

**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 13<sup>th</sup> day of January, 2014 for its regular meeting in the District Board Room, Panora, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA  
DISTRICT BOARD ROOM

January 13<sup>th</sup>, 2014  
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 December 5<sup>th</sup> Work Session & the December 9<sup>th</sup> Regular Meeting #2 thru #6
  - B. Monthly Financial Report #7 thru #10
  - C. Bills/VISA #11 thru #28
  - D. Open Enrollment #29
  - E. Resignations #30 thru #34
  - F. Contract Recommendations #35
- VI. Reports
  - A. Robotics Club presentation – Max Scott, advisor
  - B. Superintendent Report
- VII. Discussion/Information Topics
  - A. Requests to negotiate 2014-15 Contracts #36 thru #37
  - B. A.L.I.C.E. Staff Training/Safety Plan
  - C. Communications Plan Update #38
  - D. Upcoming Dates:
    - Bus Driver Union Initial Proposal – January 15<sup>th</sup>, 2014 @ 6:00pm
    - Board Special Session – January 23<sup>rd</sup> @ 6:30pm
    - District Initial Proposal to Bus Driver Union – January 29<sup>th</sup> @ 6:00pm
    - Regular Board Meeting – February 10<sup>th</sup>, 2014 @ 6:30pm
- VIII. Action Items
  - A. Voluntary Retirement Incentive Applications #39
  - B. Recommendation for School Bus Purchase for 2014-15 #40 + #41
  - C. Out-of-State Trip Request – Space Settlement Design Competition #42
  - D. Fundraising Request – Panorama High School Pink Out #43
  - E. 1<sup>st</sup> Reading New Board Policy 401.9 - Employee Social Media Responsibility #44 thru #47
  - F. 1<sup>st</sup> Reading New Board Policy 401.10 - Employee Technology Use #48 thru #50
- IX. Adjourn

Immediately following the meeting, the board will go into exempt session to discuss 2014-15 negotiations.

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  
School Board Work Session**

**Date:** 12/5/2013  
**Time:** 6:00 pm  
**Location:** Panorama Secondary School Board Room

**Call to Order**

The Panorama Community School District Board of Education met in a work session on 12/05/2013 in the district board room of the Panorama Secondary school. The work session was called to order by Bryce Wilke, Board President at 6:00pm.

**Attendees**

**Board Members Present:**

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

**Administrators Present:**

Kathryn Elliott (Superintendent), Sarah Young (Business Manager/Board Secretary)

**Others:**

Jim Verlengia

**Work Session**

**Work Session Discussion**

Jim Verlengia from Heartland AEA was present to facilitate the discussion. The meeting focused on the educational priorities and concerns for the school board members.

**Adjournment**

Work session adjourned at 8:00pm

Sarah Young,  
Board Secretary

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Panorama Community School District December Regular School Board Meeting

**Date:** 12/9/2013  
**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 December 9<sup>th</sup>, 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.

## 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

## Public Forum

**Speaker Name: None**

## Agenda

Changes to Agenda (if any): Add the wrestling team overnight trip to Action Item 'D'.

T. Arganbright motioned to approve the agenda as amended.

J. Stetzel seconded.

Motion carried unanimously.

## Good News

The following "Good News" items were shared:

- Last Saturday the Robotics Club, sponsored by teacher Maxwell Scott, competed in Johnston and earned a trip to the semi-finals.
- Panorama student Kate Wingert finished 2nd at state drill team as an individual. The Panorama Drill Team received two Division "I" ratings at the state competition.

## Consent Items, continued

D. Douglass motioned to approve the consent items.

T. Arganbright seconded.

Motion carried unanimously.

Consent items included the minutes from the November 11<sup>th</sup>, 2013 regular board meeting, 2 open enrollment "out" applications for the 2014-15 school year and the bills/VISA and financial report as presented

## Reports

### Mary Breyfogle, Elementary Principal & School Improvement Coordinator

Mrs. Breyfogle reported on the following items:

- The elementary after school math program is currently serving 55 students in grades 3<sup>rd</sup> through 5<sup>th</sup>. The program has received positive feedback from students, parents and teachers.
- Elementary music teacher Amy Block presented a very successful 4<sup>th</sup> and 5<sup>th</sup> grade music concert on November 26<sup>th</sup>. The program was a culmination of a unit of study around citizenship. Students were able to have discussions and participate in projects during class time that focused on patriotism and what it means to be an American as well as learning the meaning of the songs included in the program.



### **Mark Johnston, Secondary Principal**

Mr. Johnston reported on the following items:

- Guidance Counselor Chris Webner organized a panel of Panorama alumni that are currently enrolled in college or recently graduated. The panel met with all high schools and answered various questions about what to expect after high school. Mr. Johnston thanked the members of the panel for volunteering their time to talk with students: Sophia Godfrey, Rachel Grolmus, Cameron Weidenthaler, Mollie Nelson, Daniel Nelson and Hannah Moulds.
- An agent with the FBI will be meeting with middle school and high school students to talk about internet safety on December 10th.

### **Kathy Elliott, Superintendent**

Ms. Elliott reported on the following items:

- Food Service Director Bob Rogers will bring in an outside consultant to review the food nutrition program.
- A company has been selected to provide the district's new E-Newsletter. Parent email addresses will be imported from Infinite Campus to start receiving the newsletter. In addition, people can sign up on the website to receive the newsletter via email or to have a copy mailed to them.
- Letters will be sent out to the SIAC (School Improvement Advisory Committee) and the school board members to attend a joint meeting on Wednesday, December 18th in regard to the Teacher Leadership Compensation program. In addition, 50 families will be invited to attend a parent forum on January 6th. All community members are invited to attend the forum on January 6th if interested.
- Ms. Elliott will schedule a board work session in either January or February to review school finance and to begin work on the 2014-15 certified budget.
- The board packet that is provided to board members prior to the regular meeting will be added to the website for public viewing.

## **Discussion/Information Topics**

### **Board Feedback on IASB Convention**

Board members who attended the IASB School Board Convention shared the following items from the sessions each attended:

- Bryce Wilke
  - Students should be encouraged to express their creativity. It has been proven that creativity is lost as students grow older. Therefore, embracing creativity in students should be a priority of the district.
  - Every employee of the school district matters. Any one employee can have an impact on students, no matter what position they have in the district.
  - All of the legislative priorities selected earlier in the year by the Panorama school board were passed. In addition, there are several new priorities IASB will be focusing on.
  - 57% of kids feel bullied at schools. All kids should feel safe and protected at school.
- Deb Douglass
  - Many school districts are facing the same issues as Panorama.
  - Board members should become more involved in student learning and more aware of what is happening in the classroom. Teachers should bring their learning experiences into the board room and discuss with the board what is going on in the classroom.
- Jon Stetzel
  - Continue to encourage creativity and thinking outside of the box.
  - The delegate assembly was very informative and it was interesting to learn of all the resolutions IASB works on in support of Iowa schools.
  - Many other schools have made difficult financial decisions similar to Panorama in order to maintain a healthy financial position. It was helpful to see where Panorama ranked financially compared to other districts.
  - Boards should consider a student developed curriculum. What would it look like if students were asked to develop their own curriculum and their own school system. This is just an interesting concept and something to think about in the future.

### **County Auditor Response**

Mr. Wilke provided the letter received from the county auditor in response to the letter sent by the school board. The auditor reported that voter registration cards were sent to those individuals who had a change in director district. In addition, the auditor requested a written description of the director districts. The board members agreed to take no further action at this time.



## **Discussion/Information Topics, continued**

### **Bus Inspection Results**

Mr. Wilke reviewed the results from the most recent bus inspection. Overall, 18 vehicles were inspected. 13 vehicles passed with no issues and 5 vehicles had minor issues listed as 30 day repairs. No vehicles were put out of service. The state bus inspector was very pleased with the condition of the vehicles. Mr. Wilke commended Transportation Director Greg Randel for his continued efforts to ensure that students are safe on the bus.

### **Upcoming Dates**

- Joint meeting of School Board and SIAC to provide input on TLC application – December 18 @ 7:00pm
- Parent forum on TLC application – January 6<sup>th</sup>
- Regular Board Meeting – January 13<sup>th</sup>, 2014 @ 6:30pm

## **Action Items**

### **Retirement Incentive Program**

G. Irving motioned to offer the Voluntary Retirement Incentive program to teachers who meet the eligibility requirements during the 2013-14 school year only.

J. Stetzel seconded.

#### **Vote:**

J. Stetzel: Aye

T. Arganbright: Aye

D. Douglass: Nay

B. Wilke: Nay

G. Irving: Aye

Motion carries by 3-2 vote.

### **Approval of SBRC Modified Allowable Growth for Dropout Prevention**

T. Arganbright motioned to approve the SBRC modified allowable growth for dropout prevention in the amount of \$199,870.00

D. Douglass seconded.

Motion carried unanimously.

### **Approval of 2014 Potential Graduates**

T. Arganbright motioned to approve the list of 64 potential graduates for May 2014 as presented.

G. Irving seconded.

Motion carried unanimously.

### **Out-of-State/Overnight Trips**

D. Douglass motioned to approve the overnight trip on January 24<sup>th</sup> for the high school wrestling team and the out-of-state request for the senior class trip on May 3<sup>rd</sup>.

J. Stetzel seconded.

Motion carried unanimously.

### **Fundraising Requests**

T. Arganbright motioned to approve the fundraiser from the Family Consumer Science class for Panther Pride Sweet Treats.

D. Douglass seconded.

Motion carried unanimously.

J. Stetzel motioned to approve the fundraiser from the High School Track Team.

G. Irving seconded.

Motion carried unanimously.

D. Douglass motioned to approve the "Bras for a Cause" fundraiser for the Pink Out basketball game.

There was no second made to the motion.

Motion fails.

T. Arganbright was concerned that it may be offensive to have the high school boys modeling the bras during the basketball game.

Board members agreed that the request should be modified and submitted again for consideration at the January regular board meeting.

**Action Items, continued**

**1<sup>st</sup> Reading New Board Policy 401.9 – Employee Social Media Responsibility**

Ms. Elliott presented two new board policies in regard to employee use of social media, cell phones and district technology resources. Board members had several questions, comments and concerns in regard to the new policies. Board members agreed that further review was necessary before approving the policies.

G. Irving motioned to table the 1<sup>st</sup> Reading New Board Policy 401.9 – Employee Social Media Responsibility to allow additional time for board and employee review.

D. Douglass seconded.

Motion carried unanimously.

**1<sup>st</sup> Reading New Board Policy 401.10 – Employee Technology Use**

T. Arganbright motioned to table the 1<sup>st</sup> Reading New Board Policy 401.10 – Employee Technology Use to allow additional time for board and employee review.

D. Douglass seconded.

Motion carried unanimously.

**Adjournment**

Meeting adjourned at 7:53 pm. The next regular board meeting is set for January 13<sup>th</sup>, 2014 at 6:30pm.

Sarah Young,  
Secretary

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





### Expenditures/Expenses to Certified Budget Comparison Through December 2013

Instruction	General	Management	PEEL	Capital Projects
<b>Regular Program Instruction (1100)</b>				
Expenditures to Date	\$1,245,662.11	\$121,062.44	\$7,768.64	\$2,811.03
Budgeted Amount (Line Item)	\$3,431,785.00	\$139,000.00	\$80,000.00	\$0.00
Amount Remaining	\$2,186,122.89	\$17,937.56	\$72,231.36	(\$2,811.03)
Percentage of Budget Spent	36.30%	87.10%	9.71%	
<b>Special Program Instruction (1200)</b>				
Expenditures to Date	\$321,482.09			
Budgeted Amount (Line Item)	\$918,007.00			
Amount Remaining	\$596,524.91			
Percentage of Budget Spent	35.02%			
<b>Vocational Program Instruction (1300)</b>				
Expenditures to Date	\$74,125.99			
Budgeted Amount (Line Item)	\$210,574.00			\$0.00
Amount Remaining	\$136,448.01			\$0.00
Percentage of Budget Spent	35.20%			0.00%
<b>Co-Curricular Program Instruction (1400)</b>				
Expenditures to Date	\$67,131.40			
Budgeted Amount (Line Item)	\$183,475.00			
Amount Remaining	\$116,343.60			
Percentage of Budget Spent	36.59%			
<b>TOTAL INSTRUCTION</b>				
Expenditures to Date	\$1,708,401.59	\$121,062.44	\$7,768.64	\$2,811.03
Budgeted Amount (Line Item)	\$4,743,841.00	\$139,000.00	\$80,000.00	\$0.00
Amount Remaining	\$3,035,439.41	\$17,937.56	\$72,231.36	(\$2,811.03)
Percentage of Budget Spent	36.01%	87.10%	9.71%	
<b>TOTAL INSTRUCTION (ALL FUNDS COMBINED)</b>				
		<b>FY13 to date</b>	<b>FY12 to date</b>	<b>FY11 to date</b>
Expenditures to Date	\$1,840,043.70	\$1,765,765.08	\$1,700,240.30	\$1,621,666.67
Budgeted Amount (Line Item)	\$4,962,841.00	\$4,998,612.00	\$4,740,912.00	\$4,774,616.00
Amount Remaining	\$3,122,797.30	\$3,232,846.92	\$3,040,671.70	\$3,152,949.33
Percentage of Budget Spent	37.08%	35.33%	35.86%	33.96%
<b>CERTIFIED BUDGET (INSTRUCTION)</b>				
Expenditures to Date	\$1,840,043.70			
Budgeted Amount	\$5,711,094.00			
Amount Remaining	\$3,871,050.30			
Percentage of Budget Spent	32.22%			



**Support Services**

General

Management

PPEL

Capital Projects

**Guidance/Nurse (21XX)**

Expenditures to Date	\$70,522.22			
Budgeted Amount (Line Item)	\$186,378.00			
Amount Remaining	\$115,855.78			
Percentage of Budget Spent	37.84%			

**Curriculum Director/Library/Technology (22XX)**

Expenditures to Date	\$138,762.35		\$189,960.43	
Budgeted Amount (Line Item)	\$266,080.00		\$190,000.00	\$0.00
Amount Remaining	\$127,317.65		\$39.57	\$0.00
Percentage of Budget Spent	52.15%		99.98%	0.00%

**Administration/Fiscal Services (23XX-25XX)**

Expenditures to Date	\$348,875.77		\$1,920.74	
Budgeted Amount (Line Item)	\$731,217.00		\$6,000.00	
Amount Remaining	\$382,341.23		\$4,079.26	
Percentage of Budget Spent	47.71%		32.01%	

**Plant Operation & Maintenance (26XX)**

Expenditures to Date	\$244,521.90	\$80,782.25	\$9,205.00	
Budgeted Amount (Line Item)	\$537,235.00	\$124,000.00	\$9,000.00	\$0.00
Amount Remaining	\$292,713.10	\$43,217.75	(\$205.00)	\$0.00
Percentage of Budget Spent	45.51%	65.15%	102.28%	0.00%

**Transportation (27XX)**

Expenditures to Date	\$169,129.27	\$13,963.00	\$67,328.64	\$0.00
Budgeted Amount (Line Item)	\$503,322.00	\$17,000.00	\$60,000.00	\$0.00
Amount Remaining	\$334,192.73	\$3,037.00	(\$7,328.64)	\$0.00
Percentage of Budget Spent	33.60%	82.14%	112.21%	0.00%

**TOTAL SUPPORT SERVICES**

Expenditures to Date	\$971,811.51	\$94,745.25	\$268,414.81	\$0.00
Budgeted Amount (Line Item)	\$2,224,232.00	\$141,000.00	\$265,000.00	\$0.00
Amount Remaining	\$1,252,420.49	\$46,254.75	(\$3,414.81)	\$0.00
Percentage of Budget Spent	43.69%	67.20%	101.29%	0.00%

**TOTAL SUPPORT (ALL FUNDS COMBINED)**

		<b>FY13 to date</b>	<b>FY12 to date</b>	<b>FY11 to date</b>
Expenditures to Date	\$1,334,971.57	\$1,270,665.91	\$1,208,848.17	\$1,159,963.66
Budgeted Amount (Line Item)	\$2,630,232.00	\$2,647,455.00	\$2,631,585.00	\$2,371,615.00
Amount Remaining	\$1,295,260.43	\$1,376,789.09	\$1,422,736.83	\$1,211,651.34
Percentage of Budget Spent	50.75%	48.00%	45.94%	48.91%

**CERTIFIED BUDGET (SUPPORT SERVICES)**

Expenditures to Date	\$1,334,971.57
Budgeted Amount	\$2,794,998.00
Amount Remaining	\$1,460,026.43
Percentage of Budget Spent	47.76%



**Non-Instruction**

**Nutrition Fund**

**Nutrition (3XXX)**

Expenditures to Date	\$146,960.07
Budgeted Amount (Line Item)	\$411,810.00
Amount Remaining	\$264,849.93
Percentage of Budget Spent	35.69%

TOTAL NON-INSTRUCTION		FY13 to date	FY12 to date	FY11 to date
Expenditures to Date	\$146,960.07	\$147,750.47	\$136,740.69	\$134,583.47
Budgeted Amount (Line Item)	\$411,810.00	\$445,000.00	\$424,950.00	\$403,602.00
Amount Remaining	\$264,849.93	\$0.00	\$0.00	\$0.00
Percentage of Budget Spent	35.69%	33.20%	32.18%	33.35%

**CERTIFIED BUDGET (NON-INSTRUCTION)**

Expenditures to Date	\$146,960.07
Budgeted Amount (Certified)	\$475,000.00
Amount Remaining	\$328,039.93
Percentage of Budget Spent	30.94%

**Other**

General      Debt Service      PPEL      Capital Projects

**AEA Flowthrough (6100)**

Expenditures to Date	\$142,165.98			
Budgeted Amount (Line Item)	\$284,332.00			
Amount Remaining	\$142,166.02			
Percentage of Budget Spent	50.00%			

**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	\$5,170.77
Budgeted Amount (Line Item)			\$196,000.00	\$250,000.00
Amount Remaining			\$6,954.79	\$244,829.23
Percentage of Budget Spent			96.45%	2.07%

**TOTAL OTHER**

Expenditures to Date	\$142,165.98	\$226,183.00	\$189,045.21	\$5,170.77
Budgeted Amount (Line Item)	\$284,332.00	\$988,500.00	\$196,000.00	\$250,000.00
Amount Remaining	\$142,166.02	\$762,317.00	\$6,954.79	\$244,829.23
Percentage of Budget Spent	50.00%	22.88%	96.45%	2.07%

**CERTIFIED BUDGET (OTHER)**

Expenditures to Date	\$562,564.96
Budgeted Amount (Certified)	\$1,595,534.00
Amount Remaining	\$1,032,969.04
Percentage of Budget Spent	35.26%

## December 2013 Bank Reconciliation

### Farmer's State Bank

#### Capital Projects

##### Bank Balance

Statement Balance 12/26/2013	\$1,326,537.07
<i>Outstanding Checks</i>	\$3,520.00

**Total Bank Balance** \$1,323,017.07

##### School Books

Debt Service Balance	\$178,848.12
PPEL Balance	\$7,391.82
SAVE Balance	\$1,136,777.13

**Total Balance on School Books** \$1,323,017.07

### Panora State Bank

#### General/Management

##### Bank Balance

Statement Balance 12/31/2013	\$2,364,468.97
<i>Outstanding Checks</i>	\$1,202.96
<i>Deposit in Transit</i>	\$0.00

**Total Bank Balance** \$2,363,266.01

##### School Books

General Balance	\$2,253,666.22
Management	\$109,599.79

**Total Balance on School Books** \$2,363,266.01

#### Activity

##### Bank Balance

Statement Balance 12/31/2013	\$119,260.24
<i>Deposit in Transit</i>	\$0.00
<i>Outstanding Checks</i>	\$1,082.80

**Total Bank Balance** \$118,177.44

##### School Books

Activity Balance	\$118,177.44
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**Total Balance on School Books** \$118,177.44

### Guthrie County State Bank

#### Nutrition

##### Bank Balance

Statement Balance 12/31/2013	\$76,495.09
<i>Deposit in Transit</i>	\$0.00
<i>Outstanding Checks</i>	\$0.00

**Total Bank Balance** \$76,495.09

##### School Books

Nutrition Balance	\$76,495.09
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**Total Balance on School Books** \$76,495.09



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

TOTAL LUNCHES SERVED DECEMBER 2013-2014: 7,936

“A” Lunches Served	4,605
Adult Lunches – Total	729
Reduced Student	489
Free Student	2,842
Free Adult	205

TOTAL BREAKFASTS SERVED DECEMBER 2013- 2014: 2,708

“A” Breakfasts	919
Adult Breakfasts	121
Reduced Student	201
Free Student	1,588
Free Adult	0

<u>Vendor Name</u>	<u>PO Number</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>		
<b>Checking</b>	<b>2</b>	<b>Fund: 61 NUTRITION FUND</b>			
ANDERSON ERICKSON DAIR CO		20140107	01/07/2014	3,124.04	
61 0000 3110 000 0000 631	MILK/OJ		3,124.04		
			<b>Vendor Total:</b>		<b>3,124.04</b>
HOMETOWN FOODS		20140109	01/07/2014	77.43	
61 0000 3110 000 0000 631	GROCERIES		77.43		
			<b>Vendor Total:</b>		<b>77.43</b>
INLAND LEASING		58792615	12/30/2013	552.97	
61 0000 3110 000 0000 570	LEASE FOR VENDING		552.97		
			<b>Vendor Total:</b>		<b>552.97</b>
KECK INC		20131231	12/23/2013	1,727.03	
61 0000 3110 000 4951 639	GROCERY		1,727.03		
			<b>Vendor Total:</b>		<b>1,727.03</b>
MARTIN BROTHERS DISTRIBUTING COMPANY		20131231	12/20/2013	13,465.25	
61 0000 3110 000 0000 618	SUPPLIES		807.40		
61 0000 3110 000 0000 631	GROCERY		12,049.40		
61 0000 3110 000 0000 574	IAEP		608.45		
			<b>Vendor Total:</b>		<b>13,465.25</b>
PANORAMA COMMUNITY SCHOOL-GEN FUND		20140107	12/31/2013	12,559.24	
61 0000 3110 000 0000 191	DEC SALARIES *		8,653.64		
61 0000 3110 000 0000 192	DEC SUBS		969.75		
61 0000 3110 000 0000 211	LTD		9.50		
61 0000 3110 000 0000 213	LIFE INS		6.25		
61 0000 3110 000 0000 220	FICA		711.38		
61 0000 3110 000 0000 231	IPERS		859.37		
61 0000 3110 000 0000 273	MEDICAL INSURANCE		1,349.35		
			<b>Vendor Total:</b>		<b>12,559.24</b>
SARA LEE BAKERY GROUP/EARTHGRAINS		28725673645	12/02/2013	204.20	
61 0000 3110 000 0000 631	BREAD/ROLLS		204.20		
SARA LEE BAKERY GROUP/EARTHGRAINS		28725674342	12/09/2013	147.75	
61 0000 3110 000 0000 631	BREAD/ROLLS		147.75		
SARA LEE BAKERY GROUP/EARTHGRAINS		28725674343	12/09/2013	37.10	
61 0000 3110 000 0000 631	BREAD/ROLLS		37.10		
SARA LEE BAKERY GROUP/EARTHGRAINS		28725674641	12/12/2013	30.85	
61 0000 3110 000 0000 631	BREAD/ROLLS		30.85		
SARA LEE BAKERY GROUP/EARTHGRAINS		28725675042	12/16/2013	57.75	
61 0000 3110 000 0000 631	BREAD		57.75		
			<b>Vendor Total:</b>		<b>477.65</b>
			<b>Fund Total:</b>		<b>31,983.61</b>
			<b>Checking Account Total:</b>		<b>31,983.61</b>

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
<b>Checking</b>	<b>2</b>	<b>Fund: 61 NUTRITION FUND</b>		
ANDERSON ERICKSON DAIR CO	20140107	MILK/OJ	3,124.04	
		<b>Vendor Total:</b>		<b>3,124.04</b>
HOMETOWN FOODS	20140109	GROCERIES	77.43	
		<b>Vendor Total:</b>		<b>77.43</b>
INLAND LEASING	58792615	LEASE FOR VENDING MACHINE	552.97	
		<b>Vendor Total:</b>		<b>552.97</b>
KECK INC	20131231	COMMODITIES	1,727.03	
		<b>Vendor Total:</b>		<b>1,727.03</b>
MARTIN BROTHERS DISTRIBUTING COMPANY	20131231	SUPPLIES/GROCERIES	13,465.25	
		<b>Vendor Total:</b>		<b>13,465.25</b>
PANORAMA COMMUNITY SCHOOL-GEN FUND	20140107	DEC BENEFITS/SALARIES	12,559.24	
		<b>Vendor Total:</b>		<b>12,559.24</b>
SARA LEE BAKERY GROUP/EARTHGRAINS	28725673645	BREAD	204.20	
SARA LEE BAKERY GROUP/EARTHGRAINS	28725674342	BREAD	147.75	
SARA LEE BAKERY GROUP/EARTHGRAINS	28725674343	BREAD	37.10	
SARA LEE BAKERY GROUP/EARTHGRAINS	28725674641	BREAD	30.85	
SARA LEE BAKERY GROUP/EARTHGRAINS	28725675042	BREAD	57.75	
		<b>Vendor Total:</b>		<b>477.65</b>
		<b>Fund Total:</b>		<b>31,983.61</b>
		<b>Checking Account Total:</b>		<b>31,983.61</b>

Activity Fund Balance Report - Summary - Exclude Encumbrances  
12/2013 - 12/2013  
Excluding Zeros; Beginning Month 12/2013; Processing Month 12/2013; 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	217.08	0.00	0.00	0.00	217.08
21 729 000 6110 910	DRAMA	3,485.84	320.38	12.99	0.00	3,178.45
21 729 000 6120 910	SPEECH	1,372.80	0.00	0.00	0.00	1,372.80
21 729 000 6615 920	VOLLEYBALL	24.72	552.00	0.00	550.00	22.72
21 729 000 6640 920	TRACK	9.46	194.00	0.00	200.00	15.46
21 729 000 6645 920	CROSS COUNTRY	59.57	35.10	0.00	0.00	24.47
21 729 000 6660 920	GOLF	38.94	0.00	0.00	0.00	38.94
21 729 000 6710 920	GIRLS BASKETBALL	2,368.25	2,751.67	31.00	400.00	47.58
21 729 000 6715 920	BOYS BASKETBALL	5,307.26	916.56	688.00	0.00	5,078.70
21 729 000 6720 920	FOOTBALL	7,037.37	2,485.95	580.00	0.00	5,131.42
21 729 000 6731 920	BASEBALL	351.32	0.00	0.00	0.00	351.32
21 729 000 6732 920	SOFTBALL	491.78	0.00	0.00	0.00	491.78
21 729 000 6790 920	WRESTLING	4,958.97	1,903.39	1,177.00	0.00	4,232.58
21 729 000 6792 920	MISC ATHLETICS	18,230.05	420.15	295.00	0.00	18,104.90
21 729 000 6900 920	OFFICIALS	4,674.58	730.00	0.00	0.00	3,944.58
21 729 000 7010 950	TAG	800.00	0.00	0.00	0.00	800.00
21 729 000 7015 950	STUDENT COUNCIL	2,250.53	95.00	0.00	0.00	2,155.53
21 729 000 7016 950	MS STUDENT COUNCIL	1,504.90	0.00	448.82	0.00	1,953.72
21 729 000 7017 950	NATIONAL HONOR SOCIETY	45.74	0.00	0.00	0.00	45.74
21 729 000 7020 950	FCCLA	680.41	252.02	14.50	0.00	442.89
21 729 000 7021 950	O-M	59.54	0.00	0.00	0.00	59.54
21 729 000 7025 950	FFA	13,758.56	2,005.64	913.22	0.00	12,666.14
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	50.00	0.00	953.86
21 729 000 7043 950	MUSIC CLUB	25,867.89	389.90	30.00	0.00	25,507.99
21 729 000 7044 950	ROBOTICS CLUB	0.00	0.00	72.00	0.00	72.00
21 729 000 7045 950	YEARBOOK	7,282.30	0.00	400.00	0.00	7,682.30
21 729 000 7050 950	DRILL TEAM	599.29	295.11	466.00	0.00	770.18
21 729 000 7055 950	CHEERLEADERS	3,107.04	1,671.27	170.96	0.00	1,606.73
21 729 000 7065 950	TECHNOLOGY	3.26	1,907.00	2,675.50	0.00	771.76
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	1,720.00	0.00	0.00	5,581.74
21 729 000 7085 950	GENERAL	14,379.40	1,692.31	6,434.11	(1,150.00)	17,971.20
21 729 000 7086 950	CLASS OF 2015	2,266.02	0.00	45.00	0.00	2,311.02

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12/2013 - 12/2013

Excluding Zeros; Beginning Month 12/2013; Processing Month 12/2013; Fund Number 21

Fund: 21 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
21 729 000 7087 950	CLASS OF 2016	58.55	0.00	0.00	0.00	58.55
21 729 000 7089 950	APPRENTICE WEEK	0.00	0.00	0.00	0.00	0.00
Fund Total: 21		134,010.79	20,337.45	14,504.10	0.00	128,177.44

Board Report - For Board

Unposted; Batch Description JANUARY 2014-ACTIVITY-0001

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
<b>Checking</b>	<b>3</b>	<b>Fund: 21 ACTIVITY FUND</b>		
AGUIRRE, RON	20140108	V-BB-12/20/2013	90.00	
		<b>Vendor Total:</b>		<b>90.00</b>
ALL IOWA HONOR DRILL TEAM	20140107	KATE WINGERT-ALL IOWA FEES	184.00	
		<b>Vendor Total:</b>		<b>184.00</b>
AMBROSE, ERIN	20131211	CONCESSION	13.52	
		<b>Vendor Total:</b>		<b>13.52</b>
ARNOLD MOTOR SUPPLY	20140108	TRACTOR PARTS	791.29	
		<b>Vendor Total:</b>		<b>791.29</b>
ATHLETICA, INC	INV85340	CHEER JACKETS	592.59	
		<b>Vendor Total:</b>		<b>592.59</b>
BEN FRANKLIN	0001029	PLASTIC BINS	64.74	
BEN FRANKLIN	0001041	RAFFLE FUNDRAISER	33.47	
		<b>Vendor Total:</b>		<b>98.21</b>
BURG, ANDREW	20140106	V-BB-12/17/13	90.00	
		<b>Vendor Total:</b>		<b>90.00</b>
CAMPUS TEAM WEAR	P04013460102	CHEER TOPS/BOWS	505.52	
	0			
CAMPUS TEAM WEAR	P04013460103	CHEER SKIRTS	49.11	
	8			
		<b>Vendor Total:</b>		<b>554.63</b>
CAPPS, GENE	20131211	V-WRESTLING-12/5/2013	90.00	
		<b>Vendor Total:</b>		<b>90.00</b>
DAKTRONICS, INC	6580223	SCOREBOARD	17,304.00	
		<b>Vendor Total:</b>		<b>17,304.00</b>
DECKER SPORTING GOODS	AAD068701-AJ02	STAFF SHIRTS-RESALE	852.00	
DECKER SPORTING GOODS	AAD069358-AR01	NAME PLATES	40.50	
DECKER SPORTING GOODS	AAN005062-AJ01	SOCKS	176.48	
DECKER SPORTING GOODS	AAT011838-AT01	BASKETBALLS	287.00	
		<b>Vendor Total:</b>		<b>1,355.98</b>
ENDZONECAMERA.COM	20140106	ENDZONE CAMERA	4,400.00	
		<b>Vendor Total:</b>		<b>4,400.00</b>
FFA ENRICHMENT CENTER	3679	CHAPTER/DISTRICT DUES	140.00	
FFA ENRICHMENT CENTER	3753	CDE REGISTRATION	5.00	
FFA ENRICHMENT CENTER	4069	NATIONAL/STATE MEMBERSHIP FEES	681.50	
		<b>Vendor Total:</b>		<b>826.50</b>
GATEWAY HOTEL & CONFERENCE CENTER	22960	ALL-STATE MUSIC	533.12	
		<b>Vendor Total:</b>		<b>533.12</b>
GILMAN GEAR	S059990	GAUNTLET ARMS	567.39	
		<b>Vendor Total:</b>		<b>567.39</b>
GODFREY PRINTING & PROMOTIONS	2575	TSHIRTS	247.00	
GODFREY PRINTING & PROMOTIONS	2587	TSHIRTS/SWEATSHIRTS	1,616.25	
GODFREY PRINTING & PROMOTIONS	2588	TSHIRTS	661.00	
GODFREY PRINTING & PROMOTIONS	2593	SHOOTING SHIRTS	198.00	
		<b>Vendor Total:</b>		<b>2,722.25</b>
GOLF WAREHOUSE, INC, THE	PO6985880102	SWEATSHIRTS	814.46	
	9			
		<b>Vendor Total:</b>		<b>814.46</b>
GRAPHIC EDGE, THE	718214	TSHIRTS	874.68	
GRAPHIC EDGE, THE	737632	TSHIRTS	91.38	
		<b>Vendor Total:</b>		<b>966.06</b>

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Board Report - For Board

Unposted; Batch Description JANUARY 2014-ACTIVITY-0001

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
HANSENS FUND RAISING SERVICES	827	FUNDRAISER	5,692.00	
		<b>Vendor Total:</b>		<b>5,692.00</b>
HAYES, CARRIE	20140108	V-BB-12/20/2013	90.00	
		<b>Vendor Total:</b>		<b>90.00</b>
HEARTLAND EDUC AGENCY #11	103513	POSTERS	96.00	
		<b>Vendor Total:</b>		<b>96.00</b>
HELM, CHRIS	20131218	ALL-STATE VOCAL	55.74	
		<b>Vendor Total:</b>		<b>55.74</b>
HERFF JONES INC	03542322	2013 YEARBOOKS	7,039.13	
		<b>Vendor Total:</b>		<b>7,039.13</b>
HOMETOWN FOODS	000010002380 3	RAFFLE ITEMS	13.33	
		<b>Vendor Total:</b>		<b>13.33</b>
HOYKA, DAN	20140106	V-BB-12/17/2013	90.00	
		<b>Vendor Total:</b>		<b>90.00</b>
IOWA HIGH SCHOOL ATHLETIC ASSN.	20140108	STATE WRESTLING	320.00	
		<b>Vendor Total:</b>		<b>320.00</b>
IOWA HIGH SCHOOL SPEECH ASSN.	20140107	LARGE GROUP SPEECH	266.00	
		<b>Vendor Total:</b>		<b>266.00</b>
ISU BANDS,	20140107	HONOR BAND	48.00	
		<b>Vendor Total:</b>		<b>48.00</b>
JACOBUS, LARRY	20140108	V-BB-12/20/13	90.00	
		<b>Vendor Total:</b>		<b>90.00</b>
LOCHIRO FUNDRAISING,	2013207	FRUIT SALES	49.50	
		<b>Vendor Total:</b>		<b>49.50</b>
MINNTEX CITRUS, INC.	F130119	FRUIT SALES	4,757.30	
		<b>Vendor Total:</b>		<b>4,757.30</b>
PANORAMA COMMUNITY SCHOOL-GEN FUND	20140106	COPIES	5.45	
		<b>Vendor Total:</b>		<b>5.45</b>
PANORAMA GARDENS	60788/1	WRESTLING-SENIOR NIGHT	34.50	
		<b>Vendor Total:</b>		<b>34.50</b>
PEPSI COLA	23848354	CONCESSION	310.31	
		<b>Vendor Total:</b>		<b>310.31</b>
RODALE MAGAZINES	20140106	RUNNERS WORLD-	25.94	
		<b>Vendor Total:</b>		<b>25.94</b>
ROSSOW, HAL	20131211	MS-GBB-12/9/2013	65.00	
ROSSOW, HAL	20131211- 0001	MS-GBB-12/5/13	130.00	
ROSSOW, HAL	20131211- 0002	MS-GBB-12/5/2013	65.00	
ROSSOW, HAL	20131218	MS-BB-12/16/2013	65.00	
ROSSOW, HAL	20140106	MS-BB-12/19/2013	65.00	
		<b>Vendor Total:</b>		<b>390.00</b>
SAM'S CLUB/GECE	20131211	CONCESSION	191.16	
		<b>Vendor Total:</b>		<b>191.16</b>
SAMS CLUB/GECE	20140107	CONCESSIONS	585.68	
		<b>Vendor Total:</b>		<b>585.68</b>
SAMUEL FRENCH	10028036	PLAY SCRIPT-TRIFLES	66.15	
		<b>Vendor Total:</b>		<b>66.15</b>
SCHROEDER, LYNN	20140106	V-BB-12/17/2013	90.00	
		<b>Vendor Total:</b>		<b>90.00</b>
SOUTHERN CAL	20140106	XC-ENTRY FEE	90.00	
		<b>Vendor Total:</b>		<b>90.00</b>
SOUTHWEST DISTRICT FFA	20131218	GREENHAND FIRE-UP	80.00	
		<b>Vendor Total:</b>		<b>80.00</b>

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
THOMPSON, GREG	20140109	PLAQUE PHOTOS	11.68	
		<b>Vendor Total:</b>		<b>11.68</b>
TROPHIES PLUS	341902	XC-PLAQUES	491.42	
		<b>Vendor Total:</b>		<b>491.42</b>
TURNER, SCOTT	20131211	V-WRESTLING-12/5/13	90.00	
		<b>Vendor Total:</b>		<b>90.00</b>
VISA	20140108	FEES	24.00	
		<b>Vendor Total:</b>		<b>24.00</b>
WOOD, MARTIN	20131211	JV-BB-12/9/2013	70.00	
		<b>Vendor Total:</b>		<b>70.00</b>
X-GRAIN SPORTSWEAR	256707	SWEATSHIRTS	525.00	
		<b>Vendor Total:</b>		<b>525.00</b>
		<b>Fund Total:</b>		<b>53,682.29</b>
		<b>Checking Account Total:</b>		<b>53,682.29</b>

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## Employee Official Payments

Name	Date	Event	Amount
Bahrenfuss, Brian	12/10/2013	JH Boys Basketball	\$65.00
Nail, Ryan	12/9/2013	JV Basketball	\$70.00
Nail, Ryan	12/13/2013	JH Boys Basketball	\$65.00
Wharton, Shawn	12/5/2013	JH Girls Basketball	\$65.00
Wharton, Shawn	12/9/2013	JH Girls Basketball	\$65.00
Wharton, Shawn	12/10/2013	JH Boys Basketball	\$65.00
Wharton, Shawn	12/13/2013	JH Boys Basketball	\$65.00
Wharton, Shawn	12/16/2013	JH Boys Basketball	\$65.00
Wharton, Shawn	12/19/2014	JH Boys Basketball	\$65.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
<b>Checking</b>	<b>1</b>	<b>Fund: 10 GENERAL FUND</b>		
APPLE COMPUTER INC	4266915505	IPADS - ART TO REMEMBER FUNDS	798.00	
			<b>Vendor Total:</b>	<b>798.00</b>
ARAMARK UNIFORM SERVICES	637-8157647	CUSTODIAL SUPPLIES	227.66	
			<b>Vendor Total:</b>	<b>227.66</b>
CONTINENTAL RESEARCH CORP	1244772	TRANSPORTATION SUPPLIES	30.30	
			<b>Vendor Total:</b>	<b>30.30</b>
DES MOINES STAMP MFG. COMPANY	1000028	NAME & ADDRESS STAMPS	28.80	
			<b>Vendor Total:</b>	<b>28.80</b>
HARMANN EXCAVATING	3768	GROUNDS PURCHASED SERVICES	212.50	
			<b>Vendor Total:</b>	<b>212.50</b>
HILLYARD/DM SANITARY SUPPLY	600959515	CUSTODIAL SUPPLIES	111.98	
			<b>Vendor Total:</b>	<b>111.98</b>
HOTSY CLEANING SYSTEMS INC	0152421	BUS BARN SUPPLIES	72.63	
			<b>Vendor Total:</b>	<b>72.63</b>
IDATP	IDATPMBR002569	TRANSPORTATION FEES	955.00	
			<b>Vendor Total:</b>	<b>955.00</b>
JAYMAR BUSINESS FORMS INC	49517	W-2/1099 FORMS	192.67	
			<b>Vendor Total:</b>	<b>192.67</b>
KIMBALL MIDWEST	3303983	BUS BARN SUPPLIES	34.19	
			<b>Vendor Total:</b>	<b>34.19</b>
LAKE LUMBER	831576	CUSTODIAL SUPPLIES	14.99	
			<b>Vendor Total:</b>	<b>14.99</b>
MARSHALLTOWN HIGH SCHOOL	20131213	ENTRY FEES - HS BATTLE OF BOOKS	10.00	
			<b>Vendor Total:</b>	<b>10.00</b>
MARTIN BROTHERS DISTRIBUTING COMPANY	4985717	CUSTODIAL SUPPLIES	375.92	
			<b>Vendor Total:</b>	<b>375.92</b>
OFFICE MAX	101138	BUS BARN OFFICE SUPPLIES	19.16	
			<b>Vendor Total:</b>	<b>19.16</b>
PANORA AUTO PARTS	269329	IND TECH REPAIR SUPPLIES	7.98	
			<b>Vendor Total:</b>	<b>7.98</b>
PRESTO-X	30243789	PEST CONTROL	77.25	
			<b>Vendor Total:</b>	<b>77.25</b>
TRIARCO ARTS & CRAFTS	640405	ART SUPPLIES	123.70	
			<b>Vendor Total:</b>	<b>123.70</b>
VENTEICHER ELECTRIC	Q49914-13	ELECTRICAL SERVICES	925.00	
			<b>Vendor Total:</b>	<b>925.00</b>
VERIZON WIRELESS	9716198005	CELLULAR PHONES	73.35	
			<b>Vendor Total:</b>	<b>73.35</b>
			<b>Fund Total:</b>	<b>4,291.08</b>
		<b>Checking Account Total:</b>		<b>4,291.08</b>

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
<b>Checking</b>	<b>1</b>	<b>Fund: 10 GENERAL FUND</b>		
3E	3770524-00	LIGHTING/ELECTRICAL SUPPLIES	507.84	
				<b>Vendor Total: 507.84</b>
ACCESS SYSTEMS LEASING	14678419	COPIER LEASING	181.91	
				<b>Vendor Total: 181.91</b>
ACME TOOLS	2345540	VOC AG EQUIPMENT - DONATED FUNDS	3,074.97	
				<b>Vendor Total: 3,074.97</b>
ACT	31445449	HS ELECTRONIC SCORE REPORTER ANNUAL FEE	250.00	
				<b>Vendor Total: 250.00</b>
ADEL-DESOTO-MINBURN COMM SCH	ADM 2ND/2013	OPEN ENROLLMENT	1,866.98	
				<b>Vendor Total: 1,866.98</b>
ADVANCED COMPUTER & GRAPHIC SOLUTIONS	5126	TECHNOLOGY REPAIR/SUPPLY	262.93	
ADVANCED COMPUTER & GRAPHIC SOLUTIONS	5649	TECHNOLOGY REPAIR/SUPPLY	48.00	
ADVANCED COMPUTER & GRAPHIC SOLUTIONS	5652	TECHNOLOGY REPAIR/SUPPLY	64.00	
ADVANCED COMPUTER & GRAPHIC SOLUTIONS	5670	TECHNOLOGY REPAIR/SUPPLY	80.00	
ADVANCED COMPUTER & GRAPHIC SOLUTIONS	5713	TECHNOLOGY REPAIR/SUPPLY	143.95	
				<b>Vendor Total: 598.88</b>
AMAZON	068321039810	INSTRUCTIONAL SUPPLIES	18.19	
AMAZON	068321510945	INSTRUCTIONAL SUPPLIES	18.19	
AMAZON	068322367058	INSTRUCTIONAL SUPPLIES	18.19	
AMAZON	068326917492	INSTRUCTIONAL SUPPLIES	18.19	
AMAZON	068327715142	INSTRUCTIONAL SUPPLIES	18.20	
AMAZON	068328149635	INSTRUCTIONAL SUPPLIES	52.60	
AMAZON	161480211270	CARL PERKINS INSTRUCTIONAL SUPPLIES	150.18	
AMAZON	161486833000	CARL PERKINS INSTRUCTIONAL SUPPLIES	110.97	
AMAZON	161487229438	CARL PERKINS INSTRUCTIONAL SUPPLIES	19.60	
AMAZON	161488902741	CARL PERKINS INSTRUCTIONAL SUPPLIES	28.60	
AMAZON	223801766460	INSTRUCTIONAL SUPPLIES	85.75	
AMAZON	252579944361	ART INSTRUCTIONAL SUPPLIES	57.75	
AMAZON	289275505117	CARL PERKINS EQUIPMENT	795.99	
				<b>Vendor Total: 1,392.40</b>
ARAMARK UNIFORM SERVICES	637-8141722	CUSTODIAL SUPPLIES	60.93	
ARAMARK UNIFORM SERVICES	637-8157648	CUSTODIAL SUPPLIES	60.93	
ARAMARK UNIFORM SERVICES	637-8173439	CUSTODIAL SUPPLIES	227.66	
ARAMARK UNIFORM SERVICES	637-8173440	CUSTODIAL SUPPLIES	77.51	
				<b>Vendor Total: 427.03</b>
BELLER DISTRIBUTING	0000032192	TRANSPORTATION SUPPLIES	1,233.63	
				<b>Vendor Total: 1,233.63</b>
BEN FRANKLIN	0001036	MISC SUPPLIES	81.61	
BEN FRANKLIN	0001080	MISC SUPPLIES	26.94	
				<b>Vendor Total: 108.55</b>
CENTRAL IOWA PUBLISHING, INC	20140109	ADS & PUBLICATIONS	348.20	
				<b>Vendor Total: 348.20</b>
CHANNING-BETE COMPANY, INC	52736109	INSTRUCTIONAL CPR EQUIPMENT	1,601.49	
				<b>Vendor Total: 1,601.49</b>

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
CITY OF PANORA	12/30/2013	ELECTRIC/WATER/SEWER	69.24	
	BALL			
CITY OF PANORA	12/30/2013	ELECTRIC/WATER/SEWER	408.44	
	BUS			
CITY OF PANORA	12/30/2013	ELECTRIC/WATER/SEWER	7,008.73	
	ELEM			
CITY OF PANORA	12/30/2013	ELECTRIC/WATER/SEWER	11,476.98	
	MSHS			
		<b>Vendor Total:</b>		<b>18,963.39</b>
CLOUSER, ANGELA	20140109	SUPPLY REIMBURSEMENT	13.24	
		<b>Vendor Total:</b>		<b>13.24</b>
CULLIGAN WATER CONDITIONING	20140109	BOTTLE FREE COOLER RENT	35.00	
CULLIGAN WATER CONDITIONING	20140109-0001	BOTTLE FREE COOLER RENT	78.00	
		<b>Vendor Total:</b>		<b>113.00</b>
DES MOINES AREA COMM COLLEGE	G-42120	28E AGREEMENT	1,469.04	
		<b>Vendor Total:</b>		<b>1,469.04</b>
DES MOINES PERFORMING ARTS	20131230	FIELD TRIP - 1ST GRADE	50.00	
		<b>Vendor Total:</b>		<b>50.00</b>
DYNAMIC LEARNER CONSULTING, INC	1296114-6146467	PROFESSIONAL DEVELOPMENT	998.00	
		<b>Vendor Total:</b>		<b>998.00</b>
ECHO GROUP INC	S5767880.001	ELECTRICAL SUPPLIES	151.40	
		<b>Vendor Total:</b>		<b>151.40</b>
ELLIOTT, KATHRYN	20140102	CELL PHONE STIPEND	80.00	
ELLIOTT, KATHRYN	20140109	REIMBURSEMENT	43.68	
ELLIOTT, KATHRYN	20140109-0001	REIMBURSEMENT - TRAINING SUPPLIES	60.00	
		<b>Vendor Total:</b>		<b>183.68</b>
GUTHRIE CENTER CSD	GUTH 2ND/2013	OPEN ENROLLMENT	45,007.50	
		<b>Vendor Total:</b>		<b>45,007.50</b>
GUTHRIE CENTER TIMES	34577	PRINTING SERVICES	153.70	
		<b>Vendor Total:</b>		<b>153.70</b>
HARMANN EXCAVATING	3781	SNOW REMOVAL SERVICES	3,275.25	
		<b>Vendor Total:</b>		<b>3,275.25</b>
HILLYARD/DM SANITARY SUPPLY	600982677	CUSTODIAL SUPPLIES	31.52	
		<b>Vendor Total:</b>		<b>31.52</b>
HOMETOWN FOODS	20140109-0001	MS SCIENCE INSTRUCTIONAL SUPPLIES	40.86	
HOMETOWN FOODS	20140109-0002	FCS INSTRUCTIONAL SUPPLIES	91.20	
		<b>Vendor Total:</b>		<b>132.06</b>
JEFFERSON-SCRANTON CSD	JEFF 2ND/2013	OPEN ENROLLMENT	7,501.25	
		<b>Vendor Total:</b>		<b>7,501.25</b>
JENSEN SANITATION, LLC	21651	GARBAGE COLLECTION	447.50	
		<b>Vendor Total:</b>		<b>447.50</b>
JOHNSTON COMMUNITY SCHOOLS	AR004909	OPEN ENROLLMENT	3,000.50	
		<b>Vendor Total:</b>		<b>3,000.50</b>
JW PEPPER & SON, INC.	11927381	VOCAL MUSIC SUPPLIES	116.24	
		<b>Vendor Total:</b>		<b>116.24</b>
MEDICAL ENTERPRISES INC	20140109	NURSE SUPPLIES	58.00	
		<b>Vendor Total:</b>		<b>58.00</b>
MIDAMERICAN ENERGY	090141213	NATURAL GAS ELEM	188.26	
MIDAMERICAN ENERGY	200061213	NATURAL GAS BUS REPAIR SHOP	367.32	
MIDAMERICAN ENERGY	250291213	NATURAL GAS MS/HS	2,540.04	

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
			<b>Vendor Total:</b>	<b>3,095.62</b>
O'HALLORAN INTERNATIONAL, INC.	R101000544: 01	VEHICLE REPAIR SERVICES	125.00	
O'HALLORAN INTERNATIONAL, INC.	R101000545: 01	VEHICLE REPAIR SERVICES	125.00	
O'HALLORAN INTERNATIONAL, INC.	R101000546: 01	VEHICLE REPAIR SERVICES	125.00	
			<b>Vendor Total:</b>	<b>375.00</b>
OPIE, SARA	20140109	PUBLIC RELATIONS	1,105.00	
			<b>Vendor Total:</b>	<b>1,105.00</b>
PANORA AUTO PARTS	269663	VEHICLE MAINTENANCE SUPPLIES	21.98	
PANORA AUTO PARTS	269811	VEHICLE MAINTENANCE SUPPLIES	54.99	
			<b>Vendor Total:</b>	<b>76.97</b>
PANORA CHAMBER OF COMMERCE	478	CHAMBER DUES	50.00	
			<b>Vendor Total:</b>	<b>50.00</b>
PANORA OIL CO	20140109	MONTHLY GASOLINE CHARGES	811.57	
			<b>Vendor Total:</b>	<b>811.57</b>
PANORA TELCO	20140109	MONTHLY TELEPHONE CHARGES	679.10	
			<b>Vendor Total:</b>	<b>679.10</b>
PATON CHURDAN CSD	PATON 2ND/2013	OPEN ENROLLMENT	1,500.25	
			<b>Vendor Total:</b>	<b>1,500.25</b>
PER MAR SECURITY SERVICES	1077556	SECURITY SERVICE - HS	296.40	
PER MAR SECURITY SERVICES	1077557	SECURITY SERVICE - ELEM	296.40	
			<b>Vendor Total:</b>	<b>592.80</b>
PERRY COMMUNITY SCHOOLS	PERR 2ND/2013	OPEN ENROLLMENT/SPEC ED	13,502.25	
			<b>Vendor Total:</b>	<b>13,502.25</b>
RIEMAN MUSIC	1848278	BAND SUPPLIES	71.00	
RIEMAN MUSIC	1848352	BAND SUPPLIES	41.40	
			<b>Vendor Total:</b>	<b>112.40</b>
STANLEY STEEMER	75645	CARPET CLEANING SERVICES	159.00	
			<b>Vendor Total:</b>	<b>159.00</b>
STAR ENERGY LLC	DEC 2013 DIESEL	GASOLINE & DIESEL	5,579.77	
			<b>Vendor Total:</b>	<b>5,579.77</b>
THOMAS BUS SALES OF IOWA	111944	VEHICLE REPAIR SERVICE - BUS #3	1,249.92	
			<b>Vendor Total:</b>	<b>1,249.92</b>
VEDETTE, THE	20140102	ADS & PUBLICATIONS	304.92	
			<b>Vendor Total:</b>	<b>304.92</b>
VENTEICHER ELECTRIC	Q56537-13	ELECTRICAL SERVICES	285.00	
			<b>Vendor Total:</b>	<b>285.00</b>
VISA	20140109	MISC SUPPLIES & EQUIP	381.96	
VISA	20140109- 0001	E-NEWSLETTER YEARLY SERVICE	294.00	
VISA	20140109- 0002	POSTAGE	10.20	
VISA	20140109- 0003	HS SCIENCE SUPPLIES	40.66	
VISA	20140109- 0004	BUILDING SAFETY SUPPLIES	89.43	
			<b>Vendor Total:</b>	<b>816.25</b>
WCV SCHOOLS	WCV 2ND/2013	OPEN ENROLLMENT	4,500.75	
			<b>Vendor Total:</b>	<b>4,500.75</b>

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Panorama CSD  
01/10/2014 8:45 AM

**Board Report - For Board**

Page: 4  
User ID: VRP

Unposted; Batch Description GENERAL JANUARY INVOICES-0004

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
WEBSITES TO IMPRESS, LLC	3370	WEBSITE DESIGN	120.00	
WEBSITES TO IMPRESS, LLC	3384	WEBSITE HOSTING	116.00	
		<b>Vendor Total:</b>		236.00
		<b>Fund Total:</b>		128,289.72
		<b>Checking Account Total:</b>		128,289.72

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**Board Report - For Board**

Unposted; Batch Description PPEL DECEMBER AFTER BOARD INVOICES

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
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<b>Checking</b>	<b>4</b>	<b>Fund: 36 PPEL FUND</b>	
RICOH USA, INC.	91320402	MONTHLY COPIER LEASING	1,933.50

**Vendor Total: 1,933.50**

**Fund Total: 1,933.50**

**Checking Account Total: 1,933.50**



<u>Vendor Name</u>		<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
<b>Checking</b>	<b>4</b>	<b>Fund: 36 PPEL FUND</b>			
DAVID RICHARD JOHNSON		20140109	NETWORK CONSULTING	1,100.00	
			<b>Vendor Total:</b>		<b>1,100.00</b>
RICOH USA, INC.		91523973	MONTHLY COPIER LEASING	1,970.88	
			<b>Vendor Total:</b>		<b>1,970.88</b>
			<b>Fund Total:</b>		<b>3,070.88</b>
			<b>Checking Account Total:</b>		<b>3,070.88</b>

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
<b>Checking</b>	<b>4</b>	<b>Fund: 33 CAPITAL PROJECTS FUND</b>		
O'HALLORAN INTERNATIONAL, INC.	R101000548: 01	CAMERA INSTALLATION - BUS23	2,985.49	
				<b>Vendor Total:</b>
				<b>2,985.49</b>
SECURE BY DESIGN, INC.	20131230	TECHNOLOGY SUPPLIES	1,140.00	
				<b>Vendor Total:</b>
				<b>1,140.00</b>
SVPA ARCHITECTS, INC.	0030251	TRACK PHASE 01 SERVICES	1,699.76	
SVPA ARCHITECTS, INC.	0030342	TRACK PURCHASED SERVICES	1,199.68	
				<b>Vendor Total:</b>
				<b>2,899.44</b>
TERRACON	T476932	CONSULTING FEES - TRACK PROJECT	4,500.00	
				<b>Vendor Total:</b>
				<b>4,500.00</b>
				<b>Fund Total:</b>
				<b>11,524.93</b>
				<b>Checking Account Total:</b>
				<b>11,524.93</b>

**December 2013 VISA Statement  
Board Financial Report**

<b>Vendor</b>	<b>Purchase</b>	<b>Amount</b>	<b>Fund</b>
Newegg.com	HD 24" Computer Monitors	\$381.96	General
Travelnow.com	Agent Fee - Hotel Reservations Honor Choir	\$5.00	Activity
Constant Contact	E-Newsletter Yearly Subscription Services	\$294.00	General
USPS	FCS Postage - Swervice Learning Project	\$10.20	General
Aerogel Technologies	Science Supplies - Aerogel Discs	\$40.66	General
US CUTTER	Safety Committee Supplies	\$89.43	General
Online Reservation Services	Wrestling Tournament Hotel Room Reservation Fee	\$8.00	Activity
Musicnotes.com	Large Group Speech Materials	\$11.00	Activity
<b>Total</b>		<b>\$840.25</b>	



January 14<sup>th</sup>, 2014 Board Meeting  
Open Enrollment Applications

2013-13 School Year

Open Enrollment **OUT**

Student Name	Grade	Parents	District Requested	Reason
Kallhoff, Kenneth	10	Gregory Kallhoff	Waukee	Family Move



Sarah Young &lt;sarah.young@panorama.k12.ia.us&gt;

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## JH Track

1 message

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**Sarah Young** <sarah.young@panorama.k12.ia.us>

Tue, Jan 7, 2014 at 11:47 AM

To: Erin Ambrose <erin.ambrose@panorama.k12.ia.us>, Kathy Elliott <kathy.elliott@panorama.k12.ia.us>

Cc: Vanessa Phillips <Vanessa.Phillips@panorama.k12.ia.us>

Hello-

Please accept this email as my official resignation from my position as Junior High Track Coach. I have enjoyed coaching track for the past 2 years and am grateful to have had the opportunity!

Thank you!

*Sarah Young*

Business Manager/School Board Secretary

**Panorama Community School District**

701 West Main Street

Panora, IA 50216

641-755-4144

December 2, 2013

Dear Ms. Elliott,

Please accept my official resignation as Head High School Volleyball Coach, effective August 1, 2014. My reasoning for this decision is that I can no longer stay in a position where I do not feel supported by staff, parents and players connected with the volleyball program.

Holding the position of head coach for the last two years has helped me to grow as an individual and taught me a lot in working with the individuals connected with the program. I have enjoyed working alongside my assistant coach, Ashley Wonders, and all of the players involved with the program.

I have truly enjoyed being a part of this program for the last six years and wish everyone the best in continuing to try to improve and strengthen the program.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Stiefel".

Sarah Stiefel



McKenzie Poday  
4212 Bluegrass Drive  
Panora, IA 50216  
712-830-9065  
mckenziekay@gmail.com

To Whom It May Concern:

I would like to inform you that I am resigning from my position as Drill Team Sponsor for Panorama High Schools, effective December 16.

Thank you for the support and the opportunities that you have provided me during the last two years. I have enjoyed my time with the team and school.

If I can be of any assistance during this transition, please let me know. I would be glad to help however I can.

Sincerely,  
McKenzie Poday



Mark Johnston &lt;mark.johnston@panorama.k12.ia.us&gt;

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## Speech Position

1 message

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**Trisha Niceswanger** <trisha.niceswanger@panorama.k12.ia.us>

Tue, Dec 17, 2013 at 9:25 AM

To: Mark Johnston <Mark.Johnston@panorama.k12.ia.us>

I would like to let you know that I am resigning my position as speech coach for the 2013-2014 school year.

--

**Trisha Niceswanger**

Panorama High School

Spanish Instructor

701 W. Main St.

Panora, IA 50216



Sarah Young &lt;sarah.young@panorama.k12.ia.us&gt;

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**Fwd: letter**

1 message

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**Sarah Young** <sarah.young@panorama.k12.ia.us>  
To: Sarah Young <sarah.young@panorama.k12.ia.us>

Wed, Dec 18, 2013 at 9:43 AM

To whom it may concern,

It is with this email that I am resigning my position as assistant varsity baseball coach to accept the position as the head varsity softball coach. I enjoyed the opportunity to work with the baseball program and look forward to working with the softball program. Thank you for your time!

Ryan Nail

Panorama Community School District  
Kindergarten-6th Grade P.E. Teacher  
Middle School Track Coach



## Contract Recommendations

### Extracurricular Contracts:

<b>Joyce Bahrke</b>	Basketball Scorekeeper	\$1,080.00
<b>Ryan Nail</b>	Head Softball Coach	\$3,296.00
<b>Kristi Vance</b>	Drill Team Sponsor	\$524.50
<b>Jill Parker</b>	JH Track Coach	\$1,498.00

### Adjusted Contracts:

<b>Deb Arganbright</b>	Speech	\$2,996.00
<b>Brooke Grett</b>	Speech	\$2,996.00



# LiUNA!

## GREAT PLAINS LABORERS' DISTRICT COUNCIL

4208 W. Partridge Way, Unit 2, Peoria, IL 61615

Phone 309-692-8750 • Fax 309-692-2698

Email gpldc@aol.com • Website www.greatplainslaborer.org

MIKE SMITH  
President

TONY PENN  
Vice President

CHARLIE SHEMA  
Business Manager

BILL GERHARD  
Secretary - Treasurer

MIKE BRECHT  
Executive Board

KENNY GWINN  
Executive Board

ROBERT SCHROEDER  
Executive Board

TODD STEHL  
Sergeant - At - Arms

KEN DIEHL  
Auditor

RON KAMINSKI  
Auditor

MIKE TUTHILL  
Auditor

### CERTIFIED MAIL RETURN RECEIPT

December 19, 2013

Panorama Community School District  
701 W Main St.  
P O Box 39  
Panora, IA 50216

Re: *Contract Opening  
Laborers' Local 353*

Dear Sir:

In accordance with the Labor Management Relations Act of 1947, as amended by the Labor Management Reporting and Disclosure Act of 1959, Section 8(f) and our present Agreement which expires June 30, 2014, please be advised that it is the desire of the Great Plains Laborers' District Council and Laborers' Local 353 to negotiate changes in wages, hours of work and working conditions.

We would like to start negotiations as soon as possible. Please advise when it would be convenient for you to meet.

Sincerely,

Charlie H. Shempf  
Business Manager

cc: Federal Mediation and Conciliation Service  
Mr. Tom Hayes, Laborers' Local 353  
Mr. Mike Smith, GPLDC

January 8, 2014

To the School Board of the Panorama School District:

The Panorama Education Association would like to request that we start the negotiation process for the 2014-2015 school year. The PEA would like to discuss an increase in salary, changes to the language of the master contract, and the offering of a retirement incentive package for teachers who have met certain qualifications for the 2014-2015 school year.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink that reads "Brian Bahrenfuss". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Brian Bahrenfuss  
President  
Panorama Education Association

cc-Kathy Elliot

## Panorama Schools

### Overview of 2014 Communication/Public Relations Plan

#### Goals:

- Provide a focus and direction for messages in support of district goals and initiatives
- Build community awareness of and support for district achievements and challenges
- Foster open and constructive dialogue among parties who are invested in the district
- Celebrate the achievement and success of Panorama students

#### Objectives:

- Communicate proactively with parents on a bimonthly basis
- Create a brand for the district that is recognizable and utilized in all forms of communication
- Build community support
- Successfully communicate regarding key issues affecting the district
- Regularly demonstrate “Panorama Pride” in the district and its students with visual appeal

#### Strategies:

- Create an e-newsletter for regular/proactive communication to parents and others interested in school district news.
- Revamp and update the website that is supportive of the brand and key messages
- Utilize social media to get messages out to key audiences in a timely manner, and keep the district name in front of citizens all with accurate information
- Create brand standards for all teachers and staff to work from so the brand image is consistently communicated
- Develop a matrix of what is communicated when/where along the topics so there is a coordinated, well-thought effort going into the communication plan
- Reach out to parents in a variety of ways to encourage their participation, support, and pride in the district
- Communicate difficult issues in a proactive, transparent, and timely manner.
- Champion efforts to build school pride

#### Measures:

- How was the e-newsletter received? Ask parents in short survey at end of school year
- How often did the district push out communication?
- How was the website changed and what kind of metrics were captured?
- What kind of word-of-mouth reaction was received by the district and/or school board members?
- Were key issues or topics effectively covered in communication during the year?
- How many tactical elements of this plan were accomplished?
- End-of-year parent survey to gauge overall effectiveness of overall communication plan



## Voluntary Retirement Program Applications

Name	Years of Service @ Panorama	Retirement Incentive	FICA	Total
Humphreys, Arlone	33	\$20,423.38	\$1,562.39	\$21,985.77
Nelson, Curt	32	\$20,423.38	\$1,562.39	\$21,985.77
				\$43,971.54

Panorama Community School District  
Panorama Transportation - Student Transport Vehicles  
701 West Main - Panorama, Iowa 50277 - 641-755-2308

ID	VIN	YEAR	MAKE	MODEL	PLATE	CAPACITY	MILEAGE	USE	CONDITION
Buses									
1	1BAKGCPA99F265606	2009	Bluebird	Vision	49679	77	81872	Route	Excellent
2	1BAKGCPAXBF280864	2011	Bluebird	Vision	49678	77	40367	Route	Excellent
3	4UZABRCS67CW45353	2007	Thomas	C2	49677	77	114664	Activity	Good
4	1BAKGCPA39F256514	2009	Bluebird	Vision	49671	77	72134	Route	Excellent
5	1BAKGCPAXDF292774	2013	Bluebird	Vision	51788	77	10119	Route	Excellent
6	1BAKGCPA59F256515	2009	Bluebird	Vision	49686	77	70411	Route	Excellent
8	1BAKFCKA77F242414	2007	Bluebird	Vision	49674	65	77340	Route	Excellent
9	1BAKGCPA38F253028	2008	Bluebird	Vision	49681	77	108024	Route	Excellent
10	1BAKGCPA58F253029	2008	Bluebird	Vision	49680	77	68700	Route	Excellent
13	1HVBBAAAN53H561250	2002	IHC	Conventional	51765	65	128091	Activity	Good
15	1HVBBAAANIVH515885	1998	IHC	Conventional	49687	59	128259	Activity	Good
30	1HVBRAAN01A911336	2001	IHC	Conventional	52538	65	134734	Route	Good
23	1GB3G2BG8E1111643	2015	Thomas	Minotour	49882	22	3075	Route	Excellent
Passenger Vehicles									
20	1GNWC5GOBR148319	2011	Chevrolet	Suburban	49883	9	45856		Excellent
21	1GKEC16K0SJ750334	1995	Chevrolet	Suburban	50808	9	193750		Poor
22	1GNWK5EG2CR125371	2012	Chevrolet	Suburban	49669	9	26999		Excellent
24	2G1WF55E729110832	2002	Chevrolet	Impala	50381	6	167333		Good
25		1989	Ford	F250	49682	pickup	100000+		poor
27	2G1WT58N889163195	2008	Chevrolet	Impala	49688	6	114941		Good
32	1GN DV231X8D142869	2008	Chevrolet	Uplander	49684	7	64746		Excellent
33	2A4GP54L77R281896	2007	Chrysler	Town & Country	49673	7	72650		Excellent
35	1GCHC29U85E159855	2007	Chevrolet	Silverado	50160	pickup	136294		Good

**School Bus Bids for 2014-15 School Year**

To be delivered and purchased after July 1, 2014

<b>Company</b>	<b>Bus Make</b>	<b>Bid</b>
Hogland Bus Company	International Bus	\$82,955
Thomas Bus Sales 3 year warranty	Thomas Bus	\$90,916
School Bus Sales	Bluebird	\$90,983

Recommendation is to go with the bid from Hogland Bus Company.

## **Panorama School Board Request for Overnight Trip**

Team/Club or Class: High School ELP- 4 students  
Date(s): March 27-31  
Location: Houston, TX  
Reason for Trip: Space Settlement Design Competition at Johnson Space Center (NASA)  
Chaperones: Deb Arganbright  
Estimated Hotel Expenses: \$0  
Other Expenses: \$430 per person, with ½ paid by ELP funds

**Comments:**

This is a fantastic learning opportunity in which students work on an engineering project under the supervision of NASA engineers. It takes place at minimal cost to schools and parents and our students have had a very valuable experience with this trip in the past.



December 14, 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 during half time.

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

Thank you,  
Patty Godfrey  
Gigi Nelson

**PANORAMA COMMUNITY SCHOOL DISTRICT**

**EMPLOYEE SOCIAL MEDIA RESPONSIBILITY**

The Panorama Community School District recognizes the importance of online social media networks as a communication and e-learning tool. Toward that end, the District provides password-protected social media tools and District-approved technologies for e-learning and encourages the use of District tools for collaboration by employees. However, public social media networks, outside of those sponsored by the District, may not be used for classroom instruction or school-sponsored activities without the prior authorization of the Superintendent or designee, and parental consent for student participation on social networks. The District may use these tools and other communication technologies in fulfilling its responsibility for effectively communicating with the general public.

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 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: \_\_\_\_\_

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## 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 use certain language, pictures or graphics in the classroom – it is inappropriate to put it online. Employees shall not use any communications that could reasonably be anticipated to cause a substantial disruption to the learning environment.
- Remember that blogs, wikis, podcasts, and any online tool are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- Employees may not use the District logo on any social media network without permission from the Superintendent or designee.
- 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 personally identifiable photographs, audio and video, permission should be sought from the participants. Posting of groups of students in public venues that does not identify individual students is permissible without prior permission from individuals.
- 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, employees should act on the assumption that postings are in the public domain.

#### **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:

- The District recognizes that student groups or members of the public may create social media representing students or groups within the District. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the District. Employees have the responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.
- If an employee participates on a social networking website, web page, and/or blog for personal use, he/she may be identified as an employee of the District. The employee will be held fully responsible for his/her activities.
- If identified as a District employee, the employee should remember that his/her actions will reflect not only on the individual but on the District as well.
- Employees must never pretend to be someone else and submit or post information concerning the District.



- If submitting or posting information or comments that are not related to the District, an employee's 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.
- Employees should keep in mind that they 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. Employees shall not accept current students as "friends" or "followers", or knowingly allow students access to any portions of their personal social media sites that are not accessible to the general public, unless the employee and student have a family relationship or other type of appropriate relationship that originated outside of the school setting.
- Employees shall not use internet postings or other forms of communications to libel, defame, harass, bully, or intimidate other employees, students, school board members, or the school board.
- Employees shall not knowingly allow students access to their personal social media sites that discuss or portray behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.
- Employees may use academic/classroom web pages and social networking tools that are approved by the District and used solely for school-related purposes. Employees should notify parents of the 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.
- Employees should only provide personal contact information, such as email address and/or telephone number, as a way to communicate with students or their parents regarding District business unless the employee and student have a family relationship or other type of appropriate relationship that originated outside the school setting.

#### 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.
- Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or designee. When authorized as a spokesperson for the District, employees must disclose their employment relationship with the District.
- Teachers are expected to moderate content contributed by students on classroom web sites and blogs.

#### 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.
- 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.

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**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. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or private information that violates the privacy or other rights of a third party or the content of anything posted on any social media network. 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

Technology is a powerful and valuable education and research tool and, as such, is an important part of the instructional program. In addition, the school district depends upon technology 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 technology 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 technology resources. The district technology director will coordinate in-service programs for the training and development of school district staff in technology skills, appropriate use of technology tools and for the incorporation of their use in subject areas.

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's technology 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 technology access privileges.

Usage of the school district's technology resources is a privilege, not a right, and that use entails responsibility. All information on the school district's technology 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 electronic network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's electronic 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 electronic network.

The superintendent, working with the appropriate staff, shall establish procedures governing management of electronic records in order to exercise appropriate control over electronic 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 electronic network system, employee access to the Internet, and management of electronic 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 on a daily basis, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students should be made on the district phone system, district email account, or other district-approved social media formats whenever possible. 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 electronic network 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 605.10, 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 and their parents through the district email and/or phone systems whenever possible. Use of personal cell phone should be limited to when the district phone system is not easily accessible.

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### 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: \_\_\_\_\_