



Prairie Lakes Area Education Agency
Monday, June 23, 2014

Iowa Lake Room
500 6th St NE
Pocahontas, IA

11:30 - Lunch

12:00 - 1:30 - Regular Monthly Board Meeting

AGENDA

1. Roll call
2. Review and Approve Agenda
3. Approve Minutes of May 19, 2014 Regular Board Meeting
4. Approve Monthly Bills and Cash Flow Report
5. Approve Coaching Coordinator and Network Support Specialist Job Descriptions
6. Personnel Matters
 - A. Retirements/Resignations
 - B. New Hires
 - C. Others
7. Approve Business Management Service Agreements with North Kossuth and Ruthven-Ayrshire CSDs
8. Approve Depository Resolution
9. First Reading of Board Policy 202.7 - Conflict of Interest
10. Chief Administrator's Report
11. Upcoming Dates
12. Set Date, Time for Next Regular Board Meeting
13. Other
14. Closed Session 1:00-1:30 pm - Administrator Evaluation - IA Code 21.5(1)(a)
15. Adjournment

1:30 - 4:00 pm

Board Work Session with Harry Heiligenthal, Leadership Development Director, IASB
Developing Board/Agency Goals and Creating a Solid Board/Chief Team



BOARD PREVIEW

for the Board Meeting - June 23, 2014

MISSION OF PRAIRIE LAKES AEA

The mission of Prairie Lakes AEA is to ensure success for all learners through collaborative partnerships.

In an effort to promote better understanding and communication of Board actions, prior to each Prairie Lakes AEA Board meeting this **BOARD PREVIEW** with an agenda and summary of the agenda is sent to all Prairie Lakes staff via email. It includes basic information on the Agenda Items and Chief Administrator's recommendations to the Board. All are encouraged to attend the Board meetings to share their ideas and to see - live - what the discussion and actions of the Board are. Board meetings are held in the Iowa Lake Room at the Prairie Lakes AEA Office in Pocahontas at 4 PM unless otherwise noted on the agenda. This preview does not have any information related to discipline, confidential personnel matters, or negotiations.

11:30 - Lunch

12:00 - 1:30 - Agenda - Regular Board Meeting

1. **Roll Call**
2. **Review and Approve Agenda - Action Item**
3. **Approve Minutes of May 19, 2014 Regular Board Meeting - Action Item**
4. **Approve Monthly Bills - Action Item**
 - A. **Review Monthly Cash Flow Report - Information Item**
5. **Approve Coaching Coordinator and Network Support Specialist Job Descriptions - Action Item -**
 - A. One of our identified needs in the Agency is Instructional Coaching. We need to provide this for our LEA partners but we also need someone on our team who is able to "coach the coaches." This is also a large part of the Teacher Leadership and Compensation reform initiative that all of our districts will be involved in over the next three years and we must have support ready for them as well. This position will be funded out of our General Education Services budget and report to Kim Rost.

- B. With all the network support PLAEA is providing districts, along with the increase of technology in our schools, we need another person providing this support. Scott Fosseen and Jason Kehoe are often out in schools and we need someone back at the ranch providing support for schools. The money to support this position is coming out of the bandwidth monies that we get from schools so will not be spending agency resources.

Administrator's Recommendation - It is recommended that the job descriptions be approved as presented.

6. **Personnel Matters**

A. Retirement/Resignations - none at this time

B. New Hires

1. Licensed - Action Item

- a. Lynne Campbell, Learning & Leadership Consultant - STEM emphasis, Agency-wide, Jefferson office, 218 days, MA/21 CI 6, \$79,278, start August 4, 2014;
- b. Kimberly Galles, Learning & Leadership Consultant - Literacy Coach, Agency-wide, Fort Dodge office, 218 days, BA/17, \$61,382, start August 4, 2014;
- c. Kris Manteufel, Behavior Strategist, South Region, Storm Lake office, 193 days, MA/4, \$47,965, start August 11, 2014;
- d. Jennifer Prentice, Academic Strategist, North Region, Estherville office, 193 days, MA15/14, \$58,363, start August 11, 2014;
- e. Donna Sump McClain, Learning & Leadership Consultant - Math emphasis, Agency-wide, Spencer office, 218 days, MA15/17, \$61,226, start August 4, 2014;

Administrator's Recommendation - It is recommended the new hires be approved as presented.

2. Non-bargaining & Classified - Information only

Non-bargaining

- a. Kristy Carter, Behavior Interventionist, Lakes Partnership School, 193 days, \$28,000, start August 11, 2014;
- b. Erin Pullen, Behavior Interventionist, Lakes Partnership School, 193 days, \$30,000, start August 11, 2014;
- c. Jaymie Randel, Coaching Coordinator, Agency-wide, 209 days, \$75,000, start July 1, 2014;

Classified

- d. Sue Berberich, Secretary I, Lakes Partnership School, 209 days, Grade B, Step 13, 13.93/hr., start August 11, 2014;
- e. Madisen Schany, Educational Paraprofessional, Lakes Partnership School, 188 days, Grade B, Step 1, \$12.13/hr., start August 11, 2014.

C. Other - None at this time

7. **Approve Business Management Service Agreements with North Kossuth and Ruthven-**

Ayrshire CSDs- Action Item - North Kossuth will be renewing their Business Management Service Agreements with PLAEA for July 1, 2014 thru September 30, 2014 for a fee of \$15,000 and Ruthven-Ayrshire will be renewing their Business Management Services Agreement for the 2014-15 year for \$40,000.

Administrator's Recommendation - It is recommended the agreements be approved as presented.

8. **Approve Depository Resolution - Action Item** - The Board specifies the institution of depository for agency funds. This resolution specifies that the Wells Fargo Bank of Fort Dodge be identified as a depository for funds up to six & a half million dollars (\$6,500,000) and First State Bank of Fort Dodge be identified as depository for up to three million dollars (\$3,000,000).
Administrator's Recommendation - *It is recommended that the resolution be adopted identifying Wells Fargo Bank and First State Bank as depositories.*
9. **Approve First Reading of Board Policy 202.7 - Board of Directors Conflict of Interest - Action Item** - It has come to our attention that we need to update our policy on conflict of interest for Board Members and their affiliation with any relative/close family member who may receive compensation for work or services provided. (see new language highlighted in yellow in policy)
Administrator's Recommendation - *It is recommended the first reading be approved as presented.*
10. **Chief Administrator's Report - Information Item** -
- A. Recognition of Excellence:**
- Summer School Results Committee: Lesa Nauss, Linda Williamson, Kandy Martin, Sara Toedter, Connie Johnson, Radina Jansen, Diane Jackson, & Harriet Adams. For a list of school locations and teachers:
<https://docs.google.com/a/aea8.k12.ia.us/document/d/1ng18F2XHYZTIzfnh5DLMdH6L2jVKyokhM8e40vovjpI/edit>
- B. Board Member Development:**
- IASB Legislative Priorities - Any suggestions for important points for statewide system?
 - Retreat so we will resume next month. Any suggestions on topics? IASB has developed "At the Board Table" <http://www.ia-sb.org/attheboardtable.aspx> - review for interest.
 - Upcoming Staff Presentation Schedules
 - September 15, 2014 - Jessie Hansen - KIDS program
 - October 20 - Kathy Brenny, English Language Learners, tentative
 - November 17 - Mike Schmidt (Internal) & Scott Fosseen (External) Tech Support Team, tentative
 - December 15 - no staff presentation; Holiday Dinner
11. **Upcoming Dates - Information Item** -
- New Staff Week; Monday, August 11; come eat lunch with us and meet new staff?
 - IASB Conference - November 19-20
 - AESA - December 3-6
12. **Set Date and time for Next Board Meeting - Information Item** - The July board meeting is scheduled for **Monday, July 15, 2014, 4:00 pm, Pocahontas.**
13. **Other** - The board meeting will be streamed live and recorded for our AEA staff to observe.
14. **Closed Session - 1:00-1:30 pm - Administrator Evaluation - IA Code 21.5(1)(a)**
15. **Adjournment**

Prairie Lakes Area Education Agency
Regular Monthly Board Meeting
Monday, May 19, 2014 · 4:00 p.m.
Pocahontas, IA

Board members Gary Astor, Pat Brown, Sue Brown, Steve Jimmerson, Rick Morain, Dean Saunders attended the board orientation - Graduating All Students Innovation Ready.

President Dean Saunders called the regular meeting of the Prairie Lakes Area Education Agency Board of Directors to order at 5:07 p.m. The following board members were present: Gary Astor, Pat Brown, Sue Brown, Steve Jimmerson, Rick Morain, and Dean Saunders. Absent: Todd Lundgren.

Board approval was given to the agenda as presented by Chief Administrator Jeff Herzberg, with one additional new hire being added.

On a motion by Gary Astor, seconded by Sue Brown, board approval was given to the minutes of the April 21, 2014, Regular Board Meeting. Motion carried unanimously.

On a motion by Steve Jimmerson, seconded by Rick Morain, board approval was given to the bills as presented. Motion carried unanimously. Discussion was held on making progress on reducing mileage expenses. The board would like to see a reduction of 10% as a target. Assignments are being considered and incorporating Zoom video conferencing for meetings is being modeled.

Todd Lundgren joined the meeting at this point.

The cash flow report was reviewed by M. Dowd.

On a motion by Pat Brown, seconded by Sue Brown, the board approved the resignation submitted by Brenda Gerdes, School Social Worker, effective the end of current contract year. Motion carried unanimously.

On a motion by Gary Astor, seconded by Sue Brown, the board approved the following new hires:

1. Janie Eischen, Leadership & Learning Consultant - Literacy Coach, Agency-wide, Algona office, 218 days, MA/11, \$60,717, start date July 1, 2014;
2. Marcie Lentsch, Leadership & Learning Consultant - Literacy Coach/ECH expertise, Agency-wide, Fort Dodge office, 218 days, BA/9, \$54,148, start date July 1, 2014;
3. Annie Schreier, Leadership & Learning Consultant - Literacy Coach, Agency-wide, Fort Dodge office, 218 days, BA/CI-7 Prev+1, \$75,945, start date July 1, 2014;
4. Cheryl Lyon, Behavior Strategist, Lakes Partnership School, 193 days, MA30/8, \$52,533, start date August 11, 2014;
5. Jennifer Woodruff, Physical Therapist, South Region, Jefferson office, 193 days, PHD/21, \$68,557, start August 11, 2014;
6. Cari Hepperle, Occupational Therapist, Fort Dodge Region, Fort Dodge office, 193 days, MA30/15, \$54,152, start August 11, 2014;
7. Molly Snyders, Sp Ed Teacher, Lakes Partnership School, 193 days, BA/1 paid on 3, \$44,028, start August 11, 2014
8. Jennie Henscheid, Behavior Strategist, South Region, Jefferson office, 193 days, MA/1 paid on 3, \$47,010, start August 11, 2014.

Motion carried unanimously.

Herzberg informed the board of the classified hiring of Heather Pullen, Educational Paraprofessional, Lakes Partnership School, 188 days, Grade B, Step 3, \$12.43, start August 11, 2014.

On a motion by Steve Jimmerson, seconded by Gary Astor, the board the approved the License Renewal Specialist position as presented. Motion carried unanimously.

On a motion by Gary Astor, seconded by Todd Lundgren, the board approved the debt service payment of \$800,000 of the Pocahontas building as presented. Motion carried unanimously.

Recognition of Excellence:

- You! To celebrate IASB's Board Recognition Month, we would like to take this opportunity to thank you for everything you do, especially giving of your time, expertise and willingness to learn. Thank you for your continued support! Thank you for making a difference for our staff and the kids, families and educators we serve!

The board discussed Chapter 4 - "Preparing for the Common Core" - Understanding Common Core State Standards by John Kendall. Full implementation of common core hasn't happened. PLAEA is now writing units based on core and conceptual understanding. Next Generation Science Standards are on hold in IA because of political pressure. There are IA Core standards around science - Next Generation Science Standards are more rigorous.

Herzberg reported on operational sharing monies.

Upcoming Staff Presentation Schedules include:

- September 15, 2014 - Jessie Hansen - KIDS program
- October - Kathy Brenny, English Language Learners, tentative
- November - Mike Schmidt (Internal) & Scott Fosseen (External) Tech Support Team, tentative

Upcoming Dates - Information Item -

- May 28, 29, 30, 2014 - the PLAEA KIDS re-accreditation peer review interview May 30 - 11:15 am at United Methodist Church, 311 2nd Avenue West, Spencer - Sue Brown & Pat Brown will be in attendance
 - June 23, 2014 - Change of Board meeting date for June; 12:00-4:00 Retreat w/ Harry H from IASB
 - 11:30 - Lunch
 - 12:00 - 1:00 - Regular Board Meeting
 - 1:00 - 1:30 - Closed Session - Chief Administrator Evaluation
 - 1:30 - 4:00 - Developing Board/Agency Goals and Creating a Solid Board/Chief Team

The June board meeting is scheduled for Monday, June 23, 2014 at 12:00 pm, Pocahontas.

There being no further business, the board adjourned at 6:37 p.m.

Board President

Board Secretary

Prairie Lakes AEA 8
Board Bills
June 23, 2014

Check	Check Date	Payable To	Description	Amount
73446	5/28/2014	Black Hills Energy	Estherville Utilities/Gas	\$ 126.54
73447	5/28/2014	Century Link	Forest Ridge Telephone	\$ 89.84
73448	5/28/2014	Culligan Water Conditioning	FD Water Exchange Rent	\$ 48.84
73449	5/28/2014	Dish Network	Pocahontas Cable	\$ 63.69
73450	5/28/2014	Estherville Industrial Development Corp.	June 2014 Rent	\$ 2,350.00
73451	5/28/2014	Frontier	FD Telephone	\$ 1,532.29
73452	5/28/2014	Frontier Communications Of Ia	Interstate Telephone	\$ 279.84
73453	5/28/2014	Greene County Farm Bureau	June 2014 Rent - Jefferson	\$ 500.00
73454	5/28/2014	Iowa Communications Network	ICN - Bandwidth	\$ 10,523.53
73454	5/28/2014	Iowa Communications Network	ICN Phone - Acct 00000008	\$ 1,966.54
73454	5/28/2014	Iowa Communications Network	ICN Phone - Acct FTDGAEAO0001	\$ 107.35
73455	5/28/2014	Iowa Schools Employee	Insurance June 2014	\$ 211,948.84
73456	5/28/2014	Midamerican Energy Company	Algona Utilities - Gas	\$ 124.27
73457	5/28/2014	Rick Morain	Board Mileage Reimb./April	\$ 79.20
73458	5/28/2014	NAEYC	TQPD Registration/JHawkins	\$ 495.00
73459	5/28/2014	Pitney Bowes Inc	Algona Postage Supplies	\$ 100.98
73460	5/28/2014	Pitney Bowes Global Financial Services, Inc.	Postage Lease	\$ 1,267.83
73461	5/28/2014	Seminole Retail Energy Services, L.L.C.	SL Utilities - Gas	\$ 2,830.46
73462	5/28/2014	United Parcel Service	Pocahontas UPS	\$ 48.35
73463	5/28/2014	US Cellular	Cell Phone	\$ 106.78
73464	5/28/2014	Verizon Wireless	Agency Cell Phones	\$ 139.59
				<u>\$ 234,729.76</u>

1	6/16/2014	Karen Ackerman	May 2014 Mileage	\$ 440.28
2	6/16/2014	Harriet Adams	May 2014 Mileage	\$ 93.24
2	6/16/2014	Harriet Adams	Prescription Refund	\$ 60.00
3	6/16/2014	Pamela Ahlrichs	May 2014 Mileage	\$ 316.88
4	6/16/2014	Kris Ahrens	May 2014 Mileage	\$ 275.40
5	6/16/2014	Megan Anderson	May 2014 Mileage	\$ 113.24
6	6/16/2014	Mike Anderson	May 2014 Mileage	\$ 804.96
7	6/16/2014	Linda Ankeny	May 2014 Mileage	\$ 287.64
8	6/16/2014	Maurita Aubrey	May 2014 Mileage	\$ 93.60
9	6/16/2014	Jane Awtry	May 2014 Mileage	\$ 207.72
10	6/16/2014	Tracy Baak	May 2014 Mileage	\$ 193.32
11	6/16/2014	Josh Bader	May 2014 Mileage	\$ 160.56
12	6/16/2014	Valerie K. Baker	May 2014 Mileage	\$ 321.84
13	6/16/2014	Susan Bangert	May 2014 Mileage	\$ 135.77
14	6/16/2014	Amy Barber	May 2014 Mileage	\$ 429.12
15	6/16/2014	Yvette Bardole	May 2014 Mileage	\$ 128.88
16	6/16/2014	Gloria Bartelt	May 2014 Mileage	\$ 228.24
17	6/16/2014	Lori Beltran	May 2014 Mileage	\$ 302.20
18	6/16/2014	Tammy Berger	May 2014 Mileage	\$ 441.72
19	6/16/2014	Laura Beshaler	May 2014 Mileage	\$ 333.72
20	6/16/2014	Allison Betsch	May 2014 Mileage	\$ 141.84
21	6/16/2014	Stacy Bezoni	May 2014 Mileage	\$ 107.28
22	6/16/2014	Randi Black	May 2014 Mileage	\$ 322.20
23	6/16/2014	Sandra Bonner	May 2014 Mileage	\$ 261.76
24	6/16/2014	Maria Bradley	May 2014 Mileage	\$ 61.56

Prairie Lakes AEA 8
Board Bills
June 23, 2014

Check	Check Date	Payable To	Description	Amount
25	6/16/2014	Cheri C. Brown	May 2014 Mileage	\$ 152.64
26	6/16/2014	Carrie Buddenhagen	May 2014 Mileage	\$ 52.56
27	6/16/2014	Rebecca Bunnell	May 2014 Mileage	\$ 23.76
28	6/16/2014	Sarah Burke	May 2014 Mileage	\$ 213.12
29	6/16/2014	Patricia Burma	May 2014 Mileage	\$ 290.88
30	6/16/2014	Rachel Burns	May 2014 Mileage	\$ 678.52
31	6/16/2014	Susan Burnside	May 2014 Mileage	\$ 435.96
32	6/16/2014	Samantha Cagle	May 2014 Mileage	\$ 1,065.58
33	6/16/2014	Carrie Calhoon	May 2014 Mileage	\$ 61.92
34	6/16/2014	Tracey E Carlson	May 2014 Mileage	\$ 192.60
35	6/16/2014	Lori Caron	May 2014 Mileage	\$ 300.24
36	6/16/2014	Cassady Carter	May 2014 Mileage	\$ 78.84
37	6/16/2014	Amy Johnson Champagne	May 2014 Mileage	\$ 55.80
38	6/16/2014	Rebecca Coffelt	May 2014 Mileage	\$ 321.64
38	6/16/2014	Rebecca Coffelt	TQPD/Registration Reimb.	\$ 375.00
39	6/16/2014	Chris Conell	May 2014 Mileage	\$ 26.28
40	6/16/2014	Patricia Connors	May 2014 Mileage	\$ 325.08
41	6/16/2014	Michelle Conrad	May 2014 Mileage	\$ 70.20
42	6/16/2014	Elaine Cook	May 2014 Mileage	\$ 318.24
43	6/16/2014	Elizabeth Cooper	May 2014 Mileage	\$ 398.88
44	6/16/2014	Gary Dannenbring	May 2014 Mileage	\$ 68.04
45	6/16/2014	Tiffanie Dau	May 2014 Mileage	\$ 416.16
46	6/16/2014	Dorothy DeGroot	May 2014 Mileage	\$ 385.20
47	6/16/2014	Amanda DeLancey	May 2014 Mileage	\$ 219.96
48	6/16/2014	Tabitha DeMey	May 2014 Mileage	\$ 329.84
49	6/16/2014	Shannon DeMoss	May 2014 Mileage	\$ 185.76
50	6/16/2014	Laura DeWall	May 2014 Mileage	\$ 39.60
51	6/16/2014	Michelle Dowd	May 2014 Mileage	\$ 490.40
52	6/16/2014	Courtney Draude	May 2014 Mileage	\$ 265.58
53	6/16/2014	Mary Dunlay	May 2014 Mileage	\$ 317.52
54	6/16/2014	Lynn Eby	May 2014 Mileage	\$ 456.84
55	6/16/2014	Becky Eglan	May 2014 Mileage	\$ 926.18
56	6/16/2014	Roni Engeldinger	May 2014 Mileage	\$ 253.80
57	6/16/2014	Scott Fosseen	May 2014 Mileage	\$ 121.32
58	6/16/2014	Pam Fritz	May 2014 Mileage	\$ 233.28
59	6/16/2014	Emily Frostestad	May 2014 Mileage	\$ 129.24
60	6/16/2014	Denise C. Gajewsky	May 2014 Mileage	\$ 421.40
61	6/16/2014	Ann Gale	May 2014 Mileage	\$ 401.40
62	6/16/2014	Brenda Gerdes	May 2014 Mileage	\$ 547.56
63	6/16/2014	Brent Gerzema	May 2014 Mileage	\$ 156.16
64	6/16/2014	Theresa Golden	May 2014 Mileage	\$ 358.28
65	6/16/2014	Julie Graber	May 2014 Mileage	\$ 324.16
66	6/16/2014	Treva Graves	May 2014 Mileage	\$ 126.72
67	6/16/2014	Shannon Hagen	May 2014 Mileage	\$ 57.60
68	6/16/2014	Jessie Hansen	May 2014 Mileage	\$ 189.00
69	6/16/2014	Joan R. Hansen	May 2014 Mileage	\$ 69.48
70	6/16/2014	Kathy Hansen	May 2014 Mileage	\$ 515.16
71	6/16/2014	Glenda Harms	May 2014 Mileage	\$ 1,881.68

Prairie Lakes AEA 8
Board Bills
June 23, 2014

Check	Check Date	Payable To	Description	Amount
71	6/16/2014	Glenda Harms	TQPD Registration Reimb.	\$ 299.00
72	6/16/2014	Linda Harms	May 2014 Mileage	\$ 425.88
73	6/16/2014	Carla Hauptert	May 2014 Mileage	\$ 58.32
74	6/16/2014	Jessica Hawkins	May 2014 Mileage	\$ 348.64
75	6/16/2014	Brenda Hebert	May 2014 Mileage	\$ 94.32
76	6/16/2014	Jill Heinen	May 2014 Mileage	\$ 34.20
77	6/16/2014	Jeff Herzberg	May 2014 Mileage	\$ 372.60
78	6/16/2014	Nicole Hinrichs	May 2014 Mileage	\$ 210.24
79	6/16/2014	Tina Hoben	May 2014 Mileage	\$ 38.16
80	6/16/2014	Tonia Hoch	May 2014 Mileage	\$ 52.20
81	6/16/2014	Ginger Hoffman	May 2014 Mileage	\$ 110.96
82	6/16/2014	Tiffany Holt	May 2014 Mileage	\$ 168.48
83	6/16/2014	Connie Hopper	May 2014 Mileage	\$ 210.24
84	6/16/2014	Jane Jacobson	May 2014 Mileage	\$ 193.32
85	6/16/2014	Diane Jackson	May 2014 Mileage	\$ 236.68
86	6/16/2014	Coletta Jaeger	Supplies/AutismClass	\$ 51.17
86	6/16/2014	Coletta Jaeger	May 2014 Mileage	\$ 336.24
87	6/16/2014	Radina Jansen	May 2014 Mileage	\$ 20.88
88	6/16/2014	Pamela Jobgen	May 2014 Mileage	\$ 171.36
89	6/16/2014	Connie Johnson	May 2014 Mileage	\$ 864.46
90	6/16/2014	Kimberly Johnson	May 2014 Mileage	\$ 268.56
91	6/16/2014	Carrie Kee	May 2014 Mileage	\$ 97.20
92	6/16/2014	Jason Kehoe	May 2014 Mileage	\$ 69.48
93	6/16/2014	Catherine Kingery	May 2014 Mileage	\$ 381.96
94	6/16/2014	Margaret Dvergsten Kitzrow	May 2014 Mileage	\$ 15.12
95	6/16/2014	Peggy Koester	May 2014 Mileage	\$ 191.36
96	6/16/2014	Diane Krause	May 2014 Mileage	\$ 169.20
97	6/16/2014	Julie Krogman	May 2014 Mileage	\$ 178.40
98	6/16/2014	Kathy Jo Kruse	May 2014 Mileage	\$ 322.56
99	6/16/2014	Tiffany Lammers	May 2014 Mileage	\$ 133.20
100	6/16/2014	Joanna Lange	May 2014 Mileage	\$ 281.88
101	6/16/2014	Connie Lappe	May 2014 Mileage	\$ 314.12
102	6/16/2014	Sally Legleiter	May 2014 Mileage	\$ 42.48
103	6/16/2014	Addy Leistikow	May 2014 Mileage	\$ 244.44
104	6/16/2014	Allyson Leners	May 2014 Mileage	\$ 309.24
105	6/16/2014	Linda Linn	May 2014 Mileage	\$ 482.20
105	6/16/2014	Linda Linn	TQ Reimbursements	\$ 329.04
106	6/16/2014	Annette Louk	May 2014 Mileage	\$ 360.72
107	6/16/2014	Laura Lucchesi	May 2014 Mileage	\$ 272.52
108	6/16/2014	Denise Lundell	May 2014 Mileage	\$ 65.88
109	6/16/2014	Katie McClurg	May 2014 Mileage	\$ 81.36
110	6/16/2014	Heidi McGuire	May 2014 Mileage	\$ 216.72
111	6/16/2014	Tammy McKimmey	May 2014 Mileage	\$ 293.04
112	6/16/2014	Scott McLeod	May 2014 Mileage	\$ 192.96
113	6/16/2014	Sarah Meighan	May 2014 Mileage	\$ 156.96
114	6/16/2014	Don Messmer	May 2014 Mileage	\$ 80.64
115	6/16/2014	Pam Metzger	May 2014 Mileage	\$ 201.60
116	6/16/2014	Julie Meyer	May 2014 Mileage	\$ 405.00

Prairie Lakes AEA 8
Board Bills
June 23, 2014

Check	Check Date	Payable To	Description	Amount
117	6/16/2014	Mindy Miller	May 2014 Mileage	\$ 179.64
118	6/16/2014	Judy Mischke	May 2014 Mileage	\$ 689.40
119	6/16/2014	Kathy Molden	May 2014 Mileage	\$ 220.68
120	6/16/2014	Rachel Montag	May 2014 Mileage	\$ 212.76
121	6/16/2014	Robin Montgomery	May 2014 Mileage	\$ 125.48
122	6/16/2014	Rachael Mooney	May 2014 Mileage	\$ 328.32
123	6/16/2014	Dr. Leslie Moore	May 2014 Mileage	\$ 338.92
123	6/16/2014	Dr. Leslie Moore	Prof. Supplies Reimbursement	\$ 60.80
124	6/16/2014	Kathie Mueller	May 2014 Mileage	\$ 233.28
125	6/16/2014	Jann Murphy	May 2014 Mileage	\$ 226.80
126	6/16/2014	Julie Nadrchal	May 2014 Mileage	\$ 556.56
127	6/16/2014	Penny Nordstrom	May 2014 Mileage	\$ 366.52
128	6/16/2014	Jackie Ohl	May 2014 Mileage	\$ 374.92
129	6/16/2014	Kelly Olson	May 2014 Mileage	\$ 5.76
130	6/16/2014	Erin Olson	May 2014 Mileage	\$ 699.44
131	6/16/2014	Hope Paez	May 2014 Mileage	\$ 310.52
132	6/16/2014	Wendy Parker	May 2014 Mileage	\$ 951.56
133	6/16/2014	Aaron Patrick	May 2014 Mileage	\$ 421.20
134	6/16/2014	Tehra Powers	May 2014 Mileage	\$ 343.44
135	6/16/2014	Amy Profit	May 2014 Mileage	\$ 312.84
136	6/16/2014	Rachel Rachut	May 2014 Mileage	\$ 173.88
137	6/16/2014	Gale Randall	May 2014 Mileage	\$ 652.52
138	6/16/2014	Kristine Randell	PD Class Overpayment	\$ 60.00
138	6/16/2014	Kristine Randell	May 2014 Mileage	\$ 421.92
139	6/16/2014	Susan Rasmussen	May 2014 Mileage	\$ 327.86
140	6/16/2014	Sheila Remington	May 2014 Mileage	\$ 291.60
141	6/16/2014	Kathy L. Rhode	May 2014 Mileage	\$ 76.32
142	6/16/2014	Lisa Richter	May 2014 Mileage	\$ 181.80
143	6/16/2014	Sharon Richardson	May 2014 Mileage	\$ 649.08
144	6/16/2014	Carol Riedesel-Bauer	May 2014 Mileage	\$ 325.44
145	6/16/2014	Jamie Rouse	May 2014 Mileage	\$ 600.92
146	6/16/2014	Debra Rowland	May 2014 Mileage	\$ 233.28
147	6/16/2014	Maureen Salinas	May 2014 Mileage	\$ 290.16
148	6/16/2014	Jennifer Sammons	May 2014 Mileage	\$ 401.76
149	6/16/2014	Nicole Scharn	May 2014 Mileage	\$ 87.84
150	6/16/2014	Nicholas Schelle	May 2014 Mileage	\$ 118.00
151	6/16/2014	Travis Schlenger	May 2014 Mileage	\$ 143.28
152	6/16/2014	Michael Schmidt	May 2014 Mileage	\$ 229.96
153	6/16/2014	Nancy L. Schofield	May 2014 Mileage	\$ 181.80
154	6/16/2014	Julie Schubert	May 2014 Mileage	\$ 25.20
155	6/16/2014	Mary Kay Sharkey	May 2014 Mileage	\$ 127.12
156	6/16/2014	Deb Shelton	Registration Reimb.	\$ 552.60
157	6/16/2014	Jill Siefken	May 2014 Mileage	\$ 410.40
158	6/16/2014	Amanda Sigler	May 2014 Mileage	\$ 247.68
159	6/16/2014	Rebecca Singer	May 2014 Mileage	\$ 290.52
160	6/16/2014	LuAnn Slayton	May 2014 Mileage	\$ 386.64
161	6/16/2014	Melissa Smith	May 2014 Mileage	\$ 173.88
162	6/16/2014	Nanette Smith	May 2014 Mileage	\$ 946.89

Prairie Lakes AEA 8
Board Bills
June 23, 2014

Check	Check Date	Payable To	Description	Amount
163	6/16/2014	Loreda K. Spanjers	May 2014 Mileage	\$ 505.84
164	6/16/2014	Patricia Stauter	May 2014 Mileage	\$ 83.88
165	6/16/2014	Julie Steinhoff	May 2014 Mileage	\$ 39.60
166	6/16/2014	Janet Stremel	May 2014 Mileage	\$ 236.16
167	6/16/2014	Kimberly Studer	May 2014 Mileage	\$ 229.16
168	6/16/2014	Jill Sundblad	May 2014 Mileage	\$ 199.80
169	6/16/2014	Janelle L. Swanson	May 2014 Mileage	\$ 79.20
170	6/16/2014	Jane Thilges	May 2014 Mileage	\$ 292.68
171	6/16/2014	Tony Thilges	May 2014 Mileage	\$ 185.76
172	6/16/2014	Amy Thompson	May 2014 Mileage	\$ 101.16
173	6/16/2014	Sara Toedter	May 2014 Mileage	\$ 99.72
174	6/16/2014	Joni Trammell	May 2014 Mileage	\$ 353.88
175	6/16/2014	Nancy Trampel	May 2014 Mileage	\$ 148.68
176	6/16/2014	Chrys A. Velky	May 2014 Mileage	\$ 39.24
177	6/16/2014	Angela Vogel	May 2014 Mileage	\$ 191.52
178	6/16/2014	Karen Waid	May 2014 Mileage	\$ 415.80
179	6/16/2014	Jodi Ward	May 2014 Mileage	\$ 103.68
180	6/16/2014	Carol Warmbier	May 2014 Mileage	\$ 177.88
181	6/16/2014	Denise Wasko	May 2014 Mileage	\$ 573.32
182	6/16/2014	Susan Wedel	May 2014 Mileage	\$ 17.22
183	6/16/2014	Deb Weir	May 2014 Mileage	\$ 18.00
183	6/16/2014	Deb Weir	Prescription Refund	\$ 80.00
184	6/16/2014	Christine Wells	May 2014 Mileage	\$ 330.12
185	6/16/2014	Lynn Weringa	May 2014 Mileage	\$ 373.68
186	6/16/2014	Tori Woiwood	May 2014 Mileage	\$ 187.56
187	6/16/2014	Melissa K. Wurth	May 2014 Mileage	\$ 346.68
187	6/16/2014	Melissa K. Wurth	Refreshments/PBIS Trng./Feb-M	\$ 213.45
188	6/16/2014	Timothy Youngdahl	May 2014 Mileage	\$ 247.68
73465	6/16/2014	Advance Therapy, Inc.	Contracted OT/May 2014	\$ 6,570.00
73466	6/16/2014	Algona Municipal Utilities	Algona Utilities	\$ 285.01
73467	6/16/2014	Amazon.com	HP Deskjet Printer	\$ 44.16
73467	6/16/2014	Amazon.com	KIDS Inst. Supplies	\$ 81.60
73467	6/16/2014	Amazon.com	Media Library	\$ 211.53
73467	6/16/2014	Amazon.com	PEC Prof. Supplies	\$ 611.70
73467	6/16/2014	Amazon.com	Prof. Supplies/CWells	\$ 22.99
73467	6/16/2014	Amazon.com	Prof. Supplies/JSiefken	\$ 65.08
73467	6/16/2014	Amazon.com	Prof. Supplies/KMartin	\$ 29.28
73467	6/16/2014	Amazon.com	Replacement Battery Cartridge	\$ 671.98
73468	6/16/2014	Autism Society of Minnesota	PEC Registrations/ACT CSD	\$ 930.00
73469	6/16/2014	Kathy Behrens	May 2014 Mileage	\$ 234.36
73470	6/16/2014	Debra S. Bennett	May 2014 Mileage	\$ 40.68
73471	6/16/2014	Regina Blomberg	May 2014 Mileage	\$ 308.16
73472	6/16/2014	Summer Boes	May 2014 Mileage	\$ 388.44
73473	6/16/2014	Kathy Brenny	May 2014 Mileage	\$ 396.84
73473	6/16/2014	Kathy Brenny	Title III Registration Reimb.	\$ 15.00
73474	6/16/2014	Bureau of Education & Research	TQPD Registration/Ohl/Hoben	\$ 687.00
73475	6/16/2014	Capable Kids, LLC	Contracted OT/May 2014	\$ 1,787.50
73476	6/16/2014	Diane Capesius	May 2014 Mileage	\$ 51.12

Prairie Lakes AEA 8
Board Bills
June 23, 2014

Check	Check Date	Payable To	Description	Amount
73477	6/16/2014	Heather Carr	May 2014 Mileage	\$ 54.36
73478	6/16/2014	City of Estherville	E'Ville Utilities	\$ 318.14
73479	6/16/2014	City of Pocahontas	Pocahontas Utilities	\$ 2,367.10
73480	6/16/2014	City of Storm Lake	Storm Lake Water	\$ 213.61
73481	6/16/2014	David Cole	May 2014 Mileage	\$ 194.40
73482	6/16/2014	Richard D. Feilmeier	Prescription refund	\$ 20.00
73482	6/16/2014	Richard D. Feilmeier	May 2014 Mileage	\$ 229.32
73483	6/16/2014	Fort Dodge Water Department	Fort Dodge Water	\$ 80.30
73484	6/16/2014	Deb Gade	May 2014 Mileage	\$ 117.00
73485	6/16/2014	Jefferson Telecom	Jefferson Telephone	\$ 156.39
73486	6/16/2014	Kids In Motion, Inc	Contracted PT/May 2014	\$ 9,622.00
73487	6/16/2014	Sheila King	May 2014 Mileage	\$ 196.20
73488	6/16/2014	KUPD	Contracted Services/May 2014	\$ 2,435.31
73489	6/16/2014	Jackie Loos	May 2014 Mileage	\$ 91.80
73490	6/16/2014	Randy Marks	May 2014 Mileage	\$ 159.12
73491	6/16/2014	Kandace Martin	May 2014 Mileage	\$ 869.84
73492	6/16/2014	Midamerican Energy Company	Fort Dodge Utilities - Electric	\$ 1,253.25
73493	6/16/2014	Jean Mohr	May 2014 Mileage	\$ 108.00
73494	6/16/2014	Margaret Murphy	May 2014 Mileage	\$ 20.16
73495	6/16/2014	Lesa Nauss	May 2014 Mileage	\$ 264.68
73496	6/16/2014	Diane Twait Nelsen	May 2014 Mileage	\$ 665.28
73497	6/16/2014	Otis Elevator Company	FD Elevator Service Contract	\$ 1,050.00
73498	6/16/2014	O.T. Solutions, L.L.C.	Contracted OT/May 2014	\$ 6,180.00
73499	6/16/2014	PAETEC	Storm Lake Telephone	\$ 625.13
73500	6/16/2014	Pitney Bowes Purchase Power	Algona Postage	\$ 500.00
73500	6/16/2014	Pitney Bowes Purchase Power	Estherville Postage	\$ 346.00
73500	6/16/2014	Pitney Bowes Purchase Power	Poky Postage	\$ 1,000.00
73500	6/16/2014	Pitney Bowes Purchase Power	Spencer Postage	\$ 500.00
73501	6/16/2014	Leslie Pralle Keehn	May 2014 Mileage	\$ 531.36
73502	6/16/2014	Jodi Ramsey, ORT/L	Contracted OT/May 2014	\$ 5,418.67
73503	6/16/2014	Kim I. Rost	May 2014 Mileage	\$ 579.36
73504	6/16/2014	Melissa Rucker	May 2014 Mileage	\$ 235.80
73505	6/16/2014	SASED-PBIS	Registration/RMooney	\$ 215.00
73506	6/16/2014	Julie Saul	May 2014 Mileage	\$ 277.56
73507	6/16/2014	Security Equipment Inc	FD/Poky Monitoring Services	\$ 3,252.00
73508	6/16/2014	Seminole Retail Energy Services, L.L.C.	FD Utilities/Gas	\$ 248.52
73509	6/16/2014	Kris Taphorn	May 2014 Mileage	\$ 228.96
73510	6/16/2014	Target Bank	Treats/PEC Challenging Behavi	\$ 45.39
73511	6/16/2014	Teresa Teague	May 2014 Mileage	\$ 394.92
73512	6/16/2014	Julie Tolliver	May 2014 Mileage	\$ 26.28
73513	6/16/2014	Jennifer L. Traub	May 2014 Mileage	\$ 259.20
73514	6/16/2014	United Parcel Service	FD UPS/Audiology	\$ 88.40
73514	6/16/2014	United Parcel Service	Pocahontas UPS	\$ 59.17
73515	6/16/2014	Joy Weier	May 2014 Mileage	\$ 70.20
73516	6/16/2014	Wells Fargo	Registrations/Lunch/Basecamp	\$ 2,946.95
73517	6/16/2014	Wells Fargo	Poky Flag Pole Repairs/Lunch	\$ 324.90
73518	6/16/2014	Wells Fargo	Airfare/Lodging/Rent Car	\$ 5,232.00
73519	6/16/2014	Wex Bank	Maint./Media Van Fuel	\$ 1,825.92

Prairie Lakes AEA 8
Board Bills
June 23, 2014

Check	Check Date	Payable To	Description	Amount
73520	6/16/2014	Linda S. Williamson	May 2014 Mileage	\$ 405.44
73520	6/16/2014	Linda S. Williamson	Registration/Airline Ticket	\$ 788.00
73521	6/16/2014	Jennifer Woodruff	Contracted PT/May 2014	\$ 8,261.78
				<u>\$ 128,267.36</u>

Prairie Lakes AEA 8
 June 23, 2014
 Budget Summary for
 May 31, 2014

REVENUE SUMMARY

	Budget	May	YTD	Balance
Special Education Support	17,874,936.00	2,560,654.14	15,488,757.35	2,386,178.65
Media Services	2,278,013.00	203,013.77	1,993,435.70	284,577.30
Educational Services	2,377,599.00	260,122.92	2,085,248.43	292,350.57
Special Education Instruction	500,000.00	28,500.00	343,552.46	156,447.54
Other Income	-	33,767.20	477,060.28	
Totals	23,030,548.00	3,086,058.03	20,388,054.22	2,642,493.78

EXPENDITURE SUMMARY

	Budget	Admin.	May	YTD	Balance
Administration		1,386,145.55	153,407.55	1,642,823.59	(256,678.04)
Sp Educ Support	17,874,936.00	(1,095,054.98)	2,201,761.46	14,609,302.80	2,170,578.22
Media Services	2,278,013.00	(138,614.56)	288,479.06	2,111,984.15	27,414.30
Educational Services	2,377,599.00	(138,614.56)	352,791.16	2,028,493.83	210,490.62
Sp Educ Instruction	500,000.00	(13,861.46)	76,503.35	425,459.77	60,678.77
Totals	23,030,548.00	(0.00)	3,072,942.57	20,818,064.13	2,212,483.87

Net income (loss) 13,115.46 (430,009.91)

Percentage of budget spent 90%
 Percentage of budget unspent 10%

Prairie Lakes AEA 8
 June 17, 2013
 Budget Summary for
 May 31, 2013

REVENUE SUMMARY

	Budget	May	YTD	Balance
Special Education Support	17,990,407.31	2,683,669.39	15,270,132.64	2,720,274.67
Media Services	2,336,142.39	185,271.21	1,896,832.39	439,310.00
Educational Services	2,351,405.97	323,584.51	2,022,307.36	329,098.61
Special Education Instruction	490,000.00	27,500.00	335,672.01	154,327.99
Other Income	-	23,040.97	106,953.26	
Totals	23,167,955.67	3,243,066.08	19,631,897.66	3,536,058.01

EXPENDITURE SUMMARY

	Budget	Admin.	May	YTD	Balance
Adm-POM		1,386,145.55	129,295.66	1,311,188.97	74,956.58
Sp Educ Support	17,990,407.31	(1,095,054.98)	1,455,117.88	13,437,674.11	3,457,678.22
Media Services	2,336,142.39	(138,614.56)	237,205.50	1,840,272.16	357,255.68
Educational Services	2,351,405.97	(138,614.56)	178,666.12	1,668,616.66	544,174.75
Sp Educ Instruction	490,000.00	(13,861.46)	42,817.30	379,070.94	97,067.60
Totals	23,167,955.67	(0.00)	2,043,102.45	18,636,822.84	4,531,132.83

Net income (loss) 1,199,963.63 995,074.82

Percentage of budget spent 80%
 Percentage of budget unspent 20%

CASH SUMMARY

Checking Account Balance-Book balance at	05/31/14		\$ 4,411,804.76
Checking Account Balance-Bank Statement balance at	05/31/14		\$ 4,732,944.47
Less: Outstanding Checks			\$ (321,139.71)
Bank statement reconciled to book balance:			\$ 4,411,804.76
Less: Bills Payable	06/23/14		\$ (128,267.36)
Less: Payroll	06/20/14		\$ (1,540,104.77)
Adjusted Checking Account Balance			\$ 2,743,432.63
Add: Deposits	06/01/14 to	06/17/14	\$ 186,692.00
Pending - State Aide/Juv Home/Phase/Tchr Qual deposit			pending \$ 1,302,477.00
Cash balance as of		06/17/14	\$ 4,232,601.63

	May Interest	Fiscal YTD Interest	Bank Balance 5/31/2014
<u>Wells Fargo Bank, N.A.:</u>			
Cash in Commercial Checking account	\$ -	\$ -	\$ 2,583,513.70
Merchant account	\$ -	\$ -	\$ 60,646.33
Cash in Savings account	\$ 37.37	\$ 403.60	\$ 293,364.93
Interest Rate .15%	\$ 37.37	\$ 403.60	\$ 2,937,524.96
<u>First State Bank:</u>			
Cash in Savings account	\$ 386.26	\$ 4,465.39	\$ 1,795,419.51
Interest Rate .20%	\$ 386.26	\$ 4,465.39	\$ 1,795,419.51



Job Description

Title: Coaching Coordinator

Qualifications:

- BA degree
- Experience with coaching for improvement in a variety of settings
- Ability to effectively deliver instruction across a wide range of learning environments including large group, small group and individual instruction.
- Organized and motivated self-starter.
- Demonstrated ability to work in both individual and team environments.
- Strong verbal and written communication skills.
- Strong skills in project management and implementation.
- Ability to use data to make sound decisions.
- Ability and willingness to be flexible and respond to the changing needs of LEA and AEA staff.
- Effective presentation, consulting and collaborative problem solving skills.
- Ability to function effectively as a team member and work collaboratively with others and independently as appropriate.
- Ability to communicate effectively and maintain effective working relationships.

Job Responsibilities:

- Uses creativity and innovation to determine effective and efficient methods to ensure all staff use coaching strategies to further the mission of the LEA/AEA/DE system
- Collaborates with a team of internal staff to develop and implement a plan to build internal capacity to coach educators in:
 - Determining learning needs using appropriate data
 - Selecting research-based strategies/content based on the data
 - Collaborating with staff to develop and revise learning opportunities to get desired results
 - Modeling learning opportunities for educators that mirror the degree of higher order thinking and authenticity called for in the Iowa Core
 - Coaching the delivery of the learning opportunity
 - Using formative and summative data from educator practices and student learning to determine next steps
 - Reporting results to appropriate stakeholders using a variety of measures
- Works with the building administrators and lead teachers to ensure their commitment to supporting staff in implementing new learning
- Provides coordination and/or support to districts who are implementing Teacher Leader Compensation grants
- Provides coordination and/or support to districts who are developing Teacher Leader Compensation grants
- Handles information in a confidential manner.
- Represents the AEA with a pleasant and friendly attitude.
- Participates in projects, committees or activities to support the mission of the AEA.

- Participates in staff development and professional growth activities to improve personal level of proficiency in assigned areas.
- Performs other duties as assigned.

Physical Requirements:

- Normal routine levels of bending, climbing, reaching, sitting, standing and walking.

Travel:

- Valid Iowa driver's license and acceptable driving record.
- Provides personal transportation for in-area and in-state travel.
- Available for travel to out of state meetings and conferencing.

Terms of Employment:

- 209 day contract, full time non-bargaining benefits

Evaluation:

- Evaluated by Administrator for Professional Services
- Annual performance goals developed with and approved by Administrator for Professional Services

It is the policy of Prairie Lakes Area Education Agency to not discriminate on the basis of race, creed, color, sex, sexual orientation, physical traits, gender identity, national origin, gender, disability, religion, age, political party affiliation, socioeconomic status, or actual or potential parental, family or marital status in its programs, activities or employment practices. The agency is committed to affirmative action. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the agency's Equity Coordinator, Michelle Dowd, 1235 5th Ave S., Fort Dodge, IA 50501 or phone 515-574-5500 ext 2110. Email: mdowd@aea8.k12.ia.us

Reviewed 10/18/2012



Job Description

Title:

Network Support Specialist

Qualifications:

- Familiar with all current technology implemented at our location
- Strong troubleshooting skills
- Strong verbal and written communication skills at the technical and nontechnical levels
- Valid Iowa driver's license
- Ability to lift and carry fifty (50) pounds up and down stairs

Essential Responsibilities:

- Provides support related to Internet Aggregation services including router/switch support, troubleshooting aggregation issues with clients, monitoring devices and circuits, working with client and ICN on bandwidth upgrades
- Provide support related to email hosting and spam filtering services including mail server hardware/software support, sending/delivery issues with mail, and addressing specific client questions.
- Provide support related to hosted service including server hardware/software support, setting up or upgrading client web sites, and addressing specific client questions
- Ensures health of all server room equipment including hardware/software maintenance, verification of equipment data/configuration backups
- Monitor and respond to client Trouble Ticket system requests
- Maintains network documentation
- Supports Agency Systems Engineer / Network Engineer
- Other duties as assigned

Travel:

- Personal transportation required for in-area and in-state travel with mileage reimbursement

Terms of Employment:

- 256 day contract, full time non-bargaining benefits
- Must respond to phone or text messages outside business hours for critical support issues
- This position may require working non-business hours to address critical and some maintenance issues, sometimes with short or no notice.
-

Evaluated by:

- Systems Engineer

It is the policy of Prairie Lakes Area Education Agency to not discriminate on the basis of race, creed, color, sex, sexual orientation, physical traits, gender identity, national origin, gender, disability, religion, age, political party affiliation, socioeconomic status, or actual or potential parental, family or marital status in its programs, activities or employment practices. The agency is committed to affirmative action. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the agency's Equity Coordinator, Michelle Dowd, 1235 5th Ave S., Fort Dodge, IA 50501 or phone 515-574-5500 ext 2110.

Reviewed 10/18/12

**BUSINESS MANAGEMENT SERVICES
SHARED PERSONNEL AGREEMENT BETWEEN PRAIRIE LAKES AEA AND
NORTH KOSSUTH CSD**

This Agreement made and entered into the 1st day of July, 2014, by and between the Prairie Lakes AEA and North Kossuth CSD:

WHEREAS, Prairie Lakes AEA and North Kossuth CSD seek a cooperative arrangement to share the services of business management; and

WHEREAS, Prairie Lakes AEA and North Kossuth CSD are governmental entities organized and existing under laws of the State of Iowa; and

WHEREAS, two or more governmental entities may jointly employ and share the services of school personnel pursuant to Iowa Code section 280.15; and

WHEREAS, Prairie Lakes AEA and North Kossuth CSD believe that an agreement pursuant to Iowa Code section 280.15 should be entered into with regard to the sharing of business management services which agreement will be to their mutual advantage.

NOW, THEREFORE, Prairie Lakes AEA Board of Directors and North Kossuth CSD Board of Directors agree as follows:

1. **Michelle Dowd** will provide business management services during the time period of **July 1, 2014 to September 30, 2014** for North Kossuth CSD. Prairie Lakes AEA shall issue her an employment contract, and shall be deemed the employer for purposes of rights and obligations under Iowa law, and for purposes of compliance with federal and state laws relating to employment and employment benefits, subject to contributions by North Kossuth CSD pursuant to this Agreement. The employment arrangement shall be governed by the policies, rules, regulations, and job descriptions of Prairie Lakes AEA.
2. The services of Michelle Dowd will be shared by Prairie Lakes AEA with North Kossuth CSD. The details of her assignment between Prairie Lakes AEA and North Kossuth CSD will be determined jointly by Prairie Lakes AEA and North Kossuth CSD and her duties and responsibilities in each governmental entity will be determined and assigned by the Chief Administrator. The responsibility for the evaluation of her performance shall remain with Prairie Lakes AEA, pursuant to its established procedures. Prairie Lakes AEA personnel policies and practices shall apply to and govern the conduct and performance of the business management director.
3. North Kossuth CSD shall pay Prairie Lakes AEA **\$15,000** for business management services for the **July 1, 2014 to September 30, 2014** time period. One half of this amount and **applicable travel expenses** required due to the conditions of this agreement shall be itemized and billed to North Kossuth CSD **August 18th 2014 and September 15, 2014**.
4. Prairie Lakes AEA and North Kossuth CSD each agree to indemnify and hold harmless the other from and against all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions or other proceedings asserted against the party indemnified based upon any acts or omissions of the indemnifying party.

5. If at any time the employment of Michelle Dowd is terminated with Prairie Lakes AEA, North Kossuth CSD shall not be obligated to pay any more cost, than listed in Paragraph 3, for those actual days of service performed by Michelle Dowd. Prairie Lakes AEA would be obligated to find and provide a qualified replacement to continue to provide business management services to North Kossuth CSD.
6. This Agreement will automatically end on September 30, 2014 unless either entity notifies the other in writing prior to that date requesting a change in the terms of the agreement.
7. This agreement contains the entire understanding between Prairie Lakes AEA and North Kossuth CSD and cannot be changed or terminated orally but only by an agreement in writing signed by Prairie Lakes AEA and North Kossuth CSD.
8. Should any paragraph or provision of this agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this agreement to the extent it violates the law. Such deletion shall not affect any other paragraph or provisions of this agreement. Should the parties deem it advisable, they may mutually agree to enter into negotiations to replace the invalid provision.

IN WITNESS WHEREOF, this instrument is executed by the respective officers of Prairie Lakes AEA and North Kossuth CSD on the dates as hereinafter stated.

President, Board of Directors
Prairie Lakes Area Education Agency

Date

President, Board of Directors
North Kossuth Community School District

Date

**BUSINESS MANAGEMENT SERVICES
SHARED PERSONNEL AGREEMENT BETWEEN PRAIRIE LAKES AEA AND
RUTHVEN-AYRSHIRE CSD**

This Agreement made and entered into the 1st day of July, 2014, by and between the Prairie Lakes AEA and Ruthven-Ayrshire CSD:

WHEREAS, Prairie Lakes AEA and Ruthven-Ayrshire CSD seek a cooperative arrangement to share the services of business management; and

WHEREAS, Prairie Lakes AEA and Ruthven-Ayrshire are governmental entities organized and existing under laws of the State of Iowa; and

WHEREAS, two or more governmental entities may jointly employ and share the services of school personnel pursuant to Iowa Code section 280.15; and

WHEREAS, Prairie Lakes AEA and Ruthven-Ayrshire believe that an agreement pursuant to Iowa Code section 280.15 should be entered into with regard to the sharing of business management services which agreement will be to their mutual advantage.

NOW, THEREFORE, Prairie Lakes AEA Board of Directors and Ruthven-Ayrshire Board of Directors agree as follows:

1. **Michelle Dowd** will provide business management services during the **2014/2015** school year for Ruthven-Ayrshire. Prairie Lakes AEA shall issue her an employment contract, and shall be deemed the employer for purposes of rights and obligations under Iowa law, and for purposes of compliance with federal and state laws relating to employment and employment benefits, subject to contributions by Ruthven-Ayrshire pursuant to this Agreement. The employment arrangement shall be governed by the policies, rules, regulations, and job descriptions of Prairie Lakes AEA.
2. The services of Michelle Dowd will be shared by Prairie Lakes AEA with Ruthven-Ayrshire. The details of her assignment between Prairie Lakes AEA and Ruthven-Ayrshire will be determined jointly by Prairie Lakes AEA and Ruthven-Ayrshire and her duties and responsibilities in each governmental entity will be determined and assigned by the Chief Administrator. The responsibility for the evaluation of her performance shall remain with Prairie Lakes AEA, pursuant to its established procedures. Prairie Lakes AEA personnel policies and practices shall apply to and govern the conduct and performance of the business management director.
3. Ruthven-Ayrshire CSD shall pay Prairie Lakes AEA **\$40,000** for business management services for the **2014-2015** school year. One half of this amount and any other contractual expenses, and applicable travel expenses required due to the conditions of this agreement shall be itemized and billed to Ruthven-Ayrshire **December 31, 2014 and June 1, 2015**.
4. Prairie Lakes AEA and Ruthven-Ayrshire each agree to indemnify and hold harmless the other from and against all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions or other proceedings asserted against the party

indemnified based upon any acts or omissions of the indemnifying party.

5. If at any time the employment of Michelle Dowd is terminated with Prairie Lakes AEA, Ruthven-Ayrshire shall not be obligated to pay any more cost, than listed in Paragraph 3, for those actual days of service performed by Michelle Dowd. Prairie Lakes AEA would be obligated to find and provide a qualified replacement to continue to provide business management services to Ruthven-Ayrshire.
6. This Agreement will automatically continue from one fiscal year to the next unless either entity notifies the other in writing by March 1. If notice is provided by March 1, the agreement will end on June 30 of that year.
7. This agreement contains the entire understanding between Prairie Lakes AEA and Ruthven-Ayrshire and cannot be changed or terminated orally but only by an agreement in writing signed by Prairie Lakes AEA and Ruthven-Ayrshire.
8. Should any paragraph or provision of this agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this agreement to the extent it violates the law. Such deletion shall not affect any other paragraph or provisions of this agreement. Should the parties deem it advisable, they may mutually agree to enter into negotiations to replace the invalid provision.

IN WITNESS WHEREOF, this instrument is executed by the respective officers of Prairie Lakes AEA and Ruthven-Ayrshire on the dates as hereinafter stated.

President, Board of Directors
Prairie Lakes Area Education Agency

Date

President, Board of Directors
Ruthven-Ayrshire Community School District

Date

Board of Directors
Series 200

Policy Title Board of Directors' Conflict of Interest

Code No. 202.7

A conflict of interest occurs when an AEA employee or board member has a direct or indirect financial interest in a transaction of the AEA.

It shall be a conflict of interest for a board member to receive direct compensation from the Prairie Lakes Area Education Agency, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member shall not act as an agent for a school textbook or school supply company during the board member's term of office.

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

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

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

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

providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

Members of the agency board of directors shall not buy from, sell to, or in any manner become parties, directly or indirectly, to any contract to furnish supplies, material, labor or services to the area education agency.

It shall be a conflict of interest for the board to do business with the spouse of a board member during the term of the board member. The payment of compensation to any other family member shall be within the discretion of the board.

It shall be the responsibility of each board member to be aware of an actual or potential conflict of interest. It shall also be the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

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55; 68B, 71.1; 277.27; 279.7A; 301.28
71.1,277.27,279.7A,301.28(1993)

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Related Administrative Rules & Regulations 1990 Op. Atty. Gen. 8-16-89, 1988 Op. Atty. Gen. 21, 1986 10, 1984 Op. Atty. Gen. 23, 1982 Op. Atty. Gen. 302, 1976, Op. Atty. Gen. 89, 1974 Op. Atty. Gen. 137, 1936 Op. Atty. Gen. 237.