

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 6:30pm on the 9th day of December, 2013 for its regular meeting in the District Board Room, Panora, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA
DISTRICT BOARD ROOM

December 9th, 2013
6:30 PM

Call to Order

- I. Roll Call
- II. Welcome Visitors/Public Forum
- III. Approve Meeting Agenda
- IV. Good News
- V. Consent Items
 - A. Meeting Minutes of the November 11th, 2013 Regular Meeting # 2 thru # 5
 - B. Monthly Financial Report # 6 thru # 9
 - C. Bills/VISA # 10 thru # 26
 - D. Open Enrollment # 27
- VI. Reports
 - A. Principal Reports # 28 + # 29
 - B. Superintendent Report
- VII. Discussion/Information Topics
 - A. Board feedback on IASB Convention
 - B. County Auditor response to request # 30
 - C. Bus Inspection Results # 31
 - D. Upcoming Dates:
 - Joint meeting of School Board and SIAC to provide input on TLC application – December 18 @ 7:00pm
 - Regular Board Meeting – January 13th, 2013 @ 6:30pm
- VIII. Action Items
 - A. Retirement Incentive Program # 32 + # 33
 - B. Approval of SBRC Modified Allowable Growth for Dropout Prevention # 34
 - C. Approval of 2014 Potential Graduates # 35
 - D. Overnight/Out of State Trip Request – Senior Class Trip # 36
 - E. Fundraising Requests
 - Panther Pride Sweet Treats # 37
 - Panorama High School Pink Out # 38
 - High School Track Team # 39
 - F. 1st Reading New Board Policy 401.9 - Employee Social Media Responsibility # 40 thru # 43
 - G. 1st Reading New Board Policy 401.10 - Employee Technology Use # 44 thru # 46
- IX. Adjourn

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

Sarah Young
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 November Regular School Board Meeting

Date: 11/11/2013
Time: 6:30 pm
Location: Panorama District Board Room

Call to Order

The Panorama Community School District Board of Education met in a regular session on November 11th, 2013 in the district board room located at the middle/high school. The regular session was called to order by Bryce Wilke, President, at 6:30 pm.

Board President Bryce Wilke requested that the board temporarily change the mission statement for one month to "Dominate: Inspire Greatness" in remembrance of student Dominic Higgins.

T. Arganbright motioned to temporarily change the mission statement for one month as presented.

J. Stetzel seconded.

Motion carried unanimously.

Attendees

Board Members Present:

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

Administrators Present:

Kathryn Elliott (Superintendent), Mark Johnston (MS-HS Principal), Mary Breyfogle (Elem Principal/School Improvement Coordinator) and Sarah Young (Business Manager/Board Secretary) were present.

Others:

Gordon Castile, Curt Nelson, Greg Thompson, Erin Ambrose, Ron Paskach (SVPA Architects), Vitus Bering (SVPA Architects).

Public Forum

Speaker Name: None

Agenda

Changes to Agenda (if any): None

J. Stetzel motioned to approve the agenda as posted.

D. Douglass seconded.

Motion carried unanimously.

Good News

The following "Good News" items were shared:

- Sophomore Grace Arganbright was selected to participate in the All-State Music Festival.
- All four Cross Country teams (JH Boys, JH Girls, HS Boys & HS Girls) won the WCAC Conference Championship. In addition, the High School girls won the District Championship which allowed the team to compete at the State Cross Country meet where they finished 14th overall.
- The High School Football team qualified for the District playoffs.
- 3 Middle School band members were selected to participate in the SWIBA Middle School Honor Band. In addition, 7 Middle School Band members were selected to participate in the regional Middle School Honor Band. 13 High School Band members were selected for Conference Honor Band
- The high school Drama department successfully performed the musical "The Nightmare Before Christmas".
- The district held a Veterans Day program on Nov 11th which served as a reminder for all to honor our veterans.

Consent Items, continued

G. Irving motioned to approve the consent items.

D. Douglass seconded.

Vote:

J. Stetzel: Abstain

T. Arganbright: Aye

D. Douglass: Aye

B. Wilke: Aye

G. Irving: Aye

Motion carries.

Consent items included the minutes from the October 14th, 2013 regular board meeting and the October 29th, 2013 work session, 1 open enrollment "out" application and the bills/VISA and financial report as presented. The board also approved the following contracts:

- Anna Kastner, Paraeducator (\$10,154.00)
- Tina Arganbright, Substitute Coordinator (\$1,000.00)

Reports

SVPA Architects, Inc.

B. Vitus Bering and Ron Paskach representing SVPA Architects, Inc. were present to discuss the upcoming project to install a new 8-lane track. They also discussed the following needs of the district that will be included in the master plan should the district decide to complete these projects in the future:

- Parking and access drives
- Concessions and restrooms
- Seating issues including a new grandstand configuration
- Grass or turf field surface including field size to accommodate a soccer field if necessary
- Long term options for west field area.

Operations Manager Erin Ambrose provided an update on the needed repairs for the existing track. Midwest Track will be delivering a patching agent free of charge that the district can use to patch the holes this spring.

Mark Johnston, Secondary Principal

Mr. Johnston reported on the following items:

- Career and Technical Education Advisory Committee: Last school year, this committee focused on creating programs of study in all CTE areas (family and consumer science, vocational agriculture, business and industrial technology). This year the committee will be reviewing the programs and making suggestions to improve. Mr. Johnston thanked the following committee members for their time and dedication: Merle and Leigh Allison, Josh Arganbright, Joan Fisher, Laura Kemble, Jim Marwedel and Sharon Neel.
- Board member Deb Douglass inquired about the Advisor/Advisee program that was mentioned on the written report submitted. Mr. Johnston explained that teachers were serving as advisors for students so they can be college and career ready following high school.

Mary Breyfogle, Elementary Principal & School Improvement Coordinator

Mrs. Breyfogle reported on the following items:

- Schools In Need of Assistance: The written plan required by the Iowa Department of Education has been submitted. The plan focuses on full implementation of Iowa Core which includes collecting, reviewing and analyzing student performance data to ensure alignment to Iowa Core.
- The new report cards from Infinite Campus were recently sent home to parents. The report card committee will continue to meet to ensure consistency in how each grade level is assessing students and to make other necessary improvements.

Kathy Elliott, Superintendent

Ms. Elliott reported on the following items:

- The district will continue to use the old communication methods, such as School Alerts, to communicate weather and other emergency announcements. In addition, the district will begin to use Infinite Campus to text and/or email parents. Email communication was sent to parents with instructions on how to participate or how to opt out.
- Board Members thanked the Lake Panorama Association for allowing the district to use the golf course for cross county meets.

Discussion/Information Topics

Retirement Incentive Program

Ms. Elliott provided the board with the voluntary retirement incentive program application that was offered to teaching staff last school year. The board members requested that this item be included as an action item for the December board meeting.

Teacher Leadership & Compensation Planning

Ms. Elliott reported that the district will begin working on a plan to participate in the state's Teacher Leadership and Compensation program. It is possible that all schools may not be able to participate in the first year of the program. Final details have not been provided by the state.

Calendar for 2014-15: Hours vs Days

New legislation is requiring Iowa schools to determine if they want to use hours or days to measure instructional time for the 2014-15 school year. If a district decides to use days, there are certain situations where the day cannot be counted, such as early outs due to weather. Ms. Elliott recommended that Panorama switch to hours to provide more flexibility in the school calendar.

Upcoming Dates

- Thanksgiving Break – November 28-29, 2013
- IASB Delegate Assembly and Annual Convention – November 20-21, 2013
- Board Educational Priorities Work Session – December 5, 2013 @ 6:00pm
- Regular Board Meeting – December 9, 2013 @ 6:30pm
- Joint meeting of School Board and SIAC to provide input on TLC application – December 18 @ 7:00pm

Action Items

SVPA Architects – Track Project Proposal

J. Stetzel motioned to approve SVPA Architects, Inc to provide architectural and engineering services for the track project in the amount of \$14,000.00 for phase 1.

G. Irving seconded.

Motion carried unanimously.

Land Survey Proposal

D. Douglass motioned to approve the proposal submitted by Bishop Engineering in the amount of \$4,200 (base bid) to complete the land survey necessary for the track project.

T. Arganbright seconded.

Motion carried unanimously.

Geotechnical Services Proposal

J. Stetzel motioned to approve the proposal submitted by Terracon in the amount of \$4,500 for the soil testing and geotechnical services necessary for the track project.

G. Irving seconded.

Motion carried unanimously.

Communication Services Contract

D. Douglass motioned to approve Option 2 with Sara Opie in the amount of \$850 for plan development as well as an hourly rate to provide communication services for the district.

B. Wilke commented that he would like a written contract submitted by Sara Opie for the board to review.

J. Stetzel seconded.

Motion carried unanimously.

SBRC Allowable Growth Request for Open Enrollment

T. Arganbright motioned to approve the SBRC allowable growth request in the amount of \$132,022.00 for open enrollment.

G. Irving seconded.

Motion carried unanimously.

Action Items, continued

2nd Review Revised Board Policy 203.1 – Formulation of Policy

D. Douglass motioned to approve the 2nd reading of revised board policy 203.1 – Formulation of Policy.

T. Arganbright seconded.

Motion carried unanimously.

2nd Review Revised Board Policy 201.4 – Elections

J. Stetzel motioned to approve the 2nd reading of revised board policy 201.4 – Elections.

D. Douglass seconded.

Motion carried unanimously.

Adjournment

Meeting adjourned at 8:25pm. The next regular board meeting is set for December 9th, 2013 at 6:30pm.

Sarah Young,
Secretary

Board President

Board Secretary

Date

Date

November 2013 Bank Reconciliation

Farmer's State Bank

Capital Projects

Bank Balance

Statement Balance 10/27/2013	\$1,292,012.32
<i>Outstanding Checks</i>	\$660.00

School Books

Debt Service Balance	\$168,141.32
PPEL Balance	\$13,861.95
SAVE Balance	\$1,109,349.05

Total Bank Balance \$1,291,352.32

Total Balance on School Books \$1,291,352.32

Panora State Bank

General/Management

Bank Balance

Statement Balance 11/29/2013	\$2,270,276.39
<i>Outstanding Checks</i>	\$1,973.86
<i>Deposit in Transit</i>	\$0.00

School Books

General Balance	\$2,150,268.78
Management	\$118,033.75

Total Bank Balance \$2,268,302.53

Total Balance on School Books \$2,268,302.53

Activity

Bank Balance

Statement Balance 11/29/2013	\$124,561.29
<i>Deposit in Transit</i>	\$0.00
<i>Outstanding Checks</i>	\$18,309.67

School Books

Activity Balance	\$106,251.62
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Total Bank Balance \$106,251.62

Total Balance on School Books \$106,251.62

Guthrie County State Bank

Nutrition

Bank Balance

Statement Balance 11/29/2013	\$74,195.06
<i>Deposit in Transit</i>	\$425.10
<i>Outstanding Checks</i>	\$30.00

School Books

Nutrition Balance	\$74,590.16
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Total Bank Balance \$74,590.16

Total Balance on School Books \$74,590.16



Expenditures/Expenses to Certified Budget Comparison

Through November 2013

Instruction General Management PPEL Capital Projects

Regular Program Instruction (1100)

<i>Expenditures to Date</i>	\$970,119.31	\$121,062.44	\$7,768.64	
<i>Budgeted Amount (Line Item)</i>	\$3,431,785.00	\$139,000.00	\$80,000.00	\$0.00
<i>Amount Remaining</i>	\$2,461,665.69	\$17,937.56	\$72,231.36	\$0.00
<i>Percentage of Budget Spent</i>	28.27%	87.10%	9.71%	0.00%

Special Program Instruction (1200)

<i>Expenditures to Date</i>	\$247,296.32			
<i>Budgeted Amount (Line Item)</i>	\$918,007.00			
<i>Amount Remaining</i>	\$670,710.68			
<i>Percentage of Budget Spent</i>	26.94%			

Vocational Program Instruction (1300)

<i>Expenditures to Date</i>	\$55,450.70			
<i>Budgeted Amount (Line Item)</i>	\$210,574.00			\$0.00
<i>Amount Remaining</i>	\$155,123.30			\$0.00
<i>Percentage of Budget Spent</i>	26.33%			0.00%

Co-Curricular Program Instruction (1400)

<i>Expenditures to Date</i>	\$51,782.77			
<i>Budgeted Amount (Line Item)</i>	\$183,475.00			
<i>Amount Remaining</i>	\$131,692.23			
<i>Percentage of Budget Spent</i>	28.22%			

TOTAL INSTRUCTION

<i>Expenditures to Date</i>	\$1,324,649.10	\$121,062.44	\$7,768.64	\$0.00
<i>Budgeted Amount (Line Item)</i>	\$4,743,841.00	\$139,000.00	\$80,000.00	\$0.00
<i>Amount Remaining</i>	\$3,419,191.90	\$17,937.56	\$72,231.36	\$0.00
<i>Percentage of Budget Spent</i>	27.92%	87.10%	9.71%	#DIV/0!

TOTAL INSTRUCTION (ALL FUNDS COMBINED)

		FY13 to date	FY12 to date	FY11 to date
<i>Expenditures to Date</i>	\$1,453,480.18	\$1,411,042.02	\$1,344,979.96	\$1,253,211.61
<i>Budgeted Amount (Line Item)</i>	\$4,962,841.00	\$4,998,612.00	\$4,740,912.00	\$4,774,616.00
<i>Amount Remaining</i>	\$3,509,360.82	\$3,587,569.98	\$3,395,932.04	\$3,521,404.39
<i>Percentage of Budget Spent</i>	29.29%	28.23%	28.37%	26.25%

CERTIFIED BUDGET (INSTRUCTION)

<i>Expenditures to Date</i>	\$1,453,480.18
<i>Budgeted Amount</i>	\$5,711,094.00
<i>Amount Remaining</i>	\$4,257,613.82
<i>Percentage of Budget Spent</i>	25.45%

Support Services

General Management PPEL Capital Projects

Guidance/Nurse (21XX)

<i>Expenditures to Date</i>	\$53,717.57			
<i>Budgeted Amount (Line Item)</i>	\$186,378.00			
<i>Amount Remaining</i>	\$132,660.43			
<i>Percentage of Budget Spent</i>	28.82%			

Curriculum Director/Library/Technology (22XX)

<i>Expenditures to Date</i>	\$120,463.61		\$181,756.93	
<i>Budgeted Amount (Line Item)</i>	\$266,080.00		\$190,000.00	\$0.00
<i>Amount Remaining</i>	\$145,616.39		\$8,243.07	\$0.00
<i>Percentage of Budget Spent</i>	45.27%		95.66%	0.00%

Administration/Fiscal Services (23XX-25XX)

<i>Expenditures to Date</i>	\$290,582.38		\$1,920.74	
<i>Budgeted Amount (Line Item)</i>	\$731,217.00		\$6,000.00	
<i>Amount Remaining</i>	\$440,634.62		\$4,079.26	
<i>Percentage of Budget Spent</i>	39.74%		32.01%	

Plant Operation & Maintenance (26XX)

<i>Expenditures to Date</i>	\$199,087.81	\$68,557.50	\$5,685.00	
<i>Budgeted Amount (Line Item)</i>	\$537,235.00	\$124,000.00	\$9,000.00	\$0.00
<i>Amount Remaining</i>	\$338,147.19	\$55,442.50	\$3,315.00	\$0.00
<i>Percentage of Budget Spent</i>	37.06%	55.29%	63.17%	0.00%

Transportation (27XX)

<i>Expenditures to Date</i>	\$131,145.68	\$13,963.00	\$66,217.86	\$0.00
<i>Budgeted Amount (Line Item)</i>	\$503,322.00	\$17,000.00	\$60,000.00	\$0.00
<i>Amount Remaining</i>	\$372,176.32	\$3,037.00	(\$6,217.86)	\$0.00
<i>Percentage of Budget Spent</i>	26.06%	82.14%	110.36%	0.00%

TOTAL SUPPORT SERVICES

<i>Expenditures to Date</i>	\$794,997.05	\$82,520.50	\$255,580.53	\$0.00
<i>Budgeted Amount (Line Item)</i>	\$2,224,232.00	\$141,000.00	\$265,000.00	\$0.00
<i>Amount Remaining</i>	\$1,429,234.95	\$58,479.50	\$9,419.47	\$0.00
<i>Percentage of Budget Spent</i>	35.74%	58.53%	96.45%	0.00%

TOTAL SUPPORT (ALL FUNDS COMBINED)

		FY13 to date	FY12 to date	FY11 to date
<i>Expenditures to Date</i>	\$1,133,098.08	\$1,088,197.76	\$1,020,902.20	\$963,857.96
<i>Budgeted Amount (Line Item)</i>	\$2,630,232.00	\$2,647,455.00	\$2,631,585.00	\$2,371,615.00
<i>Amount Remaining</i>	\$1,497,133.92	\$1,559,257.24	\$1,610,682.80	\$1,407,757.04
<i>Percentage of Budget Spent</i>	43.08%	41.10%	38.79%	40.64%

CERTIFIED BUDGET (SUPPORT SERVICES)

<i>Expenditures to Date</i>	\$1,133,098.08
<i>Budgeted Amount</i>	\$2,794,998.00
<i>Amount Remaining</i>	\$1,661,899.92
<i>Percentage of Budget Spent</i>	40.54%

Non-Instruction

Nutrition Fund

Nutrition (3XXX)

Expenditures to Date	\$109,711.01
Budgeted Amount (Line Item)	\$411,810.00
Amount Remaining	\$302,098.99
Percentage of Budget Spent	26.64%

TOTAL NON-INSTRUCTION		FY13 to date	FY12 to date	FY11 to date
Expenditures to Date	\$109,711.01	\$102,600.44	\$101,614.89	\$111,738.71
Budgeted Amount (Line Item)	\$411,810.00	\$445,000.00	\$424,950.00	\$403,602.00
Amount Remaining	\$302,098.99	\$0.00	\$0.00	\$0.00
Percentage of Budget Spent	26.64%	23.06%	23.91%	27.69%

CERTIFIED BUDGET (NON-INSTRUCTION)

Expenditures to Date	\$109,711.01
Budgeted Amount (Certified)	\$475,000.00
Amount Remaining	\$365,288.99
Percentage of Budget Spent	23.10%

Other

General

Debt Service

PPEL

Capital Projects

AEA Flowthrough (6100)

Expenditures to Date	\$118,471.65			
Budgeted Amount (Line Item)	\$284,332.00			
Amount Remaining	\$165,860.35			
Percentage of Budget Spent	41.67%			

Debt Service (5100)

Expenditures to Date		\$226,183.00		
Budgeted Amount (Line Item)		\$988,500.00		
Amount Remaining		\$762,317.00		
Percentage of Budget Spent		22.88%		

Facilities Acquisition & Construction (4XXX)

Expenditures to Date			\$189,045.21	\$0.00
Budgeted Amount (Line Item)			\$196,000.00	\$250,000.00
Amount Remaining			\$6,954.79	\$250,000.00
Percentage of Budget Spent			96.45%	0.00%

TOTAL OTHER

Expenditures to Date	\$118,471.65	\$226,183.00	\$189,045.21	\$0.00
Budgeted Amount (Line Item)	\$284,332.00	\$988,500.00	\$196,000.00	\$250,000.00
Amount Remaining	\$165,860.35	\$762,317.00	\$6,954.79	\$250,000.00
Percentage of Budget Spent	41.67%	22.88%	96.45%	0.00%

CERTIFIED BUDGET (OTHER)

Expenditures to Date	\$533,699.86
Budgeted Amount (Certified)	\$1,595,534.00
Amount Remaining	\$1,061,834.14
Percentage of Budget Spent	33.45%

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking	4	Fund: 36 PPEL FUND		
DAVID RICHARD JOHNSON	20131113	TECHNOLOGY LABOR SERVICES	660.00	
		Vendor Total:		660.00
RICOH USA, INC.	91112489	COPIER LEASING	1,933.50	
		Vendor Total:		1,933.50
		Fund Total:		2,593.50
		Checking Account Total:		2,593.50

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking	4	Fund: 36 PPEL FUND		
DAVID RICHARD JOHNSON	20131126	TECHNOLOGY MAINTENANCE SERVICE	5,500.00	
		Vendor Total:		5,500.00
SOLARWINDS,	IN145422	TECHNOLOGY LICENSE	770.00	
		Vendor Total:		770.00
THOMAS BUS SALES OF IOWA	111093	TRANSPORTATION EQUIPMENT	1,110.78	
		Vendor Total:		1,110.78
TRUE PITCH, INC	46166	GROUNDS MAINTENANCE	3,520.00	
		Vendor Total:		3,520.00
		Fund Total:		10,900.78
		Checking Account Total:		10,900.78

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking	1	Fund: 10 GENERAL FUND		
ALL AMERICAN TURF BEAUTY	137882	GROUNDS UPKEEP	670.00	
		Vendor Total:		670.00
AMAZON	067986859668	TRANSPORTATION SUPPLIES	265.13	
AMAZON	108471674971	CARL PERKINS IND TECH SUPPLIES	63.96	
AMAZON	113725568646	INSTRUCTIONAL SUPPLIES	86.82	
AMAZON	115238828728	TECHNOLOGY SUPPLIES	46.93	
AMAZON	264568831073	6TH GRADE INSTRUCTIONAL SUPPLIES	91.68	
		Vendor Total:		554.52
AMERICAN TIME & SIGNAL CO	714961	REPAIR & MAINT SUPPLIES	245.10	
		Vendor Total:		245.10
ARNOLD MOTOR SUPPLY	82-108433	AG CLASS SUPPLIES	822.11	
		Vendor Total:		822.11
CAPITAL SANITARY SUPPLY CO	C152858	CUSTODIAL SUPPLIES	454.35	
		Vendor Total:		454.35
CITY OF PANORA	11/2013 BALL	ELECTRIC/WATER/SEWER	285.97	
CITY OF PANORA	11/2013 BUS	ELECTRIC/WATER/SEWER	1,072.72	
CITY OF PANORA	11/2013 ELEM	ELECTRIC/WATER/SEWER	5,916.04	
CITY OF PANORA	11/2013 MS/HS	ELECTRIC/WATER/SEWER	9,353.16	
		Vendor Total:		16,627.89
CULLIGAN WATER CONDITIONING	61722	WATER COOLER RENT	78.00	
CULLIGAN WATER CONDITIONING	90501	WATER COOLER RENT	35.00	
		Vendor Total:		113.00
ENGEL LAW OFFICE	20131202	LEGAL SERVICES	42.50	
		Vendor Total:		42.50
GRACELAND UNIVERSITY	20131126	POST SECONDARY CLASSES	1,440.00	
		Vendor Total:		1,440.00
HOMETOWN FOODS	20131204	MISC SUPPLIES	82.13	
		Vendor Total:		82.13
HUGH O'BRIAN YOUTH LEADERSHIP	99961	GUIDANCE LEADERSHIP TRAINING	150.00	
HUGH O'BRIAN YOUTH LEADERSHIP	99963	GUIDANCE LEADERSHIP TRAINING	350.00	
HUGH O'BRIAN YOUTH LEADERSHIP	99964	GUIDANCE LEADERSHIP TRAINING	350.00	
		Vendor Total:		850.00
JENSEN SANITATION, LLC	21457	GARBAGE COLLECTION	447.50	
		Vendor Total:		447.50
MATHCOUNTS FOUNDATION	A60207	T/G COMPETITION FEE	190.00	
		Vendor Total:		190.00
NEWS GAZETTE, THE	20131205	ADS, PUBLICATIONS	336.17	
		Vendor Total:		336.17
OFFICE MAX	853955	BUS BARN OFFICE SUPPLIES	4.52	
		Vendor Total:		4.52
PANORA AUTO PARTS	267909	VOC AG SUPPLIES	171.80	
PANORA AUTO PARTS	268488	VOC AG SUPPLIES	59.50	
		Vendor Total:		231.30
PANORA OIL CO	20131205	NOV & DEC GASOLINE CHARGES	2,505.10	
		Vendor Total:		2,505.10
PANORA TELCO	20131205	TELEPHONE/INTERNET	726.86	
		Vendor Total:		726.86

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
PANORAMA NUTITION FUND, PANORAMA CATERING	13126	CATERING SERVICES - BOARD WORK SESSION	32.00	
PANORAMA NUTITION FUND, PANORAMA CATERING	613	CATERING SERVICES - TLC MEAL	1.75	
		Vendor Total:		33.75
PURCHASE POWER	20131205	POSTAGE FOR METER	500.00	
		Vendor Total:		500.00
RIEMAN MUSIC	1827703	BAND SUPPLIES	49.50	
RIEMAN MUSIC	1831852	BAND SUPPLIES	53.00	
RIEMAN MUSIC	1835536	BAND SUPPLIES	62.55	
RIEMAN MUSIC	1839560	BAND SUPPLIES	49.95	
RIEMAN MUSIC	1839688	BAND SUPPLIES	275.00	
		Vendor Total:		490.00
SCHOOL BUS SALES	IN92146	VEHICLE REPAIR PARTS BUS #2	229.32	
		Vendor Total:		229.32
SCHOOL SPECIALTY/ CLASS ROOM DIRECT	208111475767	SCHOOL SUPPLIES	(13.94)	
SCHOOL SPECIALTY/ CLASS ROOM DIRECT	208111757944	INSTRUCTIONAL SUPPLIES	119.70	
		Vendor Total:		105.76
SPRING VALLEY WIRELESS	SPRININ37210	BUS RADIO EQUIP/REPAIR	210.49	
SPRING VALLEY WIRELESS	SPRININ37213	BUS RADIO EQUIP/REPAIR	19.00	
SPRING VALLEY WIRELESS	SPRININ37419	BUS RADIO EQUIP/REPAIR	223.99	
		Vendor Total:		453.48
TASC - CLIENT INVOICES	IN218985	FLEX PLAN ADMIN FEES	637.65	
		Vendor Total:		637.65
VEDETTE, THE	20131205	ELEM LIBRARY SUBSCRIPTION RENEWAL	25.00	
VEDETTE, THE	20131205-0001	ADS & PUBLICATIONS	298.46	
		Vendor Total:		323.46
VISA	20131205	FFA CONVENTION TRAVEL	82.00	
VISA	20131205-0001	FFA CONVENTION TRAVEL	40.00	
VISA	20131205-0002	FFA CONVENTION TRAVEL	73.00	
VISA	20131205-0003	MAGNETIC DOOR STRIPS	76.35	
VISA	20131205-0004	SINA MEAL	63.83	
VISA	20131205-0005	PLTW INSTRUCTIONAL SUPPLIES	306.06	
VISA	20131205-0006	SPECIAL ED SUPPLIES	299.00	
VISA	20131205-0007	EMPLOYEE BACKGROUND CHECK	15.00	
VISA	20131205-0008	SCIENCE CAB MEAL	17.18	
VISA	20131205-0009	PRESCHOOL INSTRUCTIONAL SUPPLIES	20.47	
VISA	20131205-0010	EMPLOYEE BACKGROUND CHECK	15.00	
VISA	20131205-0011	EMPLOYEE BACKGROUND CHECK	15.00	
		Vendor Total:		1,022.89
WEBSITES TO IMPRESS, LLC	3251	MONTHLY WEBSITE HOSTING	116.00	
		Vendor Total:		116.00
		Fund Total:		30,255.36

Panorama CSD
12/05/2013 2:46 PM

Board Report - For Board
Unposted; Batch Description GENERAL DECEMBER INVOICES-0005

Page: 3
User ID: VRP

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
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Checking Account Total: 30,255.36

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking	1	Fund: 10 GENERAL FUND		
ACCESS SYSTEMS	INV210047	COPIES	264.78	
		Vendor Total:		264.78
ALL AMERICAN TURF BEAUTY	135704	GROUNDS UPKEEP SERVICES	235.00	
		Vendor Total:		235.00
ARAMARK UNIFORM SERVICES	637-8125986	CUSTODIAL SUPPLIES	227.66	
ARAMARK UNIFORM SERVICES	637-8125987	CUSTODIAL SUPPLIES	60.93	
		Vendor Total:		288.59
B & H PHOTO VIDEO	767567645	BATTERIES - VIDEO CAMERA	218.64	
		Vendor Total:		218.64
BELLER DISTRIBUTING	32127	DIESEL FUEL	454.50	
		Vendor Total:		454.50
BROWN & SAENGER	1783755-0	BATTERIES	94.90	
		Vendor Total:		94.90
CAPITAL SANITARY SUPPLY CO	C152466	CUSTODIAL SUPPLIES	248.49	
		Vendor Total:		248.49
CDW GOVERNMENT INC	GX20788	TECHNOLOGY SUPPLIES	21.24	
CDW GOVERNMENT INC	GZ98920	TECHNOLOGY SUPPLIES	21.24	
CDW GOVERNMENT INC	HB53346	TECHNOLOGY SUPPLIES	102.96	
CDW GOVERNMENT INC	HG75535	CARL PERKINS COMPUTERS	1,455.00	
		Vendor Total:		1,600.44
CLIMATE SOLUTIONS, INC	4936	MAINTENANCE REPAIRS	468.00	
CLIMATE SOLUTIONS, INC	8937	HVAC INSTALLATION	2,156.00	
		Vendor Total:		2,624.00
CORNFED GRAPHICS	101	SIGNAGE - TRAFFIC	200.00	
		Vendor Total:		200.00
DES MOINES AREA COMM COLLEGE	G-41975	COLLEGE TRAINING COURSES FALL 2013	32,815.00	
		Vendor Total:		32,815.00
DES MOINES STAMP	0997170	SIGNATURE/ADDRESS STAMPS	58.85	
		Vendor Total:		58.85
ELLIOTT, KATHRYN	20131126	CELL PHONE REIMBURSEMENT	80.00	
		Vendor Total:		80.00
GUTHRIE CO HOSPITAL	20131126	BUS DRIVER PHYSICAL	102.00	
GUTHRIE CO HOSPITAL	20131126-0001	EMPLOYEE PHYSICAL	50.50	
GUTHRIE CO HOSPITAL	20131126-0002	BUS DRIVER PHYSICAL	129.00	
		Vendor Total:		281.50
GUTHRIE TRANSFER STATION	31757	LANDFILL FEES	28.35	
		Vendor Total:		28.35
LAKE LUMBER	828240	ICE ROOM KEY	13.93	
LAKE LUMBER	828291	MAINTENANCE SUPPLIES	26.45	
LAKE LUMBER	829159	MISC SUPPLIES	19.90	
LAKE LUMBER	829162	ELEMENTARY KEYS	23.88	
LAKE LUMBER	829520	MISC CUSTODIAL SUPPLIES	81.30	
		Vendor Total:		165.46
MARTIN BROTHERS DISTRIBUTING COMPANY	4956888	CUSTODIAL SUPPLIES	464.47	
MARTIN BROTHERS DISTRIBUTING COMPANY	4956890	CUSTODIAL SUPPLIES	465.22	
MARTIN BROTHERS DISTRIBUTING COMPANY	4975270	CUSTODIAL SUPPLIES	473.79	
		Vendor Total:		1,403.48
MASON CITY CSD	20131126	SP ED PURCHASED SERVICES	3,747.65	

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
				Vendor Total:
MIDAMERICAN ENERGY	20131126	ELEM NATURAL GAS	139.34	
MIDAMERICAN ENERGY	20131126-0001	SECONDARY NATURAL GAS	1,138.57	
MIDAMERICAN ENERGY	20131126-0002	BUS BARN NATURAL GAS	109.76	
				Vendor Total:
MIDWEST TECHNOLOGY PRODUCTS	2052958-00	INDUSTRIAL TECH INSTRUCTIONAL SUPPLIES	263.00	1,387.67
				Vendor Total:
O'HALLORAN INTERNATIONAL, INC.	R101000547:01	VEHICLE REPAIR SERVICES	125.00	263.00
O'HALLORAN INTERNATIONAL, INC.	X100146575:01	VEHICLE REPAIR SERVICES	398.18	
O'HALLORAN INTERNATIONAL, INC.	X102027919:01	VEHICLE MAINTENANCE SUPPLIES	37.00	
				Vendor Total:
OFFICE MAX	479761	OFFICE & INSTR SUPPLIES	202.56	560.18
				Vendor Total:
ORIENTAL TRADING COMPANY	660442178-01	PBIS INSTRUCTIONAL SUPPLIES	116.00	202.56
				Vendor Total:
PANORA AUTO PARTS	268209	VEHICLE MAINTENANCE SUPPLIES	41.29	116.00
				Vendor Total:
PANORAMA NUTITION FUND, PANORAMA CATERING	1405	CATERING SERVICES	22.00	41.29
PANORAMA NUTITION FUND, PANORAMA CATERING	1406	AFTER SCHOOL MATH SNACKS	54.74	
				Vendor Total:
PITTMAN, ROY	20131126	BUS FUEL	60.50	76.74
				Vendor Total:
PRESTO-X	30225122	PEST CONTROL	77.25	60.50
				Vendor Total:
SANCO EQUIPMENT CORP.	30558	PRESCHOOL INSTRUCTIONAL SUPPLIES	36.64	77.25
				Vendor Total:
SCHOOL SPECIALTY	208111746282	SCHOOL SUPPLIES	59.72	36.64
SCHOOL SPECIALTY	308101640050-1	OVERPAYMENT REFUND	(11.12)	
				Vendor Total:
US GAMES/SPORT SUPPLY GROUP	95704960	PE SUPPLIES	62.99	48.60
				Vendor Total:
VAN METER COMM SCHOOL	20131126	OPEN ENROLLMENT	1,500.25	62.99
				Vendor Total:
				Fund Total:
				49,243.30
				Checking Account Total:
				49,243.30

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Checking	1	Fund: 10 GENERAL FUND	
AMBROSE, ERIN	20131114	ATHLETIC TRAINER DUES & FEES	771.30
		Vendor Total:	771.30
ASSESSMENT SOLUTIONS FOR EDUCATION, INC	736	11142013	1,842.50
		Vendor Total:	1,842.50
CDW GOVERNMENT INC	GT67899	TECHNOLOGY SUPPLIES	94.92
		Vendor Total:	94.92
ELLIOTT, KATHRYN	20131113	CELL PHONE STIPEND	80.00
		Vendor Total:	80.00
GENESIS DEVELOPMENT	20131113	SPEC ED EXPENSE	308.52
		Vendor Total:	308.52
HILLYARD/DM SANITARY SUPPLY	600865107	CUSTODIAL SUPPLIES	33.70
HILLYARD/DM SANITARY SUPPLY	600921511	CUSTODIAL SUPPLIES	229.56
		Vendor Total:	263.26
HOMETOWN FOODS	20131114-0001	FCS INSTRUCTIONAL SUPPLIES	101.61
HOMETOWN FOODS	20131114-0002	MISC SUPPLIES	8.98
HOMETOWN FOODS	20131114-0003	VOC AG INSTRUCTIONAL SUPPLY	37.72
HOMETOWN FOODS	20131114-0004	PRESCHOOL SUPPLIES	17.61
		Vendor Total:	165.92
IOWA DIVISION OF LABOR SERVICES	131950	BOILER MAINTENANCE	225.00
		Vendor Total:	225.00
PANORA OIL CO	9863	TIRE SERVICE - VAN #32	128.00
		Vendor Total:	128.00
PANORAMA NUTITION FUND, PANORAMA CATERING	20131113	PANTHER PALS MEAL	256.00
		Vendor Total:	256.00
REM DEVELOPMENTAL SERVICES, INC	20131115	SPECIAL ED SERVICES	1,232.25
		Vendor Total:	1,232.25
STAR ENERGY LLC	20131114	GASOLINE & DIESEL	5,427.68
		Vendor Total:	5,427.68
VERIZON WIRELESS	9714492619	CELLULAR PHONES	70.91
		Vendor Total:	70.91
WALTER, AMY	102113	MAP FOR PRIMARY DATA	664.07
		Vendor Total:	664.07
WEBSITES TO IMPRESS, LLC	3161	WEBSITE HOSTING	116.00
		Vendor Total:	116.00
		Fund Total:	11,646.33
		Checking Account Total:	11,646.33

December 2013 Employee Official Payments

Name	Date	Event	Amount
Nail, Ryan	11/25/2013	JH Boys Basketball	\$65.00
Nail, Ryan	11/26/2013	JH Girls Basketball	\$65.00
Nail, Ryan	12/3/2013	Freshman Boys Basketball	\$50.00
Wharton, Shawn	11/26/2013	JH Girls Basketball	\$65.00
Wharton, Shawn	12/3/2013	Freshman Boys Basketball	\$50.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
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Checking	1	Fund: 22 MANAGEMENT FUND	
SPECIALTY UNDERWRITERS LLC	SW2833-3	PREMIUM INSTALLMENT	12,224.75

Vendor Total: 12,224.75

Fund Total: 12,224.75

Checking Account Total: 12,224.75

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking	3	Fund: 21 ACTIVITY FUND		
AMBROSE, ERIN	20131203	STOPWATCH	40.26	
		Vendor Total:		40.26
ARNOLD MOTOR SUPPLY	20131204	TRACTOR PARTS	1,481.08	
		Vendor Total:		1,481.08
ATHLETICA, INC	INV85009	CHEER UNIFORMS	319.70	
ATHLETICA, INC	INV85077	CHEER UNIFORM	20.99	
ATHLETICA, INC	INV85219	DUFFLE BAGS	227.88	
		Vendor Total:		568.57
BROWN, MICHAEL	20131203	JV-V-GBB-11/26/13	85.00	
		Vendor Total:		85.00
BURNS, JACK	20131204	MS-BBB-12/3/2013	70.00	
		Vendor Total:		70.00
CAMPUS TEAM WEAR	PO4013460101	CHEER UNIFORMS	540.35	
	2			
CAMPUS TEAM WEAR	PO4033430101	CHEER UNIFORMS	143.95	
	7			
		Vendor Total:		684.30
CURT NELSON	20131113	PLAY SUPPLIES	39.01	
		Vendor Total:		39.01
DECKER SPORTING GOODS	AAD067925-	RESALE-STAFF SHIRTS	79.00	
	AJ02			
DECKER SPORTING GOODS	AAD067927-	SWEATS-RESALE	80.00	
	AJ03			
DECKER SPORTING GOODS	AAD068246-	VOLLEYBALLS	135.00	
	AT01			
DECKER SPORTING GOODS	AAD068932-	PRACTICE JERSEYS	362.50	
	AR03			
DECKER SPORTING GOODS	AAD068934-	SHIRTS-RESALE	342.00	
	AR02			
DECKER SPORTING GOODS	AAD068961-	PRACTICE JERSEYS	460.00	
	AB02			
DECKER SPORTING GOODS	AAF004581-	PUMP	109.00	
	AT01			
DECKER SPORTING GOODS	AAN004698-	MISC. SUPPLIES-TAPE	180.00	
	AB01			
DECKER SPORTING GOODS	AAN004734-	NET TIGHTENER	417.00	
	AJ01			
DECKER SPORTING GOODS	AAN005433-	BASKETBALLS	242.00	
	AB01			
		Vendor Total:		2,406.50
DIGITAL MEMORIES	20131203	POSTER DESIGN	50.00	
		Vendor Total:		50.00
GODFREY PRINTING & PROMOTIONS	2572	GBB-RESALE	736.00	
		Vendor Total:		736.00
GRAPHIC EDGE, THE	731466	JH-BASKETBALL-RESALE	1,313.67	
GRAPHIC EDGE, THE	733784	TSHIRTS-RESALE	309.80	
		Vendor Total:		1,623.47
GREENLEE, GARRY	20131204	V-BB-12/3/2013	90.00	
		Vendor Total:		90.00
GTM SPORTSWEAR	7443190	POM POMS	68.60	
		Vendor Total:		68.60
GUTHRIE CENTER TIMES	34348	CHILI COOKOFF	35.00	
		Vendor Total:		35.00
HEARTLAND EDUC AGENCY #11	20131204	POSTERS/FORMS	28.40	
		Vendor Total:		28.40
INVENTORY TRADING COMPANY	254610	SWEATSHIRTS	1,826.46	

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
				Vendor Total: 1,826.46
IOWA HIGH SCHOOL ATHLETIC ASSN.	465	REGISTRATION FEE	25.00	
IOWA HIGH SCHOOL ATHLETIC ASSN.	8311	XC-PLAQUES	20.15	
				Vendor Total: 45.15
IOWA HIGH SCHOOL MUSIC ASSN.	20131113	ALL-STATE REGISTRATION	16.50	
				Vendor Total: 16.50
Iowa Track Coaches Clinic	20131203	COACHES CLINIC	194.00	
				Vendor Total: 194.00
JENSEN, JOE	20131204	V-BB-12/3/2013	90.00	
				Vendor Total: 90.00
JONES, RUSS	20131204	V-BB-12/3/2013	90.00	
				Vendor Total: 90.00
KEPHARTS MUSIC CENTER INC	2227944	MUSIC	51.25	
				Vendor Total: 51.25
LITTLE CAESARS PIZZA KIT FUNDRAISING	20131203	FUNDRAISER	1,907.00	
				Vendor Total: 1,907.00
MILLS, LAURIE	20131118	CONCESSIONS	98.14	
MILLS, LAURIE	20131203	CONCESSION	384.80	
				Vendor Total: 482.94
NASSP	20131203	MEMBERSHIP-13/14	95.00	
				Vendor Total: 95.00
NELSON, BILL	20131203	JV-V-GBB-11/26/2013	85.00	
				Vendor Total: 85.00
NEWS GAZETTE, THE	20131203	CHILI COOKOFF	32.50	
				Vendor Total: 32.50
P & H ENGRAVERS & EMBROIDERY,	0005184	MUSIC PLAQUES	64.00	
				Vendor Total: 64.00
PANORAMA COMMUNITY SCHOOL-GEN FUND	20131204-0001	MISC.COPIES	42.20	
				Vendor Total: 42.20
PANORAMA NUTITION FUND, PANORAMA CATERING	1408	MILK	38.16	
PANORAMA NUTITION FUND, PANORAMA CATERING	1410	MILK	43.90	
PANORAMA NUTITION FUND, PANORAMA CATERING	20131203	SACK LUNCH-BREAKFAST	537.60	
				Vendor Total: 619.66
PANORAMA VENDING	20131203	CONCESSIONS	160.54	
				Vendor Total: 160.54
PEPSI COLA	26588307	CONCESSIONS	262.57	
				Vendor Total: 262.57
PODEY, KENZIE	20131203	COSTUMES	295.11	
				Vendor Total: 295.11
RANNIGER, GAYLIN	20131203	JV-V-GBB-11/26/2013	85.00	
				Vendor Total: 85.00
ROSSOW, HAL	20131203	MS-BB-11/25/2013	65.00	
ROSSOW, HAL	20131204	MS-BBB-12/03/2013	70.00	
				Vendor Total: 135.00
SIMPSON COLLEGE BANDS,	20131203	MS-HONORBAND	60.45	
SIMPSON COLLEGE BANDS,	20131203-0001	COLLEGE BAND	77.70	
				Vendor Total: 138.15
STUART HERALD AND THE FOUR COUNTY BULLETIN	21585	CHILI COOKOFF	45.00	
				Vendor Total: 45.00

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
THOMPSON, GREG	20131113	STATE PHOTO	14.95	
THOMPSON, GREG	20131113-0001	POSTER DESIGN	50.00	
			Vendor Total:	64.95
TROPHIES PLUS	341224	FB-AWARDS	121.89	
			Vendor Total:	121.89
VISA	20131204	NAT'L CONVENTION	444.61	
VISA	20131204-0001	WICKED TICKETS	195.00	
VISA	20131204-0002	FCCLA-TSHIRTS	202.02	
VISA	20131204-0003	EQUIP	291.48	
VISA	20131204-0004	SENIOR TRIP	1,720.00	
			Vendor Total:	2,853.11
WCV-SCHOOLS	20131203	FCCLA-CHAPTER DUES	50.00	
			Vendor Total:	50.00
			Fund Total:	17,859.17
			Checking Account Total:	17,859.17

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
21 729 000 1923 000	DARE	217.08	0.00	0.00	0.00	217.08
21 729 000 6110 910	DRAMA	1.14	405.86	3,890.56	0.00	3,485.84
21 729 000 6120 910	SPEECH	1,422.40	49.60	0.00	0.00	1,372.80
21 729 000 6615 920	VOLLEYBALL	4.95	396.23	116.00	300.00	24.72
21 729 000 6640 920	TRACK	9.46	350.00	0.00	350.00	9.46
21 729 000 6645 920	CROSS COUNTRY	0.18	4,679.33	1,538.72	3,200.00	59.57
21 729 000 6660 920	GOLF	38.94	0.00	0.00	0.00	38.94
21 729 000 6710 920	GIRLS BASKETBALL	3.25	350.00	2,715.00	0.00	2,368.25
21 729 000 6715 920	BOYS BASKETBALL	2,672.26	350.00	2,985.00	0.00	5,307.26
21 729 000 6720 920	FOOTBALL	12,880.23	6,662.32	819.46	0.00	7,037.37
21 729 000 6731 920	BASEBALL	351.32	0.00	0.00	0.00	351.32
21 729 000 6732 920	SOFTBALL	541.78	50.00	0.00	0.00	491.78
21 729 000 6790 920	WRESTLING	12.97	350.00	5,296.00	0.00	4,958.97
21 729 000 6792 920	MISC ATHLETICS	1,623.10	1,957.20	18,564.15	0.00	18,230.05
21 729 000 6900 920	OFFICIALS	919.58	1,245.00	0.00	5,000.00	4,674.58
21 729 000 7010 950	TAG	800.00	0.00	0.00	0.00	800.00
21 729 000 7015 950	STUDENT COUNCIL	2,054.53	0.00	196.00	0.00	2,250.53
21 729 000 7016 950	MS STUDENT COUNCIL	1,645.36	140.46	0.00	0.00	1,504.90
21 729 000 7017 950	NATIONAL HONOR SOCIETY	45.74	0.00	0.00	0.00	45.74
21 729 000 7020 950	FFCLA	479.21	60.80	262.00	0.00	680.41
21 729 000 7021 950	O-M	59.54	0.00	0.00	0.00	59.54
21 729 000 7025 950	FFA	3,358.44	1,668.88	12,069.00	0.00	13,758.56
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	903.86	0.00	0.00	0.00	903.86
21 729 000 7043 950	MUSIC CLUB	24,844.08	1,056.19	2,080.00	0.00	25,867.89
21 729 000 7044 950	ROBOTICS CLUB	45.00	300.00	30.00	225.00	0.00
21 729 000 7045 950	YEARBOOK	7,282.30	0.00	0.00	0.00	7,282.30
21 729 000 7050 950	DRILL TEAM	483.29	0.00	116.00	0.00	599.29
21 729 000 7055 950	CHEERLEADERS	1,605.55	0.00	1,501.49	0.00	3,107.04
21 729 000 7065 950	TECHNOLOGY	843.20	1,539.94	150.00	550.00	3.26
21 729 000 7070 950	PANTHERS FOR PREVENTION	694.79	0.00	0.00	0.00	694.79
21 729 000 7083 950	CLASS OF 2013	0.00	0.00	0.00	0.00	0.00
21 729 000 7084 950	CLASS OF 2014	7,301.74	0.00	0.00	0.00	7,301.74
21 729 000 7085 950	GENERAL	26,089.74	2,181.89	96.55	(9,626.00)	14,379.40
21 729 000 7086 950	CLASS OF 2015	3,597.12	1,920.00	588.90	0.00	2,266.02
21 729 000 7087 950	CLASS OF 2016	58.55	0.00	0.00	0.00	58.55

Activity Fund Balance Report - Summary - Exclude Encumbrances

11/2013 - 11/2013

Chart of Account Number
21 729 000 7089 950

Chart of Account Description
APPRENTICE WEEK

Fund Total: 21

Beginning Balance	Expenses	Revenues	Balance Change	Balance
106,709.66	25,713.70	53,014.83	0.00	134,010.79

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**PANORAMA COMMUNITY SCHOOL
LUNCH REPORT
2013-2014**

TOTAL LUNCHES SERVED NOVEMBER 2013-2014:		9,959
"A" Lunches Served	5,745	
Adult Lunches – Total	879	
Reduced Student	619	
Free Student	3,595	
Free Adult	279	
TOTAL BREAKFASTS SERVED NOVEMBER 2013- 2014:		3,488
"A" Breakfasts	1,166	
Adult Breakfasts	147	
Reduced Student	263	
Free Student	2,059	
Free Adult	0	

Unposted; Batch Description DECEMBER 2013 NUTRITION-0001

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking	2	Fund: 61 NUTRITION FUND		
	20131204	SNA MEMBERSHIP RENEWAL	125.25	
		Vendor Total:		125.25
ANDERSON ERICKSON DAIR CO	20131204	MILK/OJ	4,543.12	
		Vendor Total:		4,543.12
BERNARD FOOD INDUSTRIES, INC.	00672224	GROCERIES	1,603.34	
BERNARD FOOD INDUSTRIES, INC.	00672629	GROCERIES	97.86	
		Vendor Total:		1,701.20
EARLY MORNING HARVEST	434	GROGERY	10.00	
EARLY MORNING HARVEST	442	GROCERIES	24.00	
		Vendor Total:		34.00
GOODWIN TUCKER GROUP	538174	REPAIR/MAINTENANE	740.28	
GOODWIN TUCKER GROUP	538175	REPAIR/MAINTENANCE	914.24	
GOODWIN TUCKER GROUP	538731	REPAIR/MAINTENANCE	187.63	
		Vendor Total:		1,842.15
HOMETOWN FOODS	20131204-0001	GROCERIES	194.29	
		Vendor Total:		194.29
INLAND LEASING	58790730	VENDING	552.96	
		Vendor Total:		552.96
LAKE LUMBER	828805	SUPPLIES	35.98	
		Vendor Total:		35.98
MARTIN BROTHERS DISTRIBUTING COMPANY	20131204	SUPPLIES/GROCERIES	15,257.14	
		Vendor Total:		15,257.14
PANORAMA COMMUNITY SCHOOL-GEN FUND	20131204	NOVEMBER SALARIES/BNFTS	12,048.99	
		Vendor Total:		12,048.99
SARA LEE BAKERY GROUP/EARTHGRAINS	20131204	BREAD	50.10	
SARA LEE BAKERY GROUP/EARTHGRAINS	28725670544	BREAD	79.50	
SARA LEE BAKERY GROUP/EARTHGRAINS	28725671551	BREAD	103.50	
SARA LEE BAKERY GROUP/EARTHGRAINS	28725671646	BREAD	13.50	
SARA LEE BAKERY GROUP/EARTHGRAINS	28725671944	BREAD	82.35	
SARA LEE BAKERY GROUP/EARTHGRAINS	28725671945	BREAD	18.00	
SARA LEE BAKERY GROUP/EARTHGRAINS	28725672342	BREAD	183.10	
SARA LEE BAKERY GROUP/EARTHGRAINS	28725672944	BREAD	31.05	
		Vendor Total:		561.10
SNAI ASSOCIATION MANAGER	20131204	DIRECTORS MEETING	50.00	
		Vendor Total:		50.00
		Fund Total:		36,946.18
		Checking Account Total:		36,946.18

November 2013 VISA Statement Board Financial Report

Vendor	Purchase	Amount	Fund
City of St. Louis Museum	FFA National Convention	\$114.00	Activity
Five Star Gasoline	FFA National Convention Travel	\$82.00	General
Texas Roadhouse	FFA National Convention Meal	\$13.65	Activity
Texas Roadhouse	FFA National Convention Meal	\$95.02	Activity
DSM Performing Arts	Extra Wicked Tickets	\$195.00	Activity
Kentucky Derby Museum	FFA National Convention	\$72.00	Activity
Wild Turkey Distillery	FFA National Convention	\$149.94	Activity
Thorntons Gasoline	FFA National Convention Travel	\$40.00	General
Circle K Gasoline	FFA National Convention Travel	\$73.00	General
Discount Sign Shop	Magnetic Door Strips	\$76.35	General
Panera Bread	SINA Staff Meal	\$63.83	General
Automoblox	PLTW Instructional Materials	\$306.06	General
Behavioral Dynamics, Inc	Special Education Instructional Supplies	\$299.00	General
Image Market	FCCLA Shirts	\$202.02	Activity
IA Department Public Safety	Employee Background Check	\$15.00	General
HvVee	Science CAB Professional Development Meal	\$17.18	General
Dicks Sporting Goods	Wrestling Supplies	\$155.46	Activity
Dicks Sporting Goods	Wrestling Supplies	\$136.02	Activity
Therapy Shoppe	Preschool Supplies	\$20.47	General
IA Department Public Safety	Employee Background Check	\$15.00	General
IA Department Public Safety	Employee Background Check	\$15.00	General
Broadway in Chicago	Senior Trip Tickets	\$1,720.00	Activity
Total		\$3,876.00	

December 9th, 2013 Board Meeting

Open Enrollment Applications

2014-15 School Year

Open Enrollment OUT

Student Name	Grade	Parents	District Requested	Reason
Kemble, Beau	3	Mike & Andrea Kemble	Boon Home School Assistance Program	2014-15
Kemble, Dennis	4	Mike & Andrea Kemble	Boon Home School Assistance Program	2014-15

*Elementary Principal/School Improvement Coordinator Report
Submitted by Mary Breyfogle
December 9, 2013*

- After School Math
 - Serving 55 students in grades 3-5
 - Small group instruction to remediate and provide extra practice
 - Students get a snack, then work with teachers in small groups, then are either picked up or ride the shuttle to town stops
 - Feedback thus far has been positive from students, parents and teachers
- 4th and 5th Grade concert
 - Culmination of a unit of study around citizenship
 - Students made patriotic projects in art class
 - Discussed what it means to be a good citizen in guidance
 - Learned how to square dance in PE
 - Researched meaning behind patriotic songs during library time
 - Practiced patriotic songs and performance in music class
 - Concert was a huge success because of specials teachers and classroom teachers working together
 - Program meant something more to students because of the coordinated effort of the teachers
- AIW Regional Collaboration Day
 - February 7, 2014 – full day of PD scheduled
 - All Panorama teachers will attend
 - Breakout sessions to make learning more personalized for teachers
 - A few Panorama teachers have been asked to present at the breakout sessions
 - Great opportunity for our teachers to learn from other educators that are using AIW in their classrooms and share the positive impact it is having in ours as well

Middle/High School Board Report
December 9, 2013

1. Alumni Panel. Mr. Webner organized a panel of Panorama alumni that are currently enrolled in college or recently graduated. Ethan Laughery served as the moderator asking questions about the college experience. The event was attended by all high school students. Many students stayed after the presentation to talk individually with the panel members. Thanks to Sophia Godfrey, Rachel Grolmus, Cameron Weidenthaler, Mollie Nelson, Daniel Nelson, and Hannah Moulds for being on the panel. The event is linked to the Panorama Guidance page.
2. Robotics Club. Mr. Scott agreed to sponsor the robotics club that was created last year. Robotics is a club in which the students use science, technology, engineering, and math (STEM) to create a robot that can navigate the special challenges that are laid out every year at the statewide competitions. The team is composed of 12 members who competed this last weekend and will again in February.
3. Speech. Speech is in full swing. Over 40 students are involved and have started practicing. The students have tried out and been placed in the events that best fit their talents. In most areas we have multiple teams due to the number of students who are involved. Mrs. Grett and Mrs. Arganbright are coaching the teams this year. We are excited about the numbers participating. The number of students involved has been growing over the past five years.
4. High School Student Council. The council has planned the second annual Snowcoming. Instead of an event that highlights things at school and asking the community to take part, this event is a chance for the students to give back to the community. Blank Children's Hospital and Three C's along with other charities will be the recipients of the students' giving. Kylee Boettcher is the student council sponsor.

Mark Johnston

OFFICE OF GUTHRIE COUNTY AUDITOR

Jerri Christman
Guthrie County Courthouse
200 N. 5TH St.
Guthrie Center, Iowa 50115
guthrieauditor@netins.net
P: 641.747.3619 F: 641.747.3027

December 3, 2013

Mr. Bryce Wilke
School Board President
709 W. Main Street
PO Box 39
Panora, IA 50216

Dear Mr. Wilke:

In response to your phone call requesting written documentation of our discussion, voter registration cards were sent out to those who had a change in their district. There was no change in the polling places for the districts.

If at all possible we would still like to have a written description of your director districts for our files. We currently only have a map of the director districts.

Please contact the Auditor's Office with any further questions.

Sincerely,



Jerri Christman
Guthrie County Auditor

Summary of School Bus Inspection 10/8/2013

18 vehicles inspected

13 passed inspection with no issues

5 vehicles had only minor issues that were listed as 30 day repairs.

- Sharp exterior edge that could be a hazard
- Tailpipe damage; exit warning signal not audible at driver location
- Battery hold down needs repair; undated chassis inspection card
- Seat cover ripped and padding density reduced due to wear
- Emergency exit hold open feature and latch assembly need repaired; amber clearance light nonfunctional; air brake low air warning light needs repaired; torn mudflaps (*This is our oldest bus with highest mileage that will be retired at the end of the school year*)

No vehicles were put out of service

VOLUNTARY RETIREMENT INCENTIVE PROGRAM FOR PROFESSIONAL CERTIFICATED EMPLOYEES

Eligibility

This voluntary incentive retirement program shall apply to professional certificated employees. To be eligible to the benefits described below, an employee must have completed at least ten (10) continuous years of professional full-time or at least half-time service to the Panorama Community School District (Panora-Linden or Yale-Jamaica-Bagley Community School District) immediately prior to the effective date of the employee's retirement. Years of service as a substitute employee shall not count as a year of service; the employee must have been employed on a regular continuing contract. The employee must also reach the minimum age of 55 on or before June 30 in the calendar year in which retirement is to commence.

Application

The employee must make application for the retirement incentive program not later than January 15th, 2013. The application shall be made on a form provided by the District and shall be submitted to the Superintendent.

Resignation

Any employee who wishes to obtain the retirement incentive benefit shall submit a resignation from employment with his/her application for retirement benefits, effective at the end of the then current school year. Said resignation may be contingent upon the Board's approving the employee's request for the retirement incentive program benefits. Approval of the request for the retirement incentive benefit will be considered acceptance of the employee's resignation and will constitute a voluntary termination of the employee's continuing contract at the end of the then current school year.

Voluntary Retirement Stipend

The voluntary retirement stipend shall be equal to 40% of the employee's (including nurses) regular contractual salary from the salary schedule in effect during the employee's last year of employment, exclusive of all supplemental payments, e.g. Teacher Quality supplement, extracurricular, stipends, etc. If the employee has been contracted for at least half-time employment in any of the ten (10) years immediately prior to the effective date of retirement, the stipend shall be prorated as determined by the average full-time equivalency of the ten (10) years.

A recipient of benefits pursuant to this section of the master contract may elect to continue coverage under the District's medical plan at the District's group rate by paying the monthly premium in full to the District's business office prior to the date the District's premium payment is made to the insurance carrier.

Unless otherwise required by law, all insurance coverage shall cease when the employee reaches age sixty-five (65); secures other employment for which employer provided insurance coverage is accepted; dies; or becomes ineligible pursuant to the rules or regulations of the insurance carrier. Insurance for all dependents will cease at the same time as the retiree's.

Professional, certificated employees who are eligible for the Panorama's CSD's retirement incentive program and who are also designated by the Iowa Department of Education to be in a teacher shortage area, may apply to the Panorama Board of Education for an incentive to delay

retirement. Such employees may add five (5%) percent per year for up to two years to the retirement incentive stipend if approved by the Panorama Board of Education. Stipend allowable uses will remain the same as outlined above. As with the retirement incentive program, the Board has complete discretion to offer or not offer the delayed retirement incentive plan for licensed employees.

Method of Stipend Payment

Employees who are granted retirement incentive benefits will receive stipend in equal annual installations over a two-year period on October 20th of each year beginning the 1st school year of retirement; or in a lump sum on October 20th of the 2nd school year of retirement (no interest is paid on these stipends by the District).

Duration of Agreement

The board has complete discretion to offer or not offer a retirement incentive program for licensed employees. The board may discontinue the school district's retirement incentive program at any time.

Approved: 6/11/2012

**SBRC Dropout Prevention/Modified Allowable Growth Program
2014-15**

Expenditure	Amount
Teachers' Salaries (2.71 FTE)	\$128,276
Professional Salaries (.25 FTE)	\$12,633
Paraprofessional Salaries (2.0 FTE)	\$45,348
Operative Salaries (.15 FTE)	\$2,626
Employee Benefits (FICA/IPERS)	\$57,610
Purchased Services (Odyssey Ware licenses)	\$15,000
Math/Reading Resources	\$5,000
TOTAL Program Cost	\$266,493
District-funded portion of DOP/MAG Program	\$66,623
SBRC-funded portion of DOP/MAG Program	\$199,870

Seniors 2013-2014

GRADUATION: May 18, 2014 @ 1 p.m.

Color: Navy & Silver

Moto: Together we have experienced life. Separately, we will pursue our dreams.

Forever, our memories will remain.

Song: Don't You Forget About Me

Flower: Blue Oriental Lilly

Megan Nicole Allison
Claire Gaines Arganbright
Brinnae Nicole Behrends
Jordan Matthew Betzer
Nathan Thomas Block
Jenna Gretchen Bump
Allan Estuardo Carrillo
Benjamin Ray Carroll
Emily Ann Carstens
Shay Elizabeth Christofferson
Roy Howard Coll
Jaedin Rose Kidd Dershem
Krista Louise Downing
Boe Daniel Druivenga
Devon Charles Ebrecht
Justin John Firebaugh
Eric Alan Fisher
Cailey Cay Frantum
Kody James Gafkjen
Travis Blaze Gliem
Oliva Emma Godfrey
Ryan Michael Gross
Ashlin Nicole Hartsell
Hannah Rose Haworth
Chase Michael Hennen
Julius Samuel Hermious
Cheyenne Kay Hester
Denis Ryan James, Jr.
Joseph Aronold James
Karlee Kay Johnk
Garrett Thomas Johnston
Grace Kaitlyn Kennedy
Nicholas James Labath
Chase Daniel Lane
Alejandro Llanes, Jr.
Adam Michael Lopez

Lacie Dawn Martin
Robert Trey Martin
Bailey Nicole McAllister
Mitchell Ross McNeill
Allison Ann Meinecke
Emilia Lynne Merritt
Joshua Dennis Mickelsen
Chelsy Lyn Morris
Josiah Jerome Moulds
Nicholas James Nelson
Breanna Jane Parker
Carleigh Robin Pittman
Rachel Ann Randel
Jordan Eugene Reynolds
Caitlan Christine Rickheim
Megan Carol Rolfes
Kylee Nicole Sheeder
Hunter Daniel Simmons
Emilee Rose Simpson
Kashley Nachole Sneller
Veda Dai Sword
Emma Curtis Thornberry
Kayla Dawn Thorpe
Megan Marie VanHouten
Skylar Lee Wasson
Connor Carey Wood
Aaron Michael Woodard
Collin Tanner Woodvine

**Panorama School Board
Request for Overnight Trip**

Team/Club or Class: Senior Class

Date(s): May 3, 2014

Location: Chicago

Reason for Trip: Class Trip

Chaperones: Mr. Johnston, Mrs. Arganbright

Estimated Hotel Expenses: \$0

Other Expenses: \$7,300

Comments: We would like to travel to Chicago for the senior trip. The students raised all of the money, and we will not be spending the night there. We will leave very early in the morning, and arrive home late at night.

PANTHER PRIDE SWEET TREATS

1. Overview:

The purpose of this unit of instruction is to provide a significant experiential learning opportunity for students to organize, plan, operate and liquidate a student run Family and Consumer Sciences business. The unit is designed to focus on critical thinking, teamwork, basic workforce readiness, creative problem solving, leadership and the rewards of free enterprise. Each class of students will determine and produce a food product to sell for the FCS classroom based business, Panther Pride Sweet Treats. These treats will be sold at a home football game in the fall. All eighth grade students will be involved in Panther Pride Sweet Treats.

2. Aims:

Panther Pride Sweet Treats is a business that will specialize in various types of cookies. It will teach students business concepts and proper food safety and preparation skills. The goal of Panther Pride Sweet Treats is to improve teamwork and cooperation among students, prepare and sell a quality product for profit.

Panther Pride Sweet Treats will sell products that the students have prepared in the foods lab. Each class will conduct a survey of potential customers' preferences, produce and evaluate several types of cookies and then choose a single recipe to produce and sell. They will create a business plan, determine roles and responsibilities, produce, market and sell products.

November 18, 2013

School Board:

The Panorama High School Pink Out will be Friday Jan 24 against Guthrie Center. We wanted to add one more fun event to the evening. The theme is "Paws for the Cause." You may have heard of the Des Moines fundraiser called " Bras for the Cause."

We thought it would be fun to have the community businesses and H.S. organizations decorate a bra with a theme to display the night of Pink Out. Each bra will have a free will bucket next to it. Which ever bra has the most money will be the winner! We will raffle off the bras and during half time would have boys model them!

Gigi and I would like your permission to include this in our evening festivities.

Thank you,
Patty Godfrey
Gigi Nelson

Purpose: To help pay for new track warm-ups/sweats.

What: The Panorama Track and Field team would like to propose selling sponsorships for an event at our two home meets. The sponsorship will cover the same event in both meets. To help cover costs for our warm-ups, we will be asking each sponsor to contribute a minimum of \$50. Each sponsor is more than welcome to contribute more if they wish. The sponsors will be announced at both home meets.

Boy's Events

1. Long Jump
2. High Jump
3. Shot Put
4. Discus
5. 4 X 800 Meter Relay
6. 3200 Meter Run
7. Shuttle Hurdle Relay
8. 100 Meter Dash
9. 400 Meter Run
10. 4 X 200 Meter Relay
11. 110 Meter Hurdles
12. 1600 Meter Run
13. 200 Meter Dash
14. 400 Hurdles
15. Distance Medley
16. 800 Meter Run
17. 4 X 100 Meter Relay
18. 4 X 400 Meter Relay

Girls Events

- Long Jump
- High Jump
- Shot Put
- Discus
- 3000 Meter Run
- 4 X 800 Meter Relay
- Shuttle Hurdle Relay
- 100 Meter Dash
- Distance Medley
- 400 Meter Run
- 4 X 200 Meter Relay
- 100 Meter Hurdles
- 800 Meter Run
- 200 Meter Dash
- 400 Hurdles
- Sprint Medley
- 1500 Meter Run
- 4 X 100 Meter Relay

*Submitted By
Coach Cosentino*

PANORAMA COMMUNITY SCHOOL DISTRICT
EMPLOYEE SOCIAL MEDIA RESPONSIBILITY

The Panorama Community School District expects its employees to model responsible and appropriate conduct, both at school and away from school. Employees' use of social media forms, including social networking websites, personal web pages or blogs and electronic messaging are subject to the normal requirements of legal and ethical behavior within the District community. Employees should be guided by applicable laws, District policies, and sound professional judgment when using social media.

Staff may participate in educational networking sites. Educational networking sites are used by educators as teaching tools and for professional development. These sites are usually restricted to selected users and not available to the general public. Staff will be allowed to access district approved social networking and medial sharing websites on district-owned devices and only use those approved for academic/classroom use.

The Board directs the Superintendent to specify those behaviors which are permitted and those which are not permitted, as well as appropriate procedures to guide staff use. In general, staff members are expected to communicate in a professional manner consistent with laws governing the behavior of school staff members, including but not limited to federal laws governing copyrights.

This policy and the related administrative procedures shall cover all forms of social media, now or hereafter existing, not just those which may be specifically listed.

Approved: _____

Reviewed: _____

Revised: _____

PANORAMA COMMUNITY SCHOOL DISTRICT
EMPLOYEE SOCIAL MEDIA RESPONSIBILITY REGULATIONS

District Professional Use of Social Media

An employee using social media in his or her professional capacity as an employee of the District and/or pursuant to his or her official duties should be honest about whom he or she is, and be thoughtful and respectful when submitting or posting messages. In addition, employees using social media for such purposes should adhere to the following guidelines:

- If you are participating on a social networking website, web page, and/or blog for District-related business, you may do so on District approved sites and only for academic/classroom use. Approval must be given by the Director of Technology and the immediate supervisor.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a District employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at the District.
- Remember, your social networking site is an extension of your personality, and therefore an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the classroom wall – it is inappropriate to put it online.
- Remember what blogs, wikis, podcasts, and any online tool are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- The “panorama.k12.ia.us” address attached to your name and/or email implies that you are acting on behalf of the District and, as such, you are expected to conduct yourself in a professional manner.
- Any information shared via social media regarding the business of the District, whether using personal or District equipment, may be considered a public record. All information communicated through or maintained on the District’s system is subject to being monitored or inspected at any time.
- Do not submit or post confidential information about the District, its students, alumni, or employees. You should assume that most information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act) and state law (Iowa Code Section 22.7(1)).
- Before posting photographs, audio and video, permission should be sought from the participants, when possible.
- Keep in mind that, by their very nature, social media forms such as social networking websites, web pages, blogs, and micro-blogging (Twitter, etc.) are not truly private. To minimize unintended disclosure of information, you should set and maintain your social networking privacy settings at the most restrictive level.
- When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Proofread content before you submit or post messages. Remember that you are writing for publication, even if it is just for a social networking site. Refrain from making unsubstantiated statements and avoid careless comments, such as ‘research shows’ unless you also provide full citation of the research.

Personal Use of Social Media

The District recognizes the prevalence of social media used for personal purposes and acknowledges that its employees have the right, in certain circumstances, to speak out on matters of public concern. However, the District also has the right to respond to an employee’s use of social media in other circumstances, such as when the personal use of social media interferes with the employee’s ability to perform his or her duties or affects the District’s efforts to provide educational services. Accordingly, it is essential that employees conduct themselves in such a way that their personal use of social media does not adversely affect their position with the District. In addition, employees using social media for such purposes should adhere to the following guidelines:

- If you are participating on a social networking website, web page, and/or blog for personal use, you may identify yourself as an employee of the District. You will be held fully responsible for your activities.
- If you identify yourself as a District employee, remember that your actions will reflect not only on you but the District as well.
- Never pretend to be someone else and submit or post information concerning the District.
- If you submit or post information or comments that are not related to the District, your activities may still result in professional repercussions. Such actions include, but are not limited to, posting of photographs or information which violates federal or state law and regulations and/or District policies and rules.
- Keep in mind that you do not have control of what others may submit or post on social networking websites and other micro-blogging (Twitter, etc.); therefore, be aware that your conduct in your private life may affect your professional life. Be

vigilant about what others post about you on your page and, if necessary, take steps to remove comments that pose a risk to you or the District.

- Employees must maintain professional relationships with current students enrolled in the District. It is inappropriate for District employees to communicate with current students enrolled in the District through social media, such as through electronic messaging or any other social networking websites. This includes becoming “friends” on such sites or otherwise allowing students to access your site page to communicate. You should refrain from engaging in social interaction with current students enrolled in the district through personal pages on social networking websites and other personal web pages or personal electronic messaging.
- Employees may use academic/classroom web pages and social networking tools that are approved by the District and used solely for school-related purposes. You should notify parents of your intention to use this media to communicate with students and the intended purpose of such communications. All legal and ethical expectations for appropriate employee/student relationships must be followed.
- You should refrain from providing your personal contact information to students and their parents currently enrolled in the District. You should only provide your official District email address and/or telephone number as a way to communicate with students or parents regarding District business.
- During the work day, you should refrain from participating on any social media, regardless of whether such participation is through District or personal equipment.

Disclaimers

- Any statement of personal belief found on electronic networks or services is implicitly understood to be representative of the author’s individual point of view, and not that of Panorama Community School District, the Board of Education, its administrators, teachers, staff or the participating school.
- Classroom web sites and blogs do not require a disclaimer, but teachers are expected to moderate content contributed by students.

Copyright and Fair Use

- Respect copyright and fair use guidelines.
- A hyperlink to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate and adheres to the Panorama Community School District Instructional Materials Selection Policy.

Profiles and Identity

- Remember your association and responsibility with the Panorama Community School District. If you identify yourself as a Panorama Community School District employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. How you represent yourself online should be comparable to how you represent yourself in person.
- No personal addresses or phone numbers should appear on any school website/social tool.
- Be cautious how you setup your profile, biography, avatar, etc.
- When uploading digital pictures or avatars that represent yourself make sure you select a school appropriate image. Also remember not to use copyrighted images.
- Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems can save information even if you delete a post. You should assume that a message or image which is posted or communicated can never be completely deleted.

Social Bookmarking

- Be aware that others can view the sites that you bookmark.
- Be aware of words used to *tag* or describe a bookmark.

Instant Messaging

- Panorama Community School District employees are required to get authorization from the Technology Director to have instant messaging programs downloaded on their school computers.
- Panorama Community School District employees should also recognize this same authorization is required for access to instant messaging programs that are available through web interfaces with no download.
- Avatar images and profile information should follow the same guidelines as the above *Profiles and Identity* section.

Disciplinary Action

Employees who fail to comply with this policy or who make other inappropriate use of social media may be subject to disciplinary action, up to and including discharge. If an employee has any questions about the application of this policy, he or she should consult his or her supervisor.

Approved: _____

Reviewed: _____

Revised: _____

PANORAMA COMMUNITY SCHOOL DISTRICT

EMPLOYEE TECHNOLOGY USE

Computers are a powerful and valuable education and research tool and, as such, are an important part of the instructional program. In addition, the school district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's computer resources. Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge.

General Provisions

The superintendent is responsible for designating a district technology director who will oversee the use of school district computer resources. The district technology director will coordinate in-service programs for the training and development of school district staff in computer skills, appropriate use of computers and for the incorporation of computer use in subject areas.

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's computer resources. The school district will make every reasonable effort to maintain the security of the system. All users of the school district's resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of computer access privileges.

Usage of the school district's computer resources is a privilege, not a right, and that use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific *content* within the information confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's computer network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

The superintendent, working with the appropriate staff, shall establish procedures governing management of computer records in order to exercise appropriate control over computer records, including financial, personnel and student information. The procedures will address:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of e-mail)
- record retention, and
- disaster recovery plans

Approved: _____

Reviewed: _____

Revised: _____

PANORAMA COMMUNITY SCHOOL DISTRICT
EMPLOYEE TECHNOLOGY USE REGULATION

General

The following rules and regulations govern the use of the school district's computer network system, employee access to the Internet, and management of computerized records:

- Employees will be issued a school district e-mail account. Passwords will be changed periodically as directed by the technology director.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students must be made on a school district email account, except in the case of an emergency. Each individual user is responsible for creating a folder and archiving necessary emails.
- Employees may access the Internet for education-related and/or work-related activities.
- Employees shall not use district time, property or technology resources that are not in direct relation to the employee's job except for appropriate incidental use.
- Use of the school district computers and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's technology resources.
- Use of technology resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's technology network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Off-site access to the school district technology network will be determined by the superintendent and/or technology director in conjunction with appropriate personnel.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

Prohibited Activity and Uses

The following is a list of prohibited activity for all employees concerning use of the school district's technology network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district network. *See Policy 605.7, Use of Information Resources* for more information.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Employees should contact students & their parents through the district email and/or phone systems whenever possible. Use of personal cell phone should be limited to contacting parents in the evenings.

STAFF TECHNOLOGY USE REGULATION

- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the school district's computers and/or network without the permission of the technology director.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Approved: _____

Reviewed: _____

Revised: _____

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