40
Percentage of Budget Spent	78.72%	81.31%	76.92%	74.68%

CERTIFIED BUDGET (SUPPORT SERVICES)

Expenditures to Date	\$2,286,027.79
Budgeted Amount	\$2,991,572.00
Amount Remaining	\$705,544.21
Percentage of Budget Spent	76.42%

Nutrition (3XXX)

Nutrition (3XXX)

<i>Expenditures to Date</i>	\$304,428.92
<i>Budgeted Amount (Line Item)</i>	\$430,995.00
<i>Amount Remaining</i>	\$126,566.08
<i>Percentage of Budget Spent</i>	70.63%

TOTAL NON-INSTRUCTION		FY14 to date	FY13 to date	FY12 to date
<i>Expenditures to Date</i>	\$304,428.92	\$288,156.39	\$256,271.87	\$248,530.04
<i>Budgeted Amount (Line Item)</i>	\$430,995.00	\$411,810.00	\$445,000.00	\$424,950.00
<i>Amount Remaining</i>	\$126,566.08	\$123,653.61	\$188,728.13	\$176,419.96
<i>Percentage of Budget Spent</i>	70.63%	69.97%	57.59%	58.48%

CERTIFIED BUDGET (NON-INSTRUCTION)

<i>Expenditures to Date</i>	\$304,428.92
<i>Budgeted Amount (Certified)</i>	\$450,000.00
<i>Amount Remaining</i>	\$145,571.08
<i>Percentage of Budget Spent</i>	67.65%

11

Other

General

Debt Service

PPEL

Capital Projects

AEA Flowthrough (6100)

Expenditures to Date	\$238,092.50			
Budgeted Amount (Line Item)	\$285,711.00			
Amount Remaining	\$47,618.50			
Percentage of Budget Spent	83.33%			

Debt Service (5100)

Expenditures to Date		\$999,313.50		
Budgeted Amount (Line Item)		\$999,314.00		
Amount Remaining		\$0.50		
Percentage of Budget Spent		100.00%		

Facilities Acquisition & Construction (4XXX)

Expenditures to Date			\$167,919.66	\$346,033.00
Budgeted Amount (Line Item)			\$186,000.00	\$75,000.00
Amount Remaining			\$18,080.34	(\$271,033.00)
Percentage of Budget Spent			90.28%	461.38%

TOTAL OTHER

Expenditures to Date	\$238,092.50	\$999,313.50	\$167,919.66	\$346,033.00
Budgeted Amount (Line Item)	\$285,711.00	\$999,314.00	\$186,000.00	\$75,000.00
Amount Remaining	\$47,618.50	\$0.50	\$18,080.34	(\$271,033.00)
Percentage of Budget Spent	83.33%	100.00%	90.28%	461.38%

TOTAL OTHER (ALL FUNDS COMBINED)

		FY14 to date	FY13 to date	FY12 to date
Expenditures to Date	\$1,751,358.66	\$1,448,573.82	\$1,295,493.82	\$1,557,031.69
Budgeted Amount (Line Item)	\$1,546,025.00	\$1,718,832.00	\$1,405,095.00	\$1,584,168.00
Amount Remaining	(\$205,333.66)	\$270,258.18	\$109,601.18	\$27,136.31
Percentage of Budget Spent	113.28%	84.28%	92.20%	98.29%

CERTIFIED BUDGET (OTHER)

Expenditures to Date	\$1,751,358.66
Budgeted Amount (Certified)	\$2,007,885.00
Amount Remaining	\$256,526.34
Percentage of Budget Spent	87.22%

Activity

Activity

<i>Expenditures to Date</i>	\$207,944.33
<i>Budgeted Amount (Line Item)</i>	\$268,400.00
<i>Amount Remaining</i>	\$60,455.67
<i>Percentage of Budget Spent</i>	77.48%

TOTAL ACTIVITY		FY14 to date	FY13 to date	FY12 to date
<i>Expenditures to Date</i>	\$207,944.33	\$243,023.33	\$219,478.33	\$239,873.41
<i>Budgeted Amount (Line Item)</i>	\$268,400.00	n/a	n/a	n/a
<i>Amount Remaining</i>	\$60,455.67	n/a	n/a	n/a
<i>Percentage of Budget Spent</i>	77.48%	n/a	n/a	n/a

April 2015 Bank Reconciliation

Farmer's State Bank

Capital Projects

Bank Balance

Statement Balance 3/26/2015	\$5,356,628.31
<i>Deposit in Transit</i>	\$0.00
<i>Outstanding Checks</i>	\$0.00

Total Bank Balance \$5,356,628.31

School Books

Debt Service Balance	(\$54,689.35)
PPEL Balance	\$278,774.16
SAVE Balance	\$5,132,543.50

Total Balance on School Books \$5,356,628.31

Panora State Bank

General/Management

Bank Balance

Statement Balance 4/30/2015	\$2,897,992.52
<i>Deposit in Transit</i>	\$0.00
<i>Outstanding Checks</i>	\$3,744.05

Total Bank Balance \$2,894,248.47

School Books

General Balance	\$2,724,010.30
Management Balance	\$170,238.17

Total Balance on School Books \$2,894,248.47

Activity

Bank Balance

Statement Balance 4/30/2015	\$58,579.31
<i>Deposit in Transit</i>	\$0.00
<i>Outstanding Checks</i>	\$671.14

Total Bank Balance \$57,908.17

School Books

Activity Balance	\$57,908.17
------------------	-------------

Total Balance on School Books \$57,908.17

Guthrie County State Bank

Nutrition

Bank Balance

Statement Balance 4/30/2015	\$140,724.47
<i>Deposit in Transit</i>	\$926.55
<i>Outstanding Checks</i>	\$26,222.73

Total Bank Balance \$115,428.29

School Books

Nutrition Balance	\$115,428.29
-------------------	--------------

Total Balance on School Books \$115,428.29

14

**May 2015 VISA Statement
Board Financial Report**

Vendor	Purchase	Amount	Fund
WEEDSB, LLC Taxi	R. Lehms Technology Conference Travel	\$24.82	General
Country Inn & Suites, Cedar Falls	All State Individual Speech	\$142.24	Activity
Country Inn & Suites, Cedar Falls	All State Individual Speech	\$142.24	Activity
Country Inn & Suites, Cedar Falls	All State Individual Speech	\$142.24	Activity
Country Inn & Suites, Cedar Falls	All State Individual Speech	\$142.24	Activity
Country Inn & Suites, Cedar Falls	All State Individual Speech	\$142.24	Activity
IA Department Public Safety	Employee Background Checks (7)	\$105.00	General
Hy-Tek	Track Software	\$202.46	Activity
DSM Airport Parking Ramp	R. Lehms Technology Conference Travel	\$54.00	General
Starbucks	R. Lehms Technology Conference Meal	\$10.03	General
McDonalds, Denver	R. Lehms Technology Conference Meal	\$7.94	General
Worlds of Fun	Senior Trip	\$1,395.00	Activity
Iowa Judicial Branch	Iowa Courts Online Service (monthly)	\$25.00	General
Kansas City Royals	Senior Trip	\$805.00	Activity
Hotels.com	Technology Travel Hotel	\$128.07	General
Hotels.com	Technology Travel Hotel cancelled	-\$128.07	General
USPS	Postage	\$6.70	General
Amazon	Prime Yearly Membership	\$99.00	General
DSM Performing Arts	Lion King Tickets	\$4,720.00	Activity
Minecraft Education	Instructional Supply	\$18.00	General
Americinn Ames	FFA Convention - Teacher Hotel Room	\$122.08	General
Americinn Ames	FFA Convention - Student Room	\$122.08	Activity
Americinn Ames	FFA Convention - Student Room	\$122.08	Activity
Americinn Ames	FFA Convention - Student Room	\$122.08	Activity
Americinn Ames	FFA Convention - Student Room	\$122.08	Activity
Americinn Ames	FFA Convention - Student Room	\$122.08	Activity
DSM Airside Food Court	V. Phillips Applitrack Training Meal	\$10.46	General
McDonalds, Chicago	V. Phillips Applitrack Training Meal	\$6.74	General
Sheraton Rosemont, IL	V. Phillips Applitrack Training Meals	\$58.62	General
Walmart.com	Food Science Instructional Supplies	\$172.63	General
Billy Veas	TAG Field Trip	\$101.83	General
Waukee Hy-Vee	FFA Supplies	\$177.01	Activity
Total		\$9,443.92	

**PANORAMA COMMUNITY SCHOOL
LUNCH REPORT
2014-2015**

TOTAL LUNCHES SERVED APRIL 2015:		11,376
“A” Lunches Served	6,322	
Adult Lunches – Total	923	
Reduced Student	1,138	
Free Student	3,916	
Free Adult	294	
TOTAL BREAKFASTS SERVED APRIL 2015:		4,093
“A” Breakfasts	1,464	
Adult Breakfasts	178	
Reduced Student	590	
Free Student	2,030	
Free Adult	0	

Board Report - For Board

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking 2 Fund: 61 NUTRITION FUND				
ANDERSON ERICKSON DAIR CO	20150507	DAIRY PRODUCTS	4,268.89	
		Vendor Total:		4,268.89
GOODWIN TUCKER GROUP	0001989	MAINTENANCE/REPAIR	874.68	
		Vendor Total:		874.68
HOMETOWN FOODS	20150507-0001	GROCERY	12.39	
		Vendor Total:		12.39
INLAND LEASING	20150508	LEASE VENDING	782.45	
		Vendor Total:		782.45
MARTIN BROTHERS DISTRIBUTING COMPANY	20150507	VENDING SUPPLIES	1,132.60	
MARTIN BROTHERS DISTRIBUTING COMPANY	20150507-0001	GROCERIES/SUPPLIES	24,441.15	
		Vendor Total:		25,573.75
PANORAMA COMMUNITY SCHOOL-GEN FUND	20150507	APRIL SALARIES/BNFTS	13,078.87	
		Vendor Total:		13,078.87
SARA LEE BAKERY GROUP/EARTHGRAINS	52173005775	GROCERY	110.37	
SARA LEE BAKERY GROUP/EARTHGRAINS	52173005777	GROCERY	61.95	
SARA LEE BAKERY GROUP/EARTHGRAINS	52173005830	GROCERY	67.20	
SARA LEE BAKERY GROUP/EARTHGRAINS	52173005888	GROCERY	103.50	
SARA LEE BAKERY GROUP/EARTHGRAINS	52173005890	GROCERY	61.95	
SARA LEE BAKERY GROUP/EARTHGRAINS	52173005988	GROCERY	65.16	
SARA LEE BAKERY GROUP/EARTHGRAINS	52173005990	GROCERY	13.20	
SARA LEE BAKERY GROUP/EARTHGRAINS	52173006031	GROCERY	54.00	
SARA LEE BAKERY GROUP/EARTHGRAINS	52173006087	GROCERY	102.33	
SARA LEE BAKERY GROUP/EARTHGRAINS	52173006089	GROCERY	61.95	
		Vendor Total:		701.61
		Fund Total:		45,292.64
		Checking Account Total:		45,292.64

17

04/2015 - 04/2015

Excluding Zeros; Beginning Month 04/2015; Processing Month 04/2015; Fund Number 21

Fund: 21 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
21 729 000 1923 000	DARE	3.22	0.00	0.00	0.00	3.22
21 729 000 6110 910	DRAMA	4,595.21	0.00	0.00	0.00	4,595.21
21 729 000 6120 910	SPEECH	1,812.90	823.44	315.00	0.00	1,304.46
21 729 000 6615 920	VOLLEYBALL	99.32	0.00	0.00	0.00	99.32
21 729 000 6640 920	TRACK	1,185.20	486.04	70.00	0.00	769.16
21 729 000 6645 920	CROSS COUNTRY	27.81	0.00	0.00	0.00	27.81
21 729 000 6660 920	GOLF	1,522.62	70.00	1,000.00	0.00	2,452.62
21 729 000 6665 920	STRENGTHING/CONDITIONING	100.00	0.00	0.00	0.00	100.00
21 729 000 6710 920	GIRLS BASKETBALL	514.02	468.00	0.00	0.00	46.02
21 729 000 6715 920	BOYS BASKETBALL	339.62	0.00	0.00	0.00	339.62
21 729 000 6720 920	FOOTBALL	9,797.65	1,566.66	0.00	0.00	8,230.99
21 729 000 6731 920	BASEBALL	1,100.28	0.00	0.00	0.00	1,100.28
21 729 000 6732 920	SOFTBALL	768.22	438.00	0.00	0.00	330.22
21 729 000 6790 920	WRESTLING	1,019.01	75.00	0.00	0.00	944.01
21 729 000 6792 920	MISC ATHLETICS	2,785.86	943.56	0.00	0.00	1,842.30
21 729 000 6900 920	OFFICIALS	235.16	0.00	0.00	0.00	235.16
21 729 000 7010 950	TAG	678.01	0.00	0.00	0.00	678.01
21 729 000 7015 950	STUDENT COUNCIL	1,624.19	0.00	0.00	0.00	1,624.19
21 729 000 7016 950	MS STUDENT COUNCIL	3,165.05	340.00	22.40	0.00	2,847.45
21 729 000 7017 950	NATIONAL HONOR SOCIETY	296.64	1,145.85	0.00	900.00	50.79
21 729 000 7020 950	FCCLA	406.06	0.00	0.00	0.00	406.06
21 729 000 7021 950	O-M	59.54	0.00	0.00	0.00	59.54
21 729 000 7025 950	FFA	3,621.13	120.56	110.00	0.00	3,610.57
21 729 000 7030 950	PANTHER GREENHOUSE	614.90	0.00	0.00	0.00	614.90
21 729 000 7032 950	PANTHER PRODUCTIONS	122.88	0.00	0.00	0.00	122.88
21 729 000 7039 950	SCIENCE ACTIVITY	3,081.20	0.00	0.00	0.00	3,081.20
21 729 000 7042 950	ART CLUB	211.14	290.72	0.00	100.00	20.42
21 729 000 7043 950	MUSIC CLUB	11,056.21	1,238.39	0.00	0.00	9,817.82
21 729 000 7044 950	ROBOTICS CLUB	64.55	0.00	0.00	0.00	64.55
21 729 000 7045 950	YEARBOOK	3,392.58	0.00	510.00	0.00	3,902.58
21 729 000 7050 950	DRILL TEAM	1,269.36	0.00	0.00	0.00	1,269.36
21 729 000 7055 950	CHEERLEADERS	2,372.32	0.00	0.00	0.00	2,372.32
21 729 000 7065 950	TECHNOLOGY	963.80	450.00	200.00	0.00	713.80
21 729 000 7070 950	PANTHERS FOR PREVENTION	694.79	0.00	0.00	0.00	694.79
21 729 000 7084 950	CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
21 729 000 7085 950	GENERAL	5,260.45	887.90	2,753.87	(1,000.00)	6,126.42
21 729 000 7086 950	CLASS OF 2015	3,482.78	975.00	184.00	0.00	2,691.78

18

Excluding Zeros; Beginning Month 04/2015; Processing Month 04/2015; Fund Number 21

Fund: 21 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
21 729 000 7087 950	CLASS OF 2016	4,349.48	1,313.05	1,540.00	0.00	4,576.43
21 739 000 7005 000	SPANISH CLUB	124.50	0.00	0.00	0.00	124.50
21 739 000 7056 000	WRESTLING CHEERLEADERS	17.41	0.00	0.00	0.00	17.41
Fund Total: 21		72,835.07	11,632.17	6,705.27	0.00	67,908.17

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking	3	Fund: 21 ACTIVITY FUND		
ADVENTURELAND RESORT	167931	STATE TSA	498.40	
		Vendor Total:		498.40
ALDERSON TRACTOR	0009818	PARTS	58.50	
		Vendor Total:		58.50
ANDERSON'S AWARDS/RECOGNITION	6144436	PROM	115.95	
		Vendor Total:		115.95
ARNOLD MOTOR SUPPLY	82-120660	TRACTOR PARTS	629.55	
		Vendor Total:		629.55
AUDUBON COMMUNITY SCHOOLS	20150507	4/28/15-HS TRACK	140.00	
		Vendor Total:		140.00
BABCOCK, EVAN	20150507	FFA BANQUET	32.32	
		Vendor Total:		32.32
BCP LIVE, INC	20150507	PROM-4/16/2016	425.00	
		Vendor Total:		425.00
BREADEAUX PIZZA	20150507	CONCESSIONS	54.00	
		Vendor Total:		54.00
BREYFOGLE, DAN	20150507	LUNCH	11.38	
		Vendor Total:		11.38
BRUEMMER, EMILY	20150420	CONCESSION	73.60	
		Vendor Total:		73.60
CEDAR VALLEY FUNDRAISING	115033062	FUNDRAISER	4,040.00	
		Vendor Total:		4,040.00
DECKER SPORTING GOODS	AAA018712-AJ01	HATS	226.00	
		Vendor Total:		226.00
DIGITAL MEMORIES	20150420	POSTER DESIGN-GOLF	50.00	
		Vendor Total:		50.00
EARLHAM COMM SCHOOL DIST	20150420	ENTRY FEE-4/14/2015	160.00	
		Vendor Total:		160.00
GUTHRIE CENTER CSD	20150420	GIRLS-TRACK-4/16/2015	85.00	
GUTHRIE CENTER CSD	20150507	GIRLS TRACK-4/23/15	80.00	
GUTHRIE CENTER CSD	20150507-0001	4/30/15-TRACK	160.00	
GUTHRIE CENTER CSD	20150507-0002	WRESTLING-1/31/15	100.00	
		Vendor Total:		425.00
HOMETOWN FOODS	20150420	CONCESSION	7.96	
		Vendor Total:		7.96
HOUSTON, SHEILA	20150420	PROM SUPPLIES	65.57	
		Vendor Total:		65.57
IOWA GIRLS' HIGH SCHOOL ATHLETIC UNION	20150507	15-16 MS MEMBERSHIP	100.00	
		Vendor Total:		100.00
IOWA HIGH SCHOOL ATHLETIC ASSN.	20150507	15-16 MEMBERSHIP	2.00	
		Vendor Total:		2.00
IOWA HIGH SCHOOL MUSIC ASSN.	20150420	STATE LARGE GROUP-VOCAL	110.00	
		Vendor Total:		110.00
IOWA WILD,	20150420	TICKETS	65.00	
		Vendor Total:		65.00
JOHNSTON, MARK	20150508	DONATION	200.00	
		Vendor Total:		200.00
KD PORTABLES	050115	RENTALS-TRACK	300.00	
		Vendor Total:		300.00
LAKE LUMBER	884322	PROM	21.55	

20

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
			Vendor Total:	21.55
LAKE PANORAMA NATL RESORT	20150420	PROM MEALS	2,446.09	
			Vendor Total:	2,446.09
LIDS TEAM SPORTS	654836	HATS	408.60	
LIDS TEAM SPORTS	659359	APPAREL	34.00	
LIDS TEAM SPORTS	659932	APPAREL	224.00	
			Vendor Total:	666.60
MAKE MUSIC, INC	1919912	BAND-SUBSCRIPTION	140.00	
			Vendor Total:	140.00
MILLER, RANDY	20150507	LUNCH	13.18	
			Vendor Total:	13.18
MOULDS, JEROME	20150507	JH-STARTER	130.00	
			Vendor Total:	130.00
PANORA OIL CO	0078544	CONCESSION	23.58	
			Vendor Total:	23.58
PANORAMA GARDENS	74850/1	ZACH MEMORIAL	88.50	
			Vendor Total:	88.50
ROBERTS, JAMES	20150420	STATE TSA EXPENSE	87.71	
			Vendor Total:	87.71
RODALE MAGAZINES	20150507	RENEWAL THRU 01/2017	25.94	
			Vendor Total:	25.94
SAMS CLUB/GEGRB	20150420	CONCESSION	378.47	
SAMS CLUB/GEGRB	20150420-0001	CONCESSION	796.04	
SAMS CLUB/GEGRB	20150507	MEMBERSHIP	45.00	
			Vendor Total:	1,219.51
SAYDEL HIGH SCHOOL	20150420	BOYS-HS-TRACK-4/16/15	85.00	
			Vendor Total:	85.00
THOMPSON, GREG	20150420	POWERADE	19.04	
THOMPSON, GREG	20150507	TRACK SUPPLIES	21.14	
THOMPSON, GREG	20150507-0001	LUNCH	10.48	
			Vendor Total:	50.66
UPTOWN SPORTING GOODS	385612	BASEBALLS	670.50	
			Vendor Total:	670.50
VAN METER COMM SCHOOL	20150507	4/20/15-HS TRACK	160.00	
			Vendor Total:	160.00
VISA	20150507	MISC	8,621.07	
			Vendor Total:	8,621.07
WCV SCHOOLS	20150507	MS-TRACK-4/21/15	80.00	
			Vendor Total:	80.00
YALE METHODIST CHURCH	20150508	BACKPACK PROGRAM-FCCLA	300.00	
			Vendor Total:	300.00
ZACH MEACHAM MEMORIAL	20150508	DONATION	100.00	
			Vendor Total:	100.00
			Fund Total:	22,720.12
			Checking Account Total:	22,720.12

21

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Checking	3	Fund: 21 ACTIVITY FUND	
IOWA HIGH SCHOOL MUSIC ASSN.	20150428	MEDALS	16.75
		Vendor Total:	16.75
		Fund Total:	16.75
		Checking Account Total:	16.75

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Checking	3	Fund: 21 ACTIVITY FUND	
COON RAPIDS-BAYARD COMM SCH	20150429	BOYS GOLF INVITATIONAL	70.00
		Vendor Total:	70.00
		Fund Total:	70.00
		Checking Account Total:	70.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking	1	Fund: 10 GENERAL FUND		
ACCESS SYSTEMS LEASING	16916010	COPIER LEASING	186.70	
		Vendor Total:		186.70
AIR FILTER SALES & SERVICES	0198040	FILTERS	163.88	
AIR FILTER SALES & SERVICES	0198041	FILTERS	536.44	
		Vendor Total:		700.32
AMAZON	20150506	INSTRUCTIONAL SUPPLIES	29.97	
AMAZON	20150506-0001	TECHNOLOGY SUPPLIES	91.78	
AMAZON	20150506-0002	INSTRUCTIONAL SUPPLIES	4.00	
AMAZON	20150506-0003	INSTRUCTIONAL SUPPLIES	4.00	
AMAZON	20150506-0004	INSTRUCTIONAL SUPPLIES	47.96	
AMAZON	20150506-0005	TECHNOLOGY SUPPLIES	233.97	
AMAZON	20150506-0006	SPED INSTRUCTIONAL SUPPLIES	49.99	
AMAZON	20150506-0007	INSTRUCTIONAL SUPPLIES	199.93	
AMAZON	20150506-0008	INSTRUCTIONAL SUPPLIES	11.99	
AMAZON	20150506-0009	TECHNOLOGY SUPPLIES	25.17	
AMAZON	20150506-0010	INSTRUCTIONAL SUPPLIES	19.49	
AMAZON	20150506-0011	INSTRUCTIONAL SUPPLIES	16.25	
AMAZON	20150506-0012	INSTRUCTIONAL SUPPLIES	89.94	
AMAZON	20150506-0013	CARL PERKINS EQUIPMENT	71.52	
AMAZON	20150506-0014	INSTRUCTIONAL SUPPLIES	199.99	
		Vendor Total:		1,095.95
APPLE COMPUTER INC	4335309358	TECHNOLOGY SUPPLIES	634.00	
		Vendor Total:		634.00
BAUCH, JIM	20150429	PD REIMBURSEMENT	60.00	
		Vendor Total:		60.00
CAPITAL SANITARY SUPPLY CO	C184453	CUSTODIAL SUPPLIES	127.05	
		Vendor Total:		127.05
CCP INDUSTRIES INC	SL01613805	BUS BARN SUPPLIES	84.44	
		Vendor Total:		84.44
CENTER FOR AUTHENTIC INTELLECTUAL WORK	1675354-8105059	PROFESSIONAL DEVELOPMENT	1,250.00	
		Vendor Total:		1,250.00
CENTRAL IOWA PUBLISHING, INC	20150506	ADS & PUBLICATIONS	551.45	
		Vendor Total:		551.45
CITY OF PANORA	04/2015 BALLFIE	ELECTRIC/WATER/SEWER	134.95	
CITY OF PANORA	04/2015 BUS BAR	ELECTRIC/WATER/SEWER	275.66	
CITY OF PANORA	04/2015 MS/HS	ELECTRIC/WATER/SEWER	9,111.20	
		Vendor Total:		9,521.81
CLIMATE SOLUTIONS, INC	10180	MAINTENANCE SERVICES	745.11	
CLIMATE SOLUTIONS, INC	10181	MAINTENANCE SERVICE	390.11	

23

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
			Vendor Total:	1,135.22
CLOUSER, ANGIE	20150505	SUPPLY REIMBURSEMENT	110.23	
			Vendor Total:	110.23
CULLIGAN WATER CONDITIONING	20150506	BOTTLE FREE COOLER RENT	35.00	
CULLIGAN WATER CONDITIONING	20150506-0001	BOTTLE FREE COOLER RENT	78.00	
			Vendor Total:	113.00
DELL MARKETING L.P.	XJP245W85	PLTW COMPUTER	1,972.68	
			Vendor Total:	1,972.68
DES MOINES AREA COMM COLLEGE	G-44412	COLLEGE TRAINING SPRING 2015	31,580.00	
			Vendor Total:	31,580.00
ECHO GROUP INC	S6314471.002	ELECTRICAL SUPPLIES	408.00	
			Vendor Total:	408.00
ELLIOTT, KATHRYN	20150504	REIMBURSEMENT	80.00	
ELLIOTT, KATHRYN	20150504-0001	MEAL & AIRFARE - AASA CONFERENCE	503.44	
			Vendor Total:	583.44
ENGEL LAW OFFICE	20150504	LEGAL SERVICES	2,637.50	
			Vendor Total:	2,637.50
FELD FIRE & FELD SECURITY	0003370	FIRE ALARM SYSTEM	90.00	
			Vendor Total:	90.00
FRONTLILNE TECHNOLOGIES	INVUS33900	APPLITRACK TRAINING	695.00	
			Vendor Total:	695.00
GUTHRIE FAMILY MEDICINE CTR	35963	PHYSICALS	165.00	
			Vendor Total:	165.00
GUTHRIE TRANSFER STATION	43430	LANDFILL FEES	82.00	
			Vendor Total:	82.00
HEARTLAND CO-OP ELEVATOR	33-549194	GASOLINE & DIESEL	51.99	
			Vendor Total:	51.99
HOMETOWN FOODS	20150507	MS SCIENCE SUPPLIES	13.47	
			Vendor Total:	13.47
IA TESTING PROGRAMS	15-4683	ITBS/ITED	2,541.48	
			Vendor Total:	2,541.48
INTERSTATE POWER SYSTEMS	R012044899:01	SUPPLIES/EQUIP	99.04	
			Vendor Total:	99.04
JEFFRYE M BECKMAN	20150501	READING PROGRAM COUPONS	250.00	
			Vendor Total:	250.00
JENSEN SANITATION, LLC	26302	GARBAGE COLLECTION	457.50	
			Vendor Total:	457.50
JOSTENS	17275381	GRADUATION SUPPLIES	606.37	
JOSTENS	675431	GRADUATION SUPPLIES	38.92	
			Vendor Total:	645.29
JULIE WEIDENTHALER	20150504	CLASS SUPPLIES	24.33	
JULIE WEIDENTHALER	20150504-0001	MEAL REIMBURSEMENT	10.00	
			Vendor Total:	34.33
KNOWLEDGE BOWL	20150501	TAG FEES	140.00	
			Vendor Total:	140.00
KRUCK PLUMBING & HEATING CO	20150501	MAINT & REPAIR	498.65	
			Vendor Total:	498.65
LIVING HISTORY FARMS	20150505	ELEM FIELD TRIP	379.75	
			Vendor Total:	379.75
MARTIN BROTHERS DISTRIBUTING	5636417	CUSTODIAL SUPPLIES	423.16	

24

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
COMPANY			
		Vendor Total:	423.16
MIDAMERICAN ENERGY	090140415	MONTHLY NATURAL GAS CHARGES	164.55
MIDAMERICAN ENERGY	200060415	MONTHLY NATURAL GAS CHARGES	54.98
MIDAMERICAN ENERGY	250290415	MONTHLY NATURAL GAS CHARGES	584.49
		Vendor Total:	804.02
MILLER, RANDY	20150504	PD REIMBURSEMENT	70.00
		Vendor Total:	70.00
MILLS, HOLLANDA	20150501	MEAL REIMBURSEMENT	60.00
MILLS, HOLLANDA	20150505	FUEL	10.39
		Vendor Total:	70.39
O'HALLORAN INTERNATIONAL, INC.	R101001136: 01	VEHICLE REPAIR SERVICES	328.69
		Vendor Total:	328.69
PANORA AUTO PARTS	297507	VEHICLE SUPPLIES	32.43
PANORA AUTO PARTS	297595	REPAIR PARTS	10.07
PANORA AUTO PARTS	298069	VEHICLE REPAIR	23.80
PANORA AUTO PARTS	298319	BUS BARN SUPPLIES	192.36
		Vendor Total:	258.66
PANORA TELCO	20150501	TELEPHONES	807.92
PANORA TELCO	20150506	TECHNOLOGY SUPPLIES	1,080.04
		Vendor Total:	1,887.96
PANORAMA GARDENS	074134	FLOWER/PLANT SUPPLIES	80.00
		Vendor Total:	80.00
PANORAMA NUTITION FUND, PANORAMA CATERING	20150507	CATERING SERVICES	690.80
		Vendor Total:	690.80
PERFECTION LEARNING CORP.	697353	INSTRUCTIONAL SUPPLIES	188.85
PERFECTION LEARNING CORP.	698709	INSTRUCTIONAL SUPPLIES	233.46
		Vendor Total:	422.31
PHILLIPS, VANESSA	20150504	APPLITRACK TRAINING TRAVEL REIMBURSEMENT	62.15
		Vendor Total:	62.15
PRAIRIE LAKES AEA 8	20150507	CONFERENCE REGISTRATION	500.00
		Vendor Total:	500.00
PRESTO-X	30580382	PEST CONTROL	79.57
		Vendor Total:	79.57
PURCHASE POWER	20150504	POSTAGE FOR METER	503.50
		Vendor Total:	503.50
RICOH USA, INC.	1054283927	COPIER SUPPLIES	43.05
		Vendor Total:	43.05
RIEMAN MUSIC	2108657	BAND INSTRUMENT REPAIR	480.00
RIEMAN MUSIC	2109757	BAND SUPPLIES	9.85
RIEMAN MUSIC	2110308	BAND SUPPLIES	39.46
RIEMAN MUSIC	2111859	BAND INSTRUMENT REPAIR	21.00
RIEMAN MUSIC	2113028	BAND SUPPLIES	4.95
		Vendor Total:	555.26
ROBERTS, JAMES	20150505	MILEAGE REIMBURSEMENT	38.40
		Vendor Total:	38.40
SCHOOL BUS SALES	IN15834	BUS REPAIR PARTS	25.41
		Vendor Total:	25.41
SCHOOL HEALTH CORPORATION	0525803	NURSE SUPPLIES	15.44
		Vendor Total:	15.44
TIERNEY	460722-1	PLTW GRANT EQUIPMENT	3,504.00
TIERNEY	689457	PLTW SUPPLIES	3,495.00

25

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
			Vendor Total:
			6,999.00
VENTEICHER ELECTRIC	Q63012-15	ELECTRICAL SERVICES	319.79
			Vendor Total:
			319.79
VERIZON WIRELESS	9743500750	CELLULAR PHONES	95.87
VERIZON WIRELESS	9743500751	CELLULAR PHONES	40.01
			Vendor Total:
			135.88
VISA	20150506	TECHNOLOGY TRAVEL	24.82
VISA	20150506-0001	BACKGROUND CHECKS	105.00
VISA	20150506-0002	TECHNOLOGY TRAVEL	54.00
VISA	20150506-0003	TECHNOLOGY TRAVEL	10.03
VISA	20150506-0004	TECHNOLOGY TRAVEL	7.94
VISA	20150506-0005	AT RISK SUPPLIES	18.00
VISA	20150506-0006	POSTAGE	6.70
VISA	20150506-0007	MISC SUPPLIES & EQUIP	99.00
VISA	20150506-0008	BACKGROUND CHECK SERVICES	25.00
VISA	20150506-0009	HS TRAVEL	122.08
VISA	20150506-0010	APPLITRACK TRAINING MEAL	10.46
VISA	20150506-0011	APPLITRACK TRAINING TRAVEL	6.74
VISA	20150506-0012	APPLITRACK TRAINING TRAVEL	58.62
VISA	20150506-0013	FOOD SCIENCE SUPPLIES	172.63
VISA	20150506-0014	TAG FIELD TRIP	101.83
			Vendor Total:
			822.85
			Fund Total:
			74,031.58
			Checking Account Total:
			74,031.58

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Checking	1	Fund: 10 GENERAL FUND	
WINTERSET MIDDLE SCHOOL	20150416	MS BATTLE OF THE BOOKS	50.00
		Vendor Total:	50.00
		Fund Total:	50.00
		Checking Account Total:	50.00

CITY OF PANORA
 102 N.W. 2ND ST. ~ P.O. BOX 98
 PANORA, IOWA 50216

(641) 755-2164

www.cityofpanora.com

SERVE AT 401 PANTHER DR

DATE 4/29/15



PRESORTED
 FIRST CLASS MAIL
 U.S. POSTAGE
 PAID 1 OZ.
 PERMIT NO. 9

For Service From 3/15/15 4/15/15

FORWARDING SERVICE REQUESTED
 RETURN THIS PORTION WITH YOUR PAYMENT

CHARGES/CREDITS	DATE	METER READING		USAGE	AMOUNT
		PREVIOUS	PRESENT		
PREVIOUS BALANCE					20844.84-
PREVIOUS PAYMENT					5470.61
ELECTRIC		99737	328	36669	2777.51
FUEL ADJUST					484.84
ELECTRIC			10611	10611	572.81
FUEL ADJUST					140.30
LANDFILL					3.30
STORM WATER					222.15
SEWER		9999	9999		12.98
SEWER		7043000	7078000	35000	187.40
WATER		9999	9999		35.06
WATER		7043000	7078000	35000	484.68

ACCT. NO. Due By 5/20/15
 1698001
 AMT. 15923.81-

PANORAMA COMM SCHOOL ELEM
 401 PANTHER DR
 PO BOX 39
 PANORA IA 50216

AFTER	PAY	AMOUNT DUE NOW
5/20/15	15923.81-	15923.81-

1698001
 ACCOUNT NUMBER

28

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Checking	4	Fund: 36 PPEL FUND	
DELL MARKETING L.P.	XJNX624R6	TECHNOLOGY SUPPLIES & EQUIP	1,345.80
		Vendor Total:	1,345.80
		Fund Total:	1,345.80
		Checking Account Total:	1,345.80

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking	4	Fund: 33 CAPITAL PROJECTS FUND		
AHLERS & COONEY PC	690894	FEES - ATHLETIC COMPLEX	10,150.80	
		Vendor Total:		10,150.80
ARGANBRIGHT CONSTRUCTION	20150501	CONSTRUCTION MANAGER SERVICES	2,520.00	
		Vendor Total:		2,520.00
KOLACIA CONSTRUCTION, INC	PAY APP #1	LOCKER ROOM PROJECT CONSTRUCTION	169,345.10	
		Vendor Total:		169,345.10
		Fund Total:		182,015.90
		Checking Account Total:		182,015.90

Project	Amount	Service	Check #
Locker Room Remodel			
SVPA	3,510.69	(10/06/2014 - 11/02/2014)	1700
SVPA	5,099.61	(11/03/2014 - 11/30/2014)	1706
SVPA	7,643.57	(12/01/2014 - 01/04/2015)	1708
SVPA	26,406.55	(01/05/2015 - 02/01/2015)	1713
SVPA	5,097.78	(02/02/2015 - 03/01/2015)	1723
SVPA	4,390.61	(03/02/2015 - 03/29/2015)	1723
Kolacia Construction	169,345.10	Pay Application #1	
SVPA	2,397.12	(03/30/2015 - 05/03/2015)	
Athletic Complex			
SVPA	803.72	(06/02/2014 - 07/29/2015)	1659
SVPA	1,291.52	(06/30/2014 - 07/27/2015)	1678
SVPA	3,100.96	(09/01/2015 - 10/05/2014)	1696
SVPA	2,407.22	(10/06/2014 - 11/02/2014)	1700
SVPA	1,005.00	(11/03/2014 - 11/30/2014)	1706
SVPA	1,288.08	(12/01/2014 - 01/04/2015)	1708
SVPA	9,848.85	(01/05/2015 - 02/01/2015)	1713
SVPA	49,015.53	(02/02/2015 - 03/01/2015)	1723
SVPA	92,780.19	(03/02/2015 - 03/29/2015)	1723
Bishop Engineering	3,645.00	Survey Services	1719
SVPA	16,001.03	(03/30/2015 - 05/03/2015)	
Misc Fees Combined			
Piper Jaffrey	46,805.00	Bond Placement Agent Fee	1721
Dorsey & Whitney	4,000.00	Bond Services Legal Fee	1720
Bankers Trust	250.00	Bond Flat Fee	1718
Arganbright Construction	1,500.00	April Construction Manager Services	1717
Arganbright Construction	2,520.00	May Construction Manager Services (63 hours)	
	\$460,153.13		

May 11th, 2015 Board Meeting
Open Enrollment Applications

2014-15 School Year
Open Enrollment **IN**

Student Name	Grade	Parents	Resident District	Reason
Carrillo, Joselyn	10	Nelly Whitver	Perry	Family Move
Carrillo, Devin	8	Nelly Whitver	Perry	Family Move
Whitver, Kathryn	3	Nelly Whitver	Perry	Family Move



Panorama Community Schools

building tomorrow today

4/22/2015

Kathryn Elliott
Superintendent
Panorama Community School District
701 West Main Street
Panora, IA 50216

Dear Ms. Elliott:

Please accept this letter as my formal resignation from the Director of Information Technology position for the Panorama Community School District effective June 30, 2015. If a replacement is found before this date, I will be more than happy to assist with the transition and make an earlier departure.

It has been my privilege to serve this district over the course of the past two and a half years. With your support, the district has been able to make several technological advances. We've upgraded the wired, wireless, and security infrastructures to provide a solid foundation for all projects moving forward, including the district's 1:1 program. We've also implemented a wide array of software based technologies, such as Google Apps and Infinite Campus. I strongly believe these investments will have a great impact on the student learning of this district.

I have greatly enjoyed working for Panorama Schools and appreciate the support and mentorship you've provided during my tenure. I look forward to taking these experiences and sharing them with future districts.

Best regards,

Ryan Lehms

MS/HS Building
701 W. Main, PO Box 39
Panora, IA 50216
(641) 755-2317

District Office
701 W. Main, PO Box 39
Panora, IA 50216
(641) 755-4144

Elementary Building
401 Panther Dr., PO Box 819
Panora, IA 50216
(641) 755-2021

April 14, 2015

To: Greg Randel

I am resigning from driving school bus for the Panorama School System at the end of the 2014-2015 school year. 45 years of working for the school has to be enough.

Charles Hawley

A handwritten signature in black ink that reads "Charles Hawley". The signature is written in a cursive style with a large initial "C" and a long, sweeping underline.

Extra-Curricular Area:

Art Club

Date: 15/16

Coach/Sponsor Name:

Ginger Lindstrom

5/5/15

Name of Fundraiser	Date(s) of fundraiser	Type of fundraiser (meal, door-to-door, sales at game, etc.)	Purpose of Fundraiser (specific use of funds)
Raffle of Mrs. Lindstrom's painting	April 25th, 2015	Raffle	Funds for essence of Europe trip
Face painting @ Art in the Village	June 13, 2015	face painting	Funds for Essence of Europe trip
Art Camp for elementary students	June 22-24	art class for students k-2	Essence of Europe Funds
Art Camp for Elementary students	July 27-31	art class for students 3-5	Essence of Europe Funds
Adult workshops for Painting + Ceramics	Dates to be discussed	art classes for adults	essence of Europe Funds
Panora Farmer's market	end of July - Aug on Fridays	face-painting for kids	essence of Europe funds

***Elementary Principal/School Improvement Coordinator Report
Submitted by Mary Breyfogle
May 11, 2015***

Preschool

- Current numbers
 - 19 three-year-olds
 - 30 four-year-olds
 - 2 five-year-olds
 - 62 slots full at this time
- Considerations
 - 60 slots fills 4 sections (2 full time teachers)
 - 75 slots fills 5 sections (2 full time teachers and 1 half time teacher)
 - 90 slots fills 6 sections (3 full time teachers)
 - Applications will continue to come in over the summer and through the first day of school

Planning for 2015-16

- Scheduling
 - Aligning schedule to increase instructional time in literacy and math
 - 180 minutes of literacy in K-1
 - 135 minutes of literacy 2-3
 - 90 minutes of math 2-5
 - Aligning schedule to push in support teachers during core instruction
 -
- Report Cards
 - Teachers working to align priority standards in all content areas
 - Priority standards will be the ones that we work to assess and we will report out to parents
 - Should make the report cards easier to understand and more meaningful
- Curriculum considerations will be in June report

	IASB	ISFIS
Bus Driver	\$48.00	\$48.00
Teachers	\$48.00	\$48.00
Non Certified Staff	\$38.00	\$34.50
Volunteers	\$38.00	\$12.00
Rechecks	\$48.00	\$34.50

**Fingerprints will continue to go through the DCI as required by law
This will be an additional \$26.00 to the teacher checks upon hire.

PANORAMA COMMUNITY SCHOOL DISTRICT

SCHOOL CALENDAR

The school calendar will accommodate the education program of the school district. The school calendar is for a minimum of 1080 hours and include, but not be limited to, the days for student instruction, staff development, in-service days and teacher conferences.

The academic school year for students is for a minimum of 1080 hours in the school calendar. **The academic school year for students shall begin no sooner than August 23rd.** ~~The academic school year for students may not begin prior to September but may begin in the week in which September 1 falls unless a waiver is obtained from the Iowa Department of Education. Should September 1 fall on a Sunday, school may begin any day during the calendar week which immediately precedes September 1.~~ Employees may be required to report to work at the school district prior to this date.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to 30 hours of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It is the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program. **The board shall hold a public hearing on any proposed school calendar prior to adopting the school calendar.**

Legal Reference: Iowa Code §§ 20.9; 256.7, 279.10, 280.3 (2013).
281 I.A.C. 12.1(7).

Cross Reference: Student Attendance
School Day

**PANORAMA COMMUNITY SCHOOL DISTRICT
TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The district encourages the appropriate use of technology-based tools and information resources by students. These district-provided resources and tools are provided solely for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the district's educational mission and policies, as well as state and federal laws and regulations. Access to district networks and electronic information resources is a privilege, not a right, and will be provided for the student as is appropriate to the school building and grade level.

~~Students may be given access to internet resources external to the district without specific parent/guardian permission. Access to telecommunications resources external to the district enables students to explore libraries, databases and references throughout the world. Access to the instructional software and productivity tools allows students to integrate the use of technology into their learning processes. These internet research activities provide the capability to access publicly available file repositories throughout the world, which opens classrooms to electronic information resources that have not necessarily been screened by educators for use by students of various ages.~~

Parents and guardians have an important role in setting and conveying the standards that their children should follow when using media and information resources and are ultimately responsible for the student's activities or behaviors. Questions from parents or guardians concerning technology use by students should be directed to the building administrator. *If for any reason a parent or guardian does not want his/her student to have internet access, then he/she must provide written notice to the school.* An Internet Use Opt-out form will be made available at each building for this purpose.

Students will be provided specific, written guidelines to follow when using district telecommunication tools, networks, software, computers, the internet, and other technology resources. Violation of these guidelines will result in consequences including, but not limited to, loss of access to district technology resources. Students taking a computer-based class may be dropped from the course, if applicable. Depending upon the severity of the infraction, other consequences may be imposed.

The district makes no warranties of any kind, whether expressed or implied, for the access it is providing. The district is not responsible for any damages suffered by students or by third parties. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district or user errors or omissions. Use of any information obtained via the internet is at the user's risk. The district cannot be responsible for the accuracy or quality of information obtained through the internet.

Students and their parents or guardians will hold the district harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

If a student accesses, whether accidentally or intentionally, any fee-based telecommunications service or if a student incurs other types of costs, the student will be responsible for paying those costs. The individual in whose name a system account is issued is responsible at all times for its proper use and payment of all charges incurred for use of telecommunications and internet reference services that impose fees or other charges for their use. Transmission of material, information, or software in violation of any law, board policy, or regulations is prohibited. The district reserves the right, as further outlined below, to inspect all files on district owned computers, media and servers and on personal devices that the user has asked to attach to district owned equipment or networks.

Any statement of personal belief found on the computer network or internet or other telecommunications system is implicitly understood to be representative of the author's individual point of view, and not that of the Panorama Community School District, its administrators, teachers or staff.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Panorama Community School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the building administrator or designated representatives.

PANORAMA COMMUNITY SCHOOL DISTRICT
TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

The building administrator or designated representatives will provide age-appropriate training for students who use the Panorama Community School District's Internet **access** facilities. The training provided will be designed to promote the Panorama Community School District's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Panorama Community School District's Internet Acceptable Use and Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social **media** networking Web sites, ~~and in chat rooms~~; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

The district unconditionally reserves the right to monitor and examine all files and activity on district computer and network systems. The district Director of Technology or his/her designee may monitor or examine all system activities as deemed appropriate to ensure proper use of the system. In addition, the director or their designee may inspect the contents of electronic mail sent by a student to an identified address and may disclose the contents to others when required to do so by law or policies of the district, or to investigate complaints regarding electronic mail that is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The building administrator will determine what is inappropriate use according to the guidelines listed and age and grade of the student. The determination may be appealed to the Superintendent or his/her designee. The director or their designee may close an account at any time as required to protect district systems or as a proportional consequence of inappropriate activity.

Sanctions

Communication over networks should not be considered to be private or secure. Messages may be diverted accidentally to another or unintentional destination. In the event of student misuse of district equipment or resources, whether accidentally or intentionally, the district may suspend or revoke a system user's privilege of access to the district's computers and network. Failure to abide by district policy and applicable laws governing use of these resources may result in the suspension and/or revocation of access to these resources. A student is expected to provide full cooperation to district administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of the district's technology resources.

The district reserves the right to charge a student for physical damages or for electronic damages incurred from purposeful introduction of ~~viruses~~ **malware** or other programs that have the intent of damaging or altering computer programs or files. Fees, fines or other charges may also be imposed as a result of misuse or damage to these technology resources by the student.

Prior to disciplinary action or as soon as practical, the building administrator or his/her designee will inform the student of the suspected violation and give the student an opportunity to present an explanation. The school may take disciplinary action up to and including expulsion and/or appropriate legal action upon any violation of district policy, administrative regulation and/or state or federal law. When applicable, law enforcement or other agencies may be involved. The district will cooperate with any investigation conducted by any official or agency concerning or related to misuse of the district's technology resources.

The district technology director, with the assistance of district administrators, is responsible for disseminating and interpreting district policy and administrative regulations governing the use of the district's systems, establishing storage allocations and restrictions and file retention policies.

Legal Reference: Iowa Code § 279.8(1995)

Cross Reference: 502 Student Rights and Responsibilities
 506 Student Records
 605.5 Media Centers

Related Administrative Rules & Regulations:

PANORAMA COMMUNITY SCHOOL DISTRICT
ACCPETABLE USE OF TECHNOLOGY BY STUDENTS

Panorama Community School District provides students with access to district technology equipment, network, and the internet. These resources are essential in preparing students for success in life and work in the 21st century by providing them with access to a wide range of information and the ability to communicate with people throughout the world. Use of these resources is a privilege that requires a high level of personal responsibility to act in a considerate and responsible manner.

The following rules will be followed when students use district telecommunication tools, networks, software, computers hardware, the internet, and other technology resources.

- 1) The use of technology resources will be consistent with the district's educational mission and policies, as well as state and federal laws and regulations.
- 2) Students will not violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.
- 3) Students will not access, upload, download, or transmit obscene, profane, abusive, threatening, or sexually explicit material, or material encouraging toleration or promotion of discrimination toward individuals or groups of individuals based upon age, race, creed, color, gender, sexual orientation, national origin, religion, or disability.
- 4) Students will not use district technology resources to harass, insult, attack, or threaten harm or embarrassment to others.
- 5) Students will not use the system to communicate, submit, publish, or display inaccurate information, rumors, disparaging portrayals, or any other information that is known to be false or misleading.
- 6) Students will respect the property and privacy of others, including their electronic storage areas. Students will not access or attempt to access another's information or files without prior permission.
- 7) Students will not engage in the unauthorized use of another's individual password and will not seek to gain unauthorized access to information resources or other electronic devices.
- 8) Students will keep their network account access privileges private and secured with passwords as appropriate for the student's age.
- 9) Students will protect district equipment from physical and electronic damage or vandalism. Vandalizing is any unauthorized access and/or attempt to damage computer equipment or networks or destroying data of another user, including creating or intentionally transmitting viruses malware and other destructive programs.
- 10) Students will not intentionally waste limited resources, including unauthorized uploading or downloading of material from the internet.
- 11) Appropriate and respectful language will be used in electronic mail and other electronic communications.
- 12) Students should protect themselves by not revealing personal information such as full name, phone numbers, and home addresses to internet sites.
- 13) District resources will not be used for personal or commercial purposes without prior approval of the building administrator or director of technology.
- 14) Student use of personal network or telecommunication devices to connect to internal district equipment and networks needs the prior approval of the building principal and or the district technology director. District personnel may inspect the contents of these personal devices upon request. (Allows students/ guests to connect to guest network without direct consent.)

Students who do not comply with the above rules should expect consequences, including, but not limited to, loss of access to district technology resources. **Students taking a computer-based class may be dropped from the course, if applicable.** Depending upon the severity of the infraction, other consequences may be imposed.

As a student at Panorama Community School District, I understand and agree to follow the rules outlined above.

Student Name (PRINT)	Grade
Student Signature	Date

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO

PAGES

TO OWNER: Panorama Community School District
 701 West Main Street
 Panorama, IA 50216

PROJECT: Panorama CSD Locker Room Renodel
 701 West Main Street
 Panorama, IA 50216

FROM CONTRACTOR: Kolacia Construction, Inc.
 1206 S. 32nd Street, P.O. Box 1176
 Fort Dodge, Iowa 50501

VIA ARCHITECT: SYVA Architects, Inc.
 1466 28th Street, Ste. 200
 West Des Moines, IA 50266

CONTRACT FOR: All Construction

APPLICATION NO: 1

PERIOD TO: 30-Apr-15

PROJECT NOS: 14048
 21509

CONTRACT DATE: 10-Mar-15

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACTORS APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

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.

1. ORIGINAL CONTRACT SUM \$ 799,500.00
 2. Net change by Change Orders \$ 0.00
 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 799,500.00
 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 178,258.00

5. RETAINAGE:
 a. % of Completed Work \$ 8,912.90
 (Column D + E on G703)
 b. % of Stored Material \$ 0.00
 (Column F on G703)
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 8,912.90

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 169,345.10
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 0.00

8. CURRENT PAYMENT DUE \$ 169,345.10
 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 630,154.90

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$0.00	
TOTALS	\$0.00	
NET CHANGES by Change Order	\$0.00	

CONTRACTOR: KOLACIA CONSTRUCTION, INC.

By: *[Signature]* Date: 5/1/15

State of: IOWA County of: WEBSTER
 Subscribed and sworn to before me this 1st of May, 2015
 Notary Public: *[Signature]*
 My Commission expires: 2/21/17

DEB HAMILTON
 IOWA NOTARIAL SEAL
 COMMISSION NUMBER: 751312
 MY COMMISSION EXP: 2/21/17

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the 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 \$ 169,345.10

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

By: *[Signature]* Date: 05/01/2015

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.

PANORAMA CSD HIGH SCHOOL
LOCKER ROOM REMODEL

KOLACIA CONSTRUCTION INC.

APPLICATION NO. 1

4/30/2015

WORK COMPLETED

Page 1

ITEM NO. A	DESCRIPTION OF WORK B	SCHEDULED VALUE C	PREVIOUS APPLICATION D		STORED MATERIALS F	TOTAL COMPLETED & STORED TO DATE G(D+E+F)	TOTAL COMPLETED TO DATE %		BALANCE TO FINISH H(C-G)
			Application	This Application E					
	Gen Conditions, Supervision	\$11,000.00		\$3,600.00		\$3,600.00	33%	\$7,400.00	
	Ins, Permits, Bonds	\$9,100.00		\$9,100.00		\$9,100.00	100%	\$7,804.00	
	Demolition	\$40,704.00		\$32,900.00		\$32,900.00	81%	\$16,141.00	
	Int Conc. Slabs, Misc	\$53,241.00		\$37,100.00		\$37,100.00	70%	\$71,799.00	
	Masonry	\$71,799.00						\$6,999.00	
	Metals	\$6,999.00						\$6,999.00	
	Finish Carpentry and Millwork	\$22,587.00						\$22,587.00	
	Insulation Walls	\$7,771.00						\$7,771.00	
	Hollow Metal & Hardware	\$13,972.00						\$13,972.00	
	Ceilings and Drywall	\$19,712.00						\$19,712.00	
	Ceramic Tile and Resilient	\$42,307.00						\$42,307.00	
	Painting	\$7,820.00						\$7,820.00	
	Specialties,Chauly, Toilet Partitions Bath Acc.	\$14,122.00						\$14,122.00	
	Lockers	\$48,820.00						\$48,820.00	
	Fire Sprinklers	\$6,400.00						\$6,400.00	
	Mechanical Plumbing	\$196,880.00		\$52,100.00		\$52,100.00	26%	\$144,780.00	
	Mechanical HVAC	\$129,470.00		\$26,643.00		\$26,643.00	21%	\$102,827.00	
	Electrical	\$85,615.00		\$16,815.00		\$16,815.00	20%	\$68,800.00	
	Communications	\$4,277.00						\$4,277.00	
	Fire Alarm	\$6,904.00						\$6,904.00	
	SUB TOTAL	\$799,500.00		\$178,258.00		\$178,258.00	22%	\$621,242.00	

3

AHLERS & COONEY, P.C.

100 COURT AVENUE, SUITE 600
DES MOINES, IOWA 50309-2231
FAX: 515-243-2149
WWW.AHLERSLAW.COM

Elizabeth A. Grob
EGrob@ahlerslaw.com

Direct Dial:
515.246.0305

May 1, 2015

VIA E-MAIL

Sarah Sheeder
Panorama Community School District
701 West Main Street
Panora, IA 50216

RE: Bond Counsel and Disclosure Counsel Engagement Agreement
Proposed Issuance of Approximately \$5,930,000 General Obligation School Refunding
Bonds, Series 2015 (the "Bonds")

Dear Sarah:

The purpose of this Engagement Agreement (the "Agreement") is to disclose and memorialize the terms and conditions under which services will be rendered by Ahlers & Cooney, P.C. as bond and disclosure counsel to the Panorama Community School District (the "Issuer") in connection with the issuance of the Bonds. We understand the Bonds are being issued to advance refund the Series 2008 General Obligation School Bonds and will be secured by the debt service levy. We further understand that final sizing of the Bonds has not yet been completed. We understand the District has not engaged a financial advisor to assist in the transaction. We further understand the sale of the Bonds will be negotiated with Piper Jaffray & Co., Underwriter. While additional members of our firm may be involved in representing the Issuer on other matters unrelated to the Bonds, this Agreement relates to the agreed-upon scope of services described herein.

SCOPE OF ENGAGEMENT

Bond Counsel

In the role of Bond Counsel, we will provide the following services:

- (1) Subject to the completion of proceedings and execution of documents to our satisfaction, render our legal opinion (the "Bond Opinion") regarding the validity and enforceability of the Bonds, the source of payment and security for the Bonds, and the tax status of the Bonds for federal income tax purposes.
- (2) Prepare and review documents necessary or appropriate to the authorization, issuance and delivery of the Bonds, and coordinate the authorization and execution of such documents.
- (3) Review legal issues relating to the structure of the Bond issue.
- (4) Review or prepare those sections of the official statement, private placement memorandum or other form of offering or disclosure document (the "Offering Documents") to be disseminated in connection with the sale of the Bonds that describe

44

the terms of the Bonds, Iowa and federal law pertinent to the validity of the Bonds, the tax status of interest on the Bonds, and the Bond Opinion.

- (5) Upon request, assist the Issuer in presenting information to bond rating organizations and providers of credit enhancement relating to the issuance of Bonds.
- (6) File an appropriate Form 8038 with the IRS after Closing.

As bond counsel, our examination will extend to the actions and approvals necessary to authorize the issuance and initial delivery of the Bonds to the original purchaser thereof. Our Bond Opinion does not extend to any re-offering of the Bonds by the original purchaser or other persons. The Bond Opinion will be delivered by us on the date the Bonds are exchanged for their purchase price (the "Closing") and will be based on facts and law existing as of its date. In rendering our Bond Opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation, and we will assume continuing compliance by the Issuer with applicable laws relating to the Bonds. During the course of this engagement, we will rely on the Issuer, and authorized officials, to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security.

Disclosure Counsel

As Disclosure Counsel to the District, we will work with the District, including the officers and employees, the Financial Advisor, and other parties to this transaction to provide the following services:

1. Consult with District officials, District staff and District's Underwriter and/or Dissemination Agent concerning disclosure requirements, questions and issues relating to the initial issuance of the Bonds and concerning continuing disclosure requirements.
2. Attend, upon request, any meeting of the District or any meeting of District staff relating to disclosure matters that pertain to the District's issuance of the Bonds.
3. Review the District's preliminary and final official statements, prepared by Piper Jaffray & Co., in connection with the Bond offering for Issuer's review and approval, with the assistance of District officials and staff.
4. Review all Bond documents prepared in connection with the issuance of the Bonds to the extent such documents involve or affect disclosure matters.
5. Consult with District officials and staff regarding all matters relating to continuing disclosure requirements that pertain to the Bonds, specifically to include those imposed by Securities and Exchange Commission Rule 15c2-12.
6. Provide the District such other legal services and advice with respect to the Bonds as are traditionally provided by disclosure counsel.

Subject to the completion of proceedings to our satisfaction, we will render our written advice addressed to the District stating that, in the course of our participation in the preparation of the Official Statement, no information has come to our attention which leads us to believe that the Official Statement (excluding the financial and demographic information or charts, engineering and statistical data, financial statements, statements of trends and forecasts, information concerning any bond insurance and The Depository Trust Company, included in the Official Statement, and in the Appendices, as to which we

will not express any opinion or view) contains any untrue statement of a material fact or omits to state a material fact required to be stated therein or necessary in order to make the statements therein, in light of the circumstances under which they were made, not misleading. In rendering our advice, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation. During the course of the engagement, we will rely on the District's staff to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security.

The written advice rendered hereunder will be dated and executed and delivered by us at Closing and will be based on existing law as of its date. Upon delivery of our written advice and the filing of all appropriate closing documents, our responsibilities as disclosure counsel will be concluded with respect to the issuance of the Bonds.

COOPERATION

To enable us to provide effective representation, the District agrees to: (1) disclose to us, fully and accurately and on a timely basis, all facts and documents that are or might be material or that we may request; (2) keep us apprised on a timely basis of all developments relating to the representation that are or might be material; (3) attend meetings, conferences, and other proceedings when it is reasonable to do so; and (4) cooperate fully with us in all matters relating to the engagement. During the course of this engagement, we will rely on the District staff to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and the security for the Bonds.

LIMITATIONS

The duties covered by this engagement are limited to those expressly set forth above. Our fee *does not* include the following services, or any other matter not required to render our Bond Opinion or written advice as Disclosure Counsel:

- (a) Preparing requests for tax rulings from the Internal Revenue Service, or "no action" letters from the Securities and Exchange Commission.
- (b) Drafting state constitutional or legislative amendments.
- (c) Pursuing test cases or other litigation, such as contested validation proceedings.
- (d) Representing the Issuer in Internal Revenue Service examinations or inquiries, or Securities and Exchange Commission investigations.
- (e) After Closing, providing continuing advice to the Issuer or any other party concerning actions necessary to assure that interest paid on the Bonds will continue to be excludable from gross income for federal income tax purposes (e.g. this Bond Counsel engagement for the Bonds does not include rebate calculations, nor continuing post-issuance compliance activities).
- (f) Opining on a continuing disclosure undertaking pertaining to the Bonds and, after the execution and delivery of the Bonds, providing advice concerning any actions necessary to assure compliance with any continuing disclosure requirements;

46

- (g) After Closing, providing continuing advice to the District or any other party concerning disclosure issues or questions that relate to the Bonds, e.g., questions regarding actions necessary to assure fulfillment of continuing disclosure responsibilities.

We will provide one or more of the services listed in (a)–(g) upon your request, however, a separate, written engagement will be required before we assume one or more of these duties. The remaining services in this list, specifically those listed in subparts (h)–(l) below, are not included in this Agreement, nor will they be provided by us at any time.

- (h) Providing any advice, opinion or representation as to the financial feasibility or the fiscal prudence of issuing the Bonds, the financial condition of the District, or to any other aspect of the financing, such as the proposed financing structure, use of a financial advisor, or the investment of proceeds of the Bonds.
- (i) Acting as an underwriter, or otherwise marketing the Bonds.
- (j) Acting in a financial advisory role.
- (k) Preparing blue sky or investment surveys with respect to the Bonds.
- (l) Making an investigation or expressing any view as to the creditworthiness of the Issuer or of the Bonds.

ATTORNEY-CLIENT RELATIONSHIP

Upon execution of this Agreement, the Issuer will be our client and an attorney-client relationship will exist between us with respect to the issuance of the Bonds. We assume that all other parties will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction. We further assume that all parties understand that in this transaction we represent only the Issuer, we are not counsel to any other party, and we are not acting as an intermediary among the parties. Our services are limited to those contracted for in this Agreement; the Issuer's execution of this Agreement will constitute an acknowledgement of those limitations. Our representation of the Issuer will not affect, however, our responsibility to render an objective Bond Opinion or written advice as Disclosure Counsel.

Our representation of the Issuer and the attorney-client relationship created by this Agreement will be concluded upon issuance of the Bonds. Nevertheless, subsequent to Closing, we will mail the completed Internal Revenue Service Form 8038-G and prepare and distribute to the participants in the transaction a transcript of the proceedings pertaining to the Bonds.

OTHER REPRESENTATIONS

As you are aware, our firm represents many political subdivisions, companies and individuals. It is possible that during the time that we are representing the Issuer, one or more of our present or future clients will have transactions with the Issuer. We do not believe such representation, if it occurs, will adversely affect our ability to represent you as provided in this Agreement, either because such matters will be sufficiently different from the issuance of the Bonds so as to make such representations not adverse to our representation of you, or because the potential for such adversity is remote or minor and outweighed by the consideration that it is unlikely that advice given to the other client will be relevant to any aspect of the issuance of the Bonds. We will decline to participate in any matter where the interests of our clients, including the Issuer, may differ to the point where separate representation is advisable. The firm historically has arranged its practice to hold such occasions to a minimum, and intends to continue

doing so. Execution of this Agreement will signify the Issuer's consent to our representation of others consistent with the circumstances described in this paragraph.

FEES

Bond Fees:

The fee we charge for services rendered under this Agreement for Bonds for which we give a Bond Opinion and written advice as Disclosure Counsel is based upon: (i) our current understanding of the terms, structure, size and schedule of the financing represented by the Bonds; (ii) the duties we will undertake pursuant to this Agreement; (iii) the time we anticipate devoting to the financing; and (iv) the responsibilities we will assume in connection therewith. We estimate our fee for Bond Counsel services to be \$12,000 and our fee for Disclosure Counsel services to be \$5,000. If, at any time, we believe that circumstances require an adjustment of our original fee estimate, we will advise you. Such adjustment might be necessary in the event: (a) the principal amount of Bonds actually issued differs significantly from the amount stated above; (b) material changes in the structure or schedule of the financing occur; or (c) unusual or unforeseen circumstances arise which require a significant increase or decrease in our time or responsibility. It is not anticipated that it will be necessary for us to personally attend meetings in order to provide the services outlined above but we will do so in the event that circumstances require.

In addition to the above fee, we will bill for all customary client charges made or incurred on your behalf, such as travel costs reimbursement, photocopying, deliveries, computer-assisted research, bond printing, and other related expenses. We estimate that such charges will not exceed \$500 per issue of Bonds. We will contact you prior to incurring expenses that exceed this amount.

Billing Matters:

We will submit a summary invoice for the professional services described herein after Closing. In the event of a substantial delay in completing the financing, we reserve the right to present an interim statement for payment. Unless other arrangements have been agreed upon in advance, we anticipate our statements to be paid in full within thirty (30) days of receipt.

If, for any reason, the financing represented by an issue of Bonds is not consummated or is completed without the delivery of our Bond Opinion, or our services are otherwise terminated, we will expect to be compensated at our normal hourly rates, plus client charges, as described above (not to exceed the fee we would have received if we had rendered our Bond Opinion). My current hourly rate is \$285. Work performed by other attorneys will be billed at their current hourly rate. Associate attorneys begin at \$200, and work by legal assistants will be billed at \$100. The hourly rates reflected herein are subject to our periodic review and adjustment – typically annually.

Other Advice:

If requested, we will maintain one or more separate accounts for periodic services rendered to the Issuer in connection with other matters unrelated to any particular Bond financing. Such services may involve the rendering of advice, opinions or other assistance in connection with such issues including, but not limited to (i) financing alternatives in connection with a particular project, (ii) compliance with lending programs, (iii) the impact of specified actions on tax-exempt status of outstanding Bonds, or (iv) other matters the Issuer may seek advice or guidance upon. Billings for such separate services will be based on our standard hourly rate of the individual attorney performing the services. Statements for any such additional services shall be submitted periodically, but no less frequently than semi-annually.

RECORDS

At your request, papers and property furnished by you will be returned promptly upon receipt of payment for outstanding fees and client charges. Our own files, including lawyer work product, pertaining to the transaction will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other material retained by us after the termination of this Agreement. It is our practice to retain transcripts for each financing for at least the life of the Bonds. You will be notified prior to destruction of our file, and will have the option to request them, should you desire.

Please carefully review the terms and conditions of this Agreement. If the above correctly reflects our mutual understanding, please so indicate by returning a copy of this letter signed and dated by the Board President and return to me an executed copy of this letter. Please also retain an original for your file.

If you have questions regarding any aspect of the above or our representation as Bond Counsel or Disclosure Counsel, please do not hesitate to contact me.

It has been a pleasure to serve you in the past, and we look forward to our continued relationship.

Very truly yours,

AHLERS & COONEY, P.C.



Elizabeth A. Grob

EAG:nj
Enclosures

Accepted and Approved this _____
day of _____, 2015:

PANORAMA COMMUNITY SCHOOL DISTRICT

By _____
President of the Board of Directors

ITEMS TO INCLUDE ON AGENDA

PANORAMA COMMUNITY SCHOOL DISTRICT

Approximately \$5,930,000 General Obligation School Refunding Bonds, Series 2015

- Resolution Directing Sale.

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

Board Member _____ introduced the following Resolution entitled "RESOLUTION DIRECTING THE SALE OF approximately \$5,930,000 GENERAL OBLIGATION SCHOOL REFUNDING BONDS, SERIES 2015," and moved its adoption. Board Member _____ seconded the motion to adopt. The roll was called and the vote was:

AYES: _____

NAYS: _____

The President declared the Resolution adopted.

* * * * *

RESOLUTION DIRECTING THE SALE OF APPROXIMATELY
\$5,930,000 GENERAL OBLIGATION SCHOOL REFUNDING
BONDS, SERIES 2015

This is the time and place for the sale of General Obligation School Refunding Bonds, Series 2015 (the "Bonds").

WHEREAS, the School District has arranged for the sale of these Bonds to Piper Jaffray & Co., Des Moines, Iowa, at a purchase price of \$ _____, plus accrued interest to date of delivery:

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF DIRECTORS OF THE PANORAMA COMMUNITY SCHOOL DISTRICT IN THE COUNTIES OF GUTHRIE, DALLAS AND GREENE, STATE OF IOWA:

Section 1. That in accordance with the provisions of Iowa Code section 298.20, the sale of approximately \$5,930,000 General Obligation School Refunding Bonds, Series 2015, dated June 24, 2015, for the purpose of refunding outstanding school bonds, upon the following terms, is approved and confirmed.

Section 2. That the President and Secretary are authorized and directed to issue and deliver General Obligation School Refunding Bonds in the aggregate principal amount of \$5,930,000, each in the denomination of \$5,000 or multiples thereof, bearing interest and maturing as follows:

51

<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Maturity May 1</u>
\$100,000		2019
100,000		2020
105,000		2021
420,000		2022
825,000		2023
840,000		2024
855,000		2025
875,000		2026
895,000		2027
915,000		2028

Section 2. That the Official Statement and the form of contract for the sale of the Bonds are approved and the President and Secretary are authorized and directed to execute the contract for sale of the Bonds on behalf of the School District.

Section 3. That all acts of the Superintendent of Schools and Secretary of the Board done in furtherance of the sale of the Bonds are ratified and approved.

PASSED AND APPROVED this 11th day of May, 2015.

President of the Board of Directors

ATTEST:

Secretary of the Board of Directors