



Prairie Lakes Area Education Agency
Monday, May 19, 2014

Iowa Lake Room
500 6th St NE
Pocahontas, IA

Board Member Orientation • 4:00 p.m.

Graduating All Students Innovation Ready - IASB at the Board Table

AGENDA

1. Roll call
2. Review and Approve Agenda
3. Approve Minutes of April 21, 2014 Regular Board Meeting
4. Approve Monthly Bills and Cash Flow Report
5. Personnel Matters
 - A. Retirements/Resignations
 - B. New Hires
 - C. Others
6. Approve License Renewal Specialist Position Proposal
7. Approve Resolution to Payoff Pocahontas Debt
8. Chief Administrator's Report
9. Upcoming Dates
10. Set Date, Time for Next Regular Board Meeting
11. Other
12. Adjournment
13. Negotiation Strategy Session - IA Code 20.17(3)



BOARD PREVIEW

for the Board Meeting - May 19, 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.

Board Member Orientation • 4:00 p.m.

Graduating All Students Innovation Ready - IASB at the Board Table

Read the attached article: "Graduating All Student Innovation Ready"

- Reflect on the following quote from the article:
"Some argue that innovators like Steve Jobs are born and not made, and so the schooling they get doesn't matter. However, I have come to understand that most young people can be taught to innovate in whatever they do." **Question:** What are your reactions to these thoughts?
- Wagner describes highly effective schools where students are expected to collaborate in teams in order to "pose and solve problem and generate or answer complex questions." He states that what is unique about these schools is the learning culture they have created. **Question:** How would you describe the learning culture in our agency? In our school districts? In five years, if you were asked to describe the learning culture of our agency what would be your best hopes for this vision? In our school districts?

Agenda - Regular Board Meeting

1. **Roll Call**
2. **Review and Approve Agenda - Action Item**
3. **Approve Minutes of April 21, 2014 Regular Board Meeting - Action Item**

5. **Personnel Matters**

A. Retirement/Resignations

1. **Licensed - Action Item**

- a. Brenda Gerdes, School Social Worker, resignation effective end of current contract year.

Administrator's Recommendation - It is recommended this resignation be accepted.

B. New Hires

1. **Licensed - Action Item**

- a. Janie Eischen, Leadership & Learning Consultant - Literacy Coach, Agency-wide, Algona office, 218 days, MA/11, \$60,717, start date July 1, 2014;
- b. 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;
- c. 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;
- d. Cheryl Lyon, Behavior Strategist, Lakes Partnership School, 193 days, MA30/8, \$52,533, start date August 11, 2014;
- e. Jennifer Woodruff, Physical Therapist, South Region, Jefferson office, 193 days, PHD/21, \$68,557, start August 11, 2014;
- f. Cari Hepperle, Occupational Therapist, Fort Dodge Region, Fort Dodge office, 174 days, MA30/15, \$54,152, start August 11, 2014.
- g. Molly Snyders, Sp Ed Teacher, Lakes Partnership School, 193 days, BA/1 paid on 3, \$44,028, start August 11, 2014

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

2. **Classified - Information only**

- a. Heather Pullen, Educational Paraprofessional, Lakes Partnership School, 188 days, Grade B, Step 3, \$12.43, start August 11, 2014.

C. Other - None at this time

6. **Approve License Renewal Specialist Position Proposal - Action Item** - This is a new non-bargaining title for an existing staff member. The job responsibilities of the "secretary/registrar" of old have changed dramatically over the years with the use of highly complex technology (Avatar system) and especially this past year with the reduction of the License Renewal Coordinator/Certifying Official position to .5 FTE. Literally every licensed educator in our AEA has contact with the License Renewal Specialist. The need for support with technology and development of learning opportunities as well as AEA PD Online greatly increases and elevates the duties of this position. Additional data is provided with preview.

Administrator's Recommendation - It is recommended to approve the License Renewal Specialist position proposal as presented.

7. **Approve Resolution to Payoff Pocahontas Debt - Action Item** - In following through with the workout plan approved by the SBRC on March 25, 2013, the agency has called one half of the remaining debt on the Pocahontas facility, \$800,000. This amount reflects the principal portion of debt paid with special education support services and educational service funding. In paying this portion of debt down, it allows the agency to save \$215,183.75 in interest payments. It also completes the use of the special education support services unassigned fund balance to assure the

agency is compliant in meeting the 10% allowable carryover at June 30, 2014.

Administrator's Recommendation - *It is recommended the \$800,000 principal debt service payment be approved as presented.*

8. Chief Administrator's Report - Information Item -

A. 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.

B. Board Member Development:

- Understanding Common Core State Standards by John Kendall.
 - Gary's question about Progressive Tense - Kim; can you help us?
 - Ch. 4 - Preparing for the Common Core (pp. 41-51)
 - Iowa is a member of the Smarter Balance consortium; working to develop new assessments for the CORE. Take a look at these examples and compare them to the assessments you are familiar with?
<http://sampleitems.smarterbalanced.org/itempreview/sbac/index.htm>
 - The Bill and Melinda Gates Foundation has provided funding for the support of instructional materials for schools - <http://commoncore.org>
 - What is PLAEA doing to support our district's learning in the CORE?
- Legislative Advocacy:
 - I had mentioned a 'Thank You' before, but I am trying to get to the bottom of a huge change in our funding for the Operational Sharing positions (Business Management services to Albert City-Truesdale, Ruthven-Ayrshire, and North Kossuth as well as Superintendent services to Gilmore City-Bradgate). We could, in effect, be cut \$170,000 by a change in the legislation, or the interpretation of the legislation, if what Michelle and I think was passed. We are discussing this at our Chief meeting on 5.15.14 at 1:00 p.m. and I hope to update you Monday night with some positive news.
- Upcoming Staff Presentation Schedules
 - 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

9. Upcoming Dates - Information Item -

- May 28, 29, 30, 2014 - the PLAEA KIDS program is going through re-accreditation. Pat Brown and Sue Brown will be meeting with a peer review interview panel about their role as board members in relation to the KIDS program. The interview has been tentatively scheduled for May 29 - 9:30 am at United Methodist Church, 311 2nd Avenue West, Spencer
- 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

10. **Set Date and time for Next Board Meeting - Information Item** - The June board meeting is scheduled for **Monday, June 23, 2014, 12:00 pm**, Pocahontas.
11. **Other** - The board meeting will be streamed live and recorded for our AEA staff to observe
12. **Adjournment**
13. **Negotiation Strategy Session - IA Code 20.17(3)**

“Graduating All Students Innovation Ready”

COMMENTARY

Published Online: August 14, 2012

Graduating All Students Innovation- Ready

By Tony Wagner

Improving student achievement through innovation is the latest buzz in education. New test-prep programs, online learning platforms, e-texts, charter school hybrids, and so on are proliferating, but they are only changing the nature of how we deliver the same old content. No one seems to question exactly what students should be achieving beyond better test scores. What matters today, however, is not how much our students know, but what they can do with what they know. None of these innovations addresses this fundamental shift in what our students—and our nation—will need to succeed in the 21st century.

Knowledge today is a free commodity and growing exponentially. Khan Academy currently offers more than 3,300 K-12 video lessons for free, and more than 6 million students are logging on every month. And now, growing numbers of our elite private and state universities are offering no-cost online courses for anyone who is interested. Because opportunities for learning are ubiquitous and accessible on every Internet-connected device, students who know more than others no longer have a competitive advantage.

Our students now compete for jobs with talented students around the world who will work for far less. As a result, the high school and college graduates who will get and keep good jobs in the new global economy and contribute solutions to the world’s most pressing problems are those who can bring what the author and *New York Times* columnist Thomas L. Friedman calls “**a spark of imagination**” to whatever they do. They will be creative problem-solvers who will generate improvements in existing products, processes, and services, as well as invent new ones. Rather than worry so much about graduating all students college-ready, I have come to understand that the most essential education challenge today is to graduate all students innovation- ready.

What does it take to create an innovator? Research for my new book, *Creating Innovators: The Making of Young People Who Will Change The World*, has turned up some surprising answers to this question. The assumption of many business leaders is that we need more science, technology, engineering, and math education. But the scores of young STEM innovators and social entrepreneurs whom I interviewed learned to innovate most often in spite of their “good” schooling—not because of it.

“It is [the] combination of play, passion, and purpose that best develops the discipline and perseverance required to be a successful innovator.”

Some argue that innovators like Steve Jobs are born and not made, and so the schooling they get doesn’t matter. However, I have come to understand that most young people can be taught to innovate in whatever

they do. We are all born curious, creative, and imaginative. And the best schools—from pre-K to graduate school—continue to develop these capabilities in students. They do so not by delivering more-of-the-same education, but rather a very different education. Schools like High Tech High or the New Technology High Schools have established reputations for producing highly innovative graduates. But what and how these schools teach are radically at odds with conventional education.

These schools focus primarily on teaching students skills and not merely academic content, including critical thinking and problem-solving, effective oral and written communication, and many of the other survival skills, such as collaboration and initiative, which I described in my last book, *The Global Achievement Gap*. They do so by engaging students in rich and challenging academic content—and yet, content mastery is not the primary objective of their courses. In all of the classes, students must use academic content to pose and solve problems and generate or answer complex questions. Students are required to apply what they have learned and show what they know. Frequently, they do this work in teams.

For example, 9th graders at High Tech High work in teams to imagine a new business, and then develop a detailed business plan that they present to local venture capitalists in San Diego. Some of their ideas, in fact, get funded. And all HTH seniors must complete a semester-long team-based service-learning project in which a group works to solve a real problem in the community. One team I interviewed discovered that the local food pantry was not able to store the food it was collecting for needy families. So the students used a computer-aided-design program at their school to create a storage system. They then installed it at the pantry.

What is unique about these schools is the learning culture they have created.

All of them require collaboration in the classroom because they understand that innovation is a team sport. Most courses are interdisciplinary because, as Google's former director of talent, Judy Gilbert, explained when I interviewed her in 2011: "A more interdisciplinary approach to learning will better prepare people for the kind of problems they'll be confronting." Understanding that innovation and self-confidence come from taking risks and learning from mistakes, teachers at the schools I've named encourage trial and error. Rather than talk about failure, they emphasize the importance of "iteration" in student work.

Perhaps my most surprising research finding is the extent to which young innovators—from both advantaged and disadvantaged backgrounds—are much more motivated by intrinsic rather than extrinsic incentives. Their parents, teachers, and mentors encourage exploratory play, the finding and pursuit of a passion, and the idea of giving back. All of the innovators that I interviewed want to make a difference in the world. It is this combination of play, passion, and purpose—rather than the carrot-and-stick motivation of most classrooms—that best develops the discipline and perseverance required to be a successful innovator.

To graduate all students innovation-ready will require very different thinking from what's currently being touted in education. First, I believe the U.S. Department of Education and state education departments need to develop ways to assess essential skills with digital portfolios that follow students through school, and encourage the use of better tests like the College and Work Readiness Assessment. Administered by the Council for Aid to Education, the CWRA is an online test of problem-solving, complex thinking, and writing skills used by a growing number of independent schools, public school districts, and colleges around the country. Second, we need to learn how to assess teachers' effectiveness by analysis of their students' work, rather than on the basis of a test score. Teachers and administrators should also build digital portfolios, which their principals and superintendents should assess periodically. Third, to push educational innovation, districts

need to partner with one another, businesses, and nonprofits to establish true R&D labs—schools of choice that are developing 21st-century approaches to learning.

Finally, we need to incorporate a better understanding of how students are motivated to do their best work into our course and school designs. Google has a 20 percent rule, whereby all employees have the equivalent of one day a week to work on any project they choose. These projects have produced many of Google's most important innovations. I would like to see this same rule applied to every classroom in America, as a way to create time for students to pursue their own interests and continue to develop their sense of play, passion, and purpose.

Our students want to become innovators. Our economy needs them to become innovators. The question is: As educators, do we have the courage to disrupt conventional wisdom and pursue the innovations that matter most?

Tony Wagner is currently the innovation education fellow at the Technology & Entrepreneurship Center at Harvard University. Previously, he was the founder and co-director of the Change Leadership Group at the Harvard Graduate School of Education. This Commentary was adapted by Mr. Wagner for Education Week from his recently published book, Creating Innovators: The Making of Young People Who Will Change The World (Scribner, 2012). His website is www.tonywagner.com.

Vol. 32, Issue 1

Articles

Prairie Lakes Area Education Agency
Regular Monthly Board Meeting
Monday, April 21, 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 - PLAEA Recruitment and Hiring Process, facilitated by Michelle Dowd.

President Dean Saunders called the regular meeting of the Prairie Lakes Area Education Agency Board of Directors to order at 4:07 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.

On a motion by Gary Astor, seconded by Pat Brown, board approval was given to the minutes of the March 24, 2014, Regular Board Meeting. Motion carried unanimously.

On a motion by Rick Morain, seconded by Sue Brown, board approval was given to the bills as presented. Motion carried unanimously.

The cash flow report was reviewed by M. Dowd.

On a motion by Gary Astor, seconded by Steve Jimmerson, the board approved the resignation submitted by Nanette Smith, Behavior Programming Leader, effective April 14, 2014. Nanette is resigning this position to accept the Lakes Partnership School Lead Teacher, a non-bargaining position. Motion carried unanimously.

On a motion by Pat Brown, seconded by Steve Jimmerson, the board approved the following new hires:

1. Nicole Person, Special Ed Teacher, Lakes Partnership School, 193 days, BA/step 1 paid on 3, \$44,028, start date August 11, 2014;
2. Felicia Anderson, Special Ed Teacher, Lakes Partnership School, 193 days, BA/step 1 paid on 3, \$44,028, start date August 11, 2014;
3. Denise Schwery, Behavior Strategist - Fort Dodge office, 193 days, EdS, step 1 paid on 3, \$49,567, start date August 11, 2014;
4. Nicole Peter, Occupational Therapist - Spencer office; 193 days, MA30, step 3, \$48,715, start date August 11, 2014;
5. Martha Poland, Occupational Therapist - Jefferson office; 193 days, MA30, step 21, \$66,852, start date August 11, 2014;
6. Erin Taylor, Occupational Therapist - Algona office; 193 days, MA30, step 1 paid on 3, \$48,715, start date August 11, 2014;
7. Megan Brood, Behavior Strategist - Algona office; 193 days, MA, step 2 paid on 3, \$47,010, start date August 11, 2014;
8. Jenscie Sheahan, Speech-Language Pathologist - Fort Dodge office, 193 days, MA, step 1 paid on 3, \$47,010, start date August 11, 2014; and
9. Magnum Peterson, Behavior Strategist, West Region-Pocahontas office, 193 days, MA/step 1 paid on 3, \$47,010, start date August 11, 2014

Motion carried unanimously.

On a motion by Rick Morain, seconded by Pat Brown, the board approved the allowance reimbursement for meal expenses, effective July 1, 2014, as presented. Motion carried unanimously. Allowances will be:

- In State: \$35.00 per day maximum; \$7.00 breakfast, \$10.00 lunch, \$18.00 dinner.

- Out of State: \$45.00 per day maximum; \$9.00 breakfast, \$14.00 lunch, \$22.00 dinner. Motion carried unanimously

On a motion by Steve Jimmerson, seconded by Sue Brown, the board approved requiring receipts for all meal reimbursements and payment will be made up to, but not to exceed, the individual maximum meal amount as previously approved, effective July 1, 2014. Motion carried with Gary Astor voting no.

On a motion by Steve Jimmerson, seconded by Gary Astor, the board the approved the 2014-15 PLAEA Staff Calendar as presented. Motion carried unanimously.

Recognition of Excellence:

- Connie Johnson for excellent coordination of the 2014 Governing Boards Conference. It was a great two days of learning and leadership and we couldn't have done it without Connie's leadership at the state level.
- The entire Lakes Partnership School planning team who are creating a solution for the children, families and educators we serve in the Spencer area. There is a great need and we are addressing this and it would not happen if many people across our Agency, led by Wendy Parker, weren't out there leading!

Steve Jimmerson, Pat Brown, Rick Morain, Sue Brown shared highlights of the AEA Board Conference they attended April 10-11, 2014.

During a legislative advocacy discussion it was decided J. Herzberg will send an email to legislators thanking them for listening to concerns and a letter from the board will be sent to all once the session has ended.

Upcoming Staff Presentation Schedules include:

- May 7, 2014 - Innovation ShowCase - Superintendents' meeting
- May 19, 2014 - Mike Schmidt (Internal) & Scott Fosseen (External) Tech Support Team
- June 23, 2014 - Kathy Brenny - English Language Learners
- September 15, 2014 - Jessie Hansen - KIDS program
- Future ideas: Early childhood involvement, autism, CORE implementation

Upcoming Dates - Information Item -

- May 28, 29, 30, 2014 - the PLAEA KIDS re-accreditation peer review interview May 29 - 9:30 am at United Methodist Church, 311 2nd Avenue West, Spencer - Sue Brown & Pat Brown will be in attendance
- June 23, 2014 - 12:00 - 4:00 - June Board meeting will include a mini retreat facilitated by Harry Heiligenthal, IASB, on Board Leadership Self-Evaluation and Team Vision /Goal Setting

The May board meeting is scheduled for Monday, May 19, 2014 at 4:00 pm. Pocahontas.

There being no further business, the board adjourned at 5:30 p.m.

The PLAEA board then joined the Iowa Lakes Community College Board of Trustees Jan Lund, Jane Goeken, Bob Jennings, and President Val Newhouse for dinner and discussion. Presentations by Nanette Smith and Glenda Harms - Lakes Partnership School - and Dr. Scott McLeod, Director of Innovation - Student Voice - followed.

Board President

Board Secretary

Prairie Lakes AEA 8
Board Bills
May 19, 2014

Check	Check Date	Payable To	Description	Amount
73203	4/28/2014	Sue Brown	March / April 2014	\$ 166.64
73204	4/28/2014	Century Link	Forest Ridge Telephone	\$ 89.84
73205	4/28/2014	Culligan Water Conditioning	FD Softner Exchange	\$ 48.84
73206	4/28/2014	Dish Network	Pocahontas Cable	\$ 63.69
73207	4/28/2014	Estherville Industrial Development Corp.	Rent	\$ 2,350.00
73208	4/28/2014	Frontier	Fort Dodge Telephone	\$ 1,533.80
73209	4/28/2014	Frontier Communications Of Ia	Interstate Telephone	\$ 279.84
73210	4/28/2014	Greene County Farm Bureau	Rent	\$ 500.00
73211	4/28/2014	Iowa Schools Employee	Insurance May 2014	\$ 214,026.37
73212	4/28/2014	Steve Jimmerson	March / April 2014	\$ 189.40
73213	4/28/2014	Midamerican Energy Company	Algona Utilities - Gas	\$ 286.14
73214	4/28/2014	Petty Cash (P)	Pocahontas Petty Cash	\$ 227.66
73215	4/28/2014	Seminole Retail Energy Services, L.L.C.	SL Utilities - Gas	\$ 3,951.04
73216	4/28/2014	United Parcel Service	Pocahontas UPS	\$ 13.16
				<u>\$ 223,726.42</u>
73217	5/6/2014	Amazon.com	Admin. Server Replacement Bat	\$ 1,007.97
73217	5/6/2014	Amazon.com	AT Team iPad Cases	\$ 602.29
73217	5/6/2014	Amazon.com	E' Ville Office Supplies	\$ 178.47
73217	5/6/2014	Amazon.com	Forest Ridge Inst. Supplies	\$ 33.79
73217	5/6/2014	Amazon.com	Lending Library/Summer Readin	\$ 269.32
73217	5/6/2014	Amazon.com	PEC Prof. Supplies	\$ 428.05
73217	5/6/2014	Amazon.com	Presentation Remote/EOlson	\$ 19.99
73217	5/6/2014	Amazon.com	Prof. Supplies/FD SSW	\$ 20.19
73218	5/6/2014	City of Storm Lake	Storm Lake Water	\$ 223.20
73219	5/6/2014	Petty Cash (P)	Pocahontas Petty Cash Pocahont	\$ 224.32
73220	5/6/2014	United Parcel Service	FD UPS	\$ 19.51
73220	5/6/2014	United Parcel Service	Pocahontas UPS	\$ 48.88
73221	5/6/2014	US Cellular	Herzberg Cell Phone	\$ 106.78
73222	5/6/2014	Wex Bank	Maintenance/Media Van Fuel	\$ 1,911.72
				<u>\$ 5,094.48</u>
73223	5/9/2014	Wells Fargo	Airfare - ISTE Conference - Atlanta - Nanette Smith	\$ 456.50
73223	5/9/2014	Wells Fargo	Wendy - Registration Association for Behavior	\$ 609.00
73223	5/9/2014	Wells Fargo	Airfare - ISTE Conference - Atlanta - Wendy Parker	\$ 416.00
73223	5/9/2014	Wells Fargo	Airfare - ISTE Conference - Atlanta - Jamie Rouse	\$ 456.50
73223	5/9/2014	Wells Fargo	Wendy - Prairie Meadows Hotel Lodging	\$ 212.80
73223	5/9/2014	Wells Fargo	Wendy - CEC Philadelphia (baggage, parking, lodging, Taxi)	\$ 1,203.67
73223	5/9/2014	Wells Fargo	Autism Team Registration - Minneapolis Conference	\$ 647.10
73223	5/9/2014	Wells Fargo	Wendy - US Cell Car Kit	\$ 64.19
73223	5/9/2014	Wells Fargo	PEC - Caseys/Walmart Gift Cards for Site Visit	\$ 1,501.12
				<u>\$ 5,566.88</u>
1	5/19/2014	Karen Ackerman	April 2014 Mileage	\$ 550.44
2	5/19/2014	Harriet Adams	April 2014 Mileage	\$ 135.04
3	5/19/2014	Pamela Ahlrichs	April 2014 Mileage	\$ 2,560.67
4	5/19/2014	Kris Ahrens	April 2014 Mileage	\$ 397.80
5	5/19/2014	Megan Anderson	April 2014 Mileage	\$ 307.72
5	5/19/2014	Megan Anderson	KIDS Registration Reimb.	\$ 50.00
6	5/19/2014	Mike Anderson	April 2014 Mileage	\$ 512.44
7	5/19/2014	Linda Ankeny	April 2014 Mileage	\$ 237.96
8	5/19/2014	Jane Awtry	April 2014 Mileage	\$ 646.48
8	5/19/2014	Jane Awtry	Prof. Supplies Reimb.	\$ 68.69
9	5/19/2014	Tracy Baak	April 2014 Mileage	\$ 211.32
10	5/19/2014	Valerie K. Baker	April 2014 Mileage	\$ 300.96
11	5/19/2014	Susan Bangert	April 2014 Mileage	\$ 238.32
12	5/19/2014	Amy Barber	April 2014 Mileage	\$ 474.48
13	5/19/2014	Yvette Bardole	April 2014 Mileage	\$ 128.52
14	5/19/2014	Gloria Bartelt	April 2014 Mileage	\$ 336.96
15	5/19/2014	Lori Beltran	April 2014 Mileage	\$ 477.96
16	5/19/2014	Tammy Berger	April 2014 Mileage	\$ 420.48
17	5/19/2014	Laura Beshaler	April 2014 Mileage	\$ 216.00

Prairie Lakes AEA 8
Board Bills
May 19, 2014

Check	Check Date	Payable To	Description	Amount
18	5/19/2014	Allison Betsch	April 2014 Mileage	\$ 127.44
19	5/19/2014	Stacy Bezoni	April 2014 Mileage	\$ 68.40
20	5/19/2014	Randi Black	April 2014 Mileage	\$ 244.80
21	5/19/2014	Sandra Bonner	April 2014 Mileage	\$ 143.68
22	5/19/2014	Maria Bradley	April 2014 Mileage	\$ 125.59
23	5/19/2014	Cheri C. Brown	April 2014 Mileage	\$ 120.24
24	5/19/2014	Carrie Buddenhagen	April 2014 Mileage	\$ 36.36
25	5/19/2014	Rebecca Bunnell	April 2014 Mileage	\$ 247.44
26	5/19/2014	Sarah Burke	April 2014 Mileage	\$ 138.60
27	5/19/2014	Patricia Burma	April 2014 Mileage	\$ 279.36
28	5/19/2014	Rachel Burns	April 2014 Mileage	\$ 273.60
29	5/19/2014	Susan Burnside	April 2014 Mileage	\$ 446.04
30	5/19/2014	Samantha Cagle	April 2014 Mileage	\$ 942.58
31	5/19/2014	Carrie Calhoon	April 2014 Mileage	\$ 116.64
32	5/19/2014	Tracey E Carlson	April 2014 Mileage	\$ 124.92
33	5/19/2014	Lori Caron	April 2014 Mileage	\$ 294.23
34	5/19/2014	Cassady Carter	April 2014 Mileage	\$ 39.96
35	5/19/2014	Amy Johnson Champagne	April 2014 Mileage	\$ 101.52
36	5/19/2014	Rebecca Coffelt	April 2014 Mileage	\$ 438.28
37	5/19/2014	Chris Conell	April 2014 Mileage	\$ 30.24
38	5/19/2014	Patricia Connors	April 2014 Mileage	\$ 485.64
39	5/19/2014	Michelle Conrad	April 2014 Mileage	\$ 124.84
40	5/19/2014	Elaine Cook	April 2014 Mileage	\$ 371.20
41	5/19/2014	Elizabeth Cooper	April 2014 Mileage	\$ 469.80
42	5/19/2014	Gary Dannenbring	April 2014 Mileage	\$ 195.12
43	5/19/2014	Tiffanie Dau	April 2014 Mileage	\$ 507.40
44	5/19/2014	Dorothy DeGroot	April 2014 Mileage	\$ 244.08
45	5/19/2014	Amanda DeLancey	April 2014 Mileage	\$ 389.52
45	5/19/2014	Amanda DeLancey	TQPD Registration Reimb.	\$ 460.00
46	5/19/2014	Tabitha DeMey	April 2014 Mileage	\$ 414.28
47	5/19/2014	Shannon DeMoss	April 2014 Mileage	\$ 173.88
48	5/19/2014	Rebecca Dirkx	April 2014 Mileage	\$ 45.72
49	5/19/2014	Michelle Dowd	April 2014 Mileage	\$ 366.92
50	5/19/2014	Courtney Draude	April 2014 Mileage	\$ 241.56
51	5/19/2014	Mary Dunlay	April 2014 Mileage	\$ 797.04
52	5/19/2014	Lynn Eby	April 2014 Mileage	\$ 497.16
53	5/19/2014	Becky Eglund	April 2014 Mileage	\$ 162.72
54	5/19/2014	Roni Engeldinger	April 2014 Mileage	\$ 562.84
55	5/19/2014	Scott Fosseen	April 2014 Mileage	\$ 450.96
56	5/19/2014	Pam Fritz	April 2014 Mileage	\$ 186.60
56	5/19/2014	Pam Fritz	PEC Prof. Supply Reimb.	\$ 37.43
57	5/19/2014	Emily Frostestad	April 2014 Mileage	\$ 95.04
58	5/19/2014	Denise C. Gajewsky	April 2014 Mileage	\$ 580.18
59	5/19/2014	Ann Gale	April 2014 Mileage	\$ 406.80
60	5/19/2014	Brenda Gerdes	April 2014 Mileage	\$ 618.84
61	5/19/2014	Brent Gerzema	April 2014 Mileage	\$ 258.92
62	5/19/2014	Theresa Golden	April 2014 Mileage	\$ 1,622.44
63	5/19/2014	Julie Graber	April 2014 Mileage	\$ 468.12
64	5/19/2014	Treva Graves	April 2014 Mileage	\$ 111.60
65	5/19/2014	Shannon Hagen	April 2014 Mileage	\$ 104.76
66	5/19/2014	Jessie Hansen	April 2014 Mileage	\$ 468.48
67	5/19/2014	Joan R. Hansen	April 2014 Mileage	\$ 67.68
68	5/19/2014	Kathy Hansen	April 2014 Mileage	\$ 567.72
69	5/19/2014	Glenda Harms	April 2014 Mileage	\$ 504.64
70	5/19/2014	Linda Harms	April 2014 Mileage	\$ 331.56
71	5/19/2014	Carla Hauptert	April 2014 Mileage	\$ 102.24
72	5/19/2014	Jessica Hawkins	April 2014 Mileage	\$ 290.52
73	5/19/2014	Brenda Hebert	April 2014 Mileage	\$ 146.88
74	5/19/2014	Jeff Herzberg	April 2014 Mileage	\$ 468.36
75	5/19/2014	Nicole Hinrichs	April 2014 Mileage	\$ 246.96
76	5/19/2014	Tonia Hoch	April 2014 Mileage	\$ 52.20
77	5/19/2014	Ginger Hoffman	April 2014 Mileage	\$ 277.68
78	5/19/2014	Tiffany Holt	April 2014 Mileage	\$ 276.12

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79	5/19/2014	Connie Hopper	April 2014 Mileage	\$ 160.20
80	5/19/2014	Jane Jacobson	April 2014 Mileage	\$ 58.68
81	5/19/2014	Diane Jackson	April 2014 Mileage	\$ 314.00
82	5/19/2014	Coletta Jaeger	April 2014 Mileage	\$ 388.08
83	5/19/2014	Radina Jansen	April 2014 Mileage	\$ 60.48
84	5/19/2014	Valerie Jergens	April 2014 Mileage	\$ 1,126.88
85	5/19/2014	Pamela Jobgen	April 2014 Mileage	\$ 117.64
86	5/19/2014	Connie Johnson	April 2014 Mileage	\$ 427.40
87	5/19/2014	Kimberly Johnson	April 2014 Mileage	\$ 259.92
88	5/19/2014	Carrie Kee	April 2014 Mileage	\$ 125.60
89	5/19/2014	Jason Kehoe	April 2014 Mileage	\$ 82.08
90	5/19/2014	Catherine Kingery	April 2014 Mileage	\$ 543.78
91	5/19/2014	Peggy Koester	April 2014 Mileage	\$ 214.40
92	5/19/2014	Diane Krause	April 2014 Mileage	\$ 101.52
93	5/19/2014	Julie Krogman	April 2014 Mileage	\$ 147.44
94	5/19/2014	Kathy Jo Kruse	April 2014 Mileage	\$ 671.80
95	5/19/2014	Tiffany Lammers	April 2014 Mileage	\$ 145.80
96	5/19/2014	Joanna Lange	April 2014 Mileage	\$ 509.32
97	5/19/2014	Connie Lappe	April 2014 Mileage	\$ 286.40
98	5/19/2014	Sally Legleiter	April 2014 Mileage	\$ 33.84
99	5/19/2014	Addy Leistikow	April 2014 Mileage	\$ 198.72
100	5/19/2014	Allyson Leners	April 2014 Mileage	\$ 275.04
101	5/19/2014	Linda Linn	April 2014 Mileage	\$ 727.92
102	5/19/2014	Annette Louk	April 2014 Mileage	\$ 808.92
103	5/19/2014	Laura Lucchesi	April 2014 Mileage	\$ 182.52
104	5/19/2014	Denise Lundell	April 2014 Mileage	\$ 107.28
104	5/19/2014	Denise Lundell	Fingerprint Fee Reimb.	\$ 10.00
105	5/19/2014	Katie McClurg	April 2014 Mileage	\$ 73.08
106	5/19/2014	Heidi McGuire	April 2014 Mileage	\$ 420.84
107	5/19/2014	Tammy McKimmey	April 2014 Mileage	\$ 458.64
108	5/19/2014	Scott McLeod	April 2014 Mileage	\$ 197.28
109	5/19/2014	Sarah Meighan	April 2014 Mileage	\$ 138.24
110	5/19/2014	Don Messmer	April 2014 Mileage	\$ 243.96
111	5/19/2014	Pam Metzger	April 2014 Mileage	\$ 259.20
112	5/19/2014	Julie Meyer	April 2014 Mileage	\$ 425.88
113	5/19/2014	Mindy Miller	April 2014 Mileage	\$ 103.68
114	5/19/2014	Judy Mischke	Audiology Supplies Reimb.	\$ 224.15
114	5/19/2014	Judy Mischke	April 2014 Mileage	\$ 512.28
115	5/19/2014	Kathy Molden	April 2014 Mileage	\$ 185.04
116	5/19/2014	Rachel Montag	April 2014 Mileage	\$ 314.64
117	5/19/2014	Robin Montgomery	April 2014 Mileage	\$ 212.24
118	5/19/2014	Rachael Mooney	April 2014 Mileage	\$ 416.16
119	5/19/2014	Dr. Leslie Moore	April 2014 Mileage	\$ 1,484.50
120	5/19/2014	Kathie Mueller	April 2014 Mileage	\$ 308.16
121	5/19/2014	Jann Murphy	April 2014 Mileage	\$ 272.88
122	5/19/2014	Julie Nadrchal	April 2014 Mileage	\$ 464.76
123	5/19/2014	Penny Nordstrom	April 2014 Mileage	\$ 211.68
123	5/19/2014	Penny Nordstrom	TQPD Registration Reimb.	\$ 20.00
124	5/19/2014	Jackie Ohl	April 2014 Mileage	\$ 167.76
125	5/19/2014	Kelly Olson	April 2014 Mileage	\$ 38.16
126	5/19/2014	Erin Olson	April 2014 Mileage	\$ 588.92
127	5/19/2014	Hope Paez	KIDS Calendar Reimb.	\$ 28.24
127	5/19/2014	Hope Paez	April 2014 Mileage	\$ 305.84
128	5/19/2014	Wendy Parker	April 2014 Mileage	\$ 757.08
129	5/19/2014	Aaron Patrick	April 2014 Mileage	\$ 363.60
130	5/19/2014	Tehra Powers	April 2014 Mileage	\$ 382.32
131	5/19/2014	Amy Profit	April 2014 Mileage	\$ 519.84
132	5/19/2014	Rachel Rachut	April 2014 Mileage	\$ 121.32
133	5/19/2014	Gale Randall	April 2014 Mileage	\$ 533.52
134	5/19/2014	Kristine Randell	April 2014 Mileage	\$ 493.20
135	5/19/2014	Susan Rasmussen	April 2014 Mileage	\$ 341.95
136	5/19/2014	Sheila Remington	April 2014 Mileage	\$ 1,400.06
137	5/19/2014	Kathy L. Rhode	April 2014 Mileage	\$ 133.92

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138	5/19/2014	Lisa Richter	April 2014 Mileage	\$ 237.60
139	5/19/2014	Sharon Richardson	April 2014 Mileage	\$ 774.00
140	5/19/2014	Carol Riedesel-Bauer	April 2014 Mileage	\$ 475.40
141	5/19/2014	Jamie Rouse	April 2014 Mileage	\$ 783.30
142	5/19/2014	Debra Rowland	April 2014 Mileage	\$ 230.76
143	5/19/2014	Maureen Salinas	April 2014 Mileage	\$ 385.20
144	5/19/2014	Jennifer Sammons	April 2014 Mileage	\$ 402.84
145	5/19/2014	Nicole Scharn	April 2014 Mileage	\$ 81.00
146	5/19/2014	Nicholas Schelle	April 2014 Mileage	\$ 173.96
147	5/19/2014	Travis Schlenger	April 2014 Mileage	\$ 108.72
148	5/19/2014	Michael Schmidt	April 2014 Mileage	\$ 383.64
149	5/19/2014	Nancy L. Schofield	April 2014 Mileage	\$ 280.08
150	5/19/2014	Mary Kay Sharkey	April 2014 Mileage	\$ 149.44
151	5/19/2014	Deb Shelton	April 2014 Mileage	\$ 269.96
152	5/19/2014	Jill Siefken	April 2014 Mileage	\$ 621.00
153	5/19/2014	Amanda Sigler	April 2014 Mileage	\$ 209.16
154	5/19/2014	Rebecca Singer	April 2014 Mileage	\$ 414.84
155	5/19/2014	LuAnn Slayton	April 2014 Mileage	\$ 475.20
156	5/19/2014	Melissa Smith	April 2014 Mileage	\$ 284.04
157	5/19/2014	Nanette Smith	April 2014 Mileage	\$ 747.23
158	5/19/2014	Loreda K. Spanjers	April 2014 Mileage	\$ 368.64
158	5/19/2014	Loreda K. Spanjers	Fingerprint Fee Reimb.	\$ 20.00
159	5/19/2014	Patricia Stauter	April 2014 Mileage	\$ 195.48
160	5/19/2014	Janet Stremel	April 2014 Mileage	\$ 365.40
161	5/19/2014	Kimberly Studer	April 2014 Mileage	\$ 40.52
162	5/19/2014	Jill Sundblad	Online Subscription/JSundblad	\$ 159.00
162	5/19/2014	Jill Sundblad	April 2014 Mileage	\$ 555.36
163	5/19/2014	Janelle L. Swanson	April 2014 Mileage	\$ 185.64
164	5/19/2014	Jane Thilges	April 2014 Mileage	\$ 460.24
165	5/19/2014	Tony Thilges	April 2014 Mileage	\$ 220.32
166	5/19/2014	Amy Thompson	April 2014 Mileage	\$ 75.96
167	5/19/2014	Sara Toedter	April 2014 Mileage	\$ 123.12
168	5/19/2014	Joni Trammell	April 2014 Mileage	\$ 285.84
169	5/19/2014	Nancy Trampel	April 2014 Mileage	\$ 99.00
170	5/19/2014	Chrys A. Velky	April 2014 Mileage	\$ 51.12
171	5/19/2014	Angela Vogel	April 2014 Mileage	\$ 250.92
172	5/19/2014	Karen Waid	April 2014 Mileage	\$ 363.60
173	5/19/2014	Jodi Ward	April 2014 Mileage	\$ 131.58
174	5/19/2014	Carol Warmbier	April 2014 Mileage	\$ 81.00
175	5/19/2014	Denise Wasko	April 2014 Mileage	\$ 600.00
175	5/19/2014	Denise Wasko	Membership Renewal Reimb.	\$ 115.00
176	5/19/2014	Susan Wedel	April 2014 Mileage	\$ 12.96
177	5/19/2014	Deb Weir	April 2014 Mileage	\$ 27.00
178	5/19/2014	Christine Wells	April 2014 Mileage	\$ 407.68
179	5/19/2014	Lynn Weringa	April 2014 Mileage	\$ 371.52
180	5/19/2014	Tori Woiwood	April 2014 Mileage	\$ 331.20
181	5/19/2014	Melissa K. Wurth	April 2014 Mileage	\$ 634.08
182	5/19/2014	Timothy Youngdahl	April 2014 Mileage	\$ 391.76
73224	5/19/2014	A&M Laundry Inc	Media/Pocahontas Supplies	\$ 109.25
73225	5/19/2014	Advance Therapy, Inc.	Contracted OT/April 2014	\$ 6,990.00
73226	5/19/2014	Northwest AEA	Gifted/Forum Logo design	\$ 28.00
73227	5/19/2014	Algona Municipal Utilities	Algona Utilities	\$ 299.37
73228	5/19/2014	Algona Community School	PAK Tuition/April	\$ 2,764.00
73229	5/19/2014	Ali Med	FD OT Inst. Supplies	\$ 86.50
73230	5/19/2014	Rachel Allen McHugh	Contracted OT/April 2014	\$ 4,086.36
73231	5/19/2014	Americinn Motel & Suites	Lodging/WParker	\$ 55.00
73231	5/19/2014	Americinn Motel & Suites	Lodging/ALouk	\$ 55.00
73231	5/19/2014	Americinn Motel & Suites	Lodging/NSmith	\$ 55.00
73232	5/19/2014	AmericInn Lodge & Suites	Lodging/UNI Teacher Recruitin	\$ 165.00
73233	5/19/2014	APBS	TQPD Registration/JNadrchal	\$ 195.00
73234	5/19/2014	APL Associates	APL Presenter Expenses	\$ 1,087.13
73235	5/19/2014	Autism Society of Minnesota	TQPD Registration/JRouse	\$ 135.00
73236	5/19/2014	Beach Business, Inc.	Iowa Core Contracted Srvcs/Ap	\$ 3,184.32

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73237	5/19/2014	Kathy Behrens	April 2014 Mileage	\$ 289.32
73238	5/19/2014	Debra S. Bennett	April 2014 Mileage	\$ 79.92
73239	5/19/2014	B & H Photo Video	Media Widescreen Monitor	\$ 249.99
73240	5/19/2014	Regina Blomberg	April 2014 Mileage	\$ 1,648.83
73241	5/19/2014	Summer Boes	April 2014 Mileage	\$ 593.64
73242	5/19/2014	Bomgaars	Conduit/FD Lobby Conf. Room	\$ 6.49
73242	5/19/2014	Bomgaars	Maintenance Supplies - AW	\$ 22.25
73243	5/19/2014	Brain Injury Alliance of Iowa	Registration/HCarr	\$ 220.00
73244	5/19/2014	Kathy Brenny	April 2014 Mileage	\$ 603.48
73245	5/19/2014	Bright Solutions for Dyslexia	PEC Prof. Supplies	\$ 529.90
73246	5/19/2014	Brown & Saenger	Media Supplies	\$ 54.39
73247	5/19/2014	Pat Brown	Board Mileage Reimb.	\$ 352.14
73247	5/19/2014	Pat Brown	Board Lodging/PBrown	\$ 105.28
73248	5/19/2014	BRW	FD Bottled Water	\$ 117.10
73249	5/19/2014	Donna Bryan	April 2014 Mileage	\$ 51.12
73250	5/19/2014	Buena Vista University	Iowa Core Consortium	\$ 593.82
73250	5/19/2014	Buena Vista University	PD Class Registrations	\$ 2,015.00
73251	5/19/2014	Buena Vista Stationery Print	SL Office Supplies	\$ 10.05
73252	5/19/2014	BUENA VISTA REGIONAL MEDICAL CENTER	Contracted OT/January 2014	\$ 5,433.20
73252	5/19/2014	BUENA VISTA REGIONAL MEDICAL CENTER	Contracted OT/March 2014	\$ 6,801.60
73253	5/19/2014	Burch Manufacturing	Repair US Flags	\$ 92.00
73254	5/19/2014	Capable Kids, LLC	Contracted OT/April 2014	\$ 2,876.25
73255	5/19/2014	Diane Capesius	April 2014 Mileage	\$ 124.56
73256	5/19/2014	Capital Sanitary Supply	AW Automatic Freshner Refills	\$ 176.00
73257	5/19/2014	Heather Carr	April 2014 Mileage	\$ 107.28
73258	5/19/2014	City of Estherville	Estherville Utilities	\$ 327.94
73259	5/19/2014	City of Pocahontas	Pocahontas Utilities	\$ 3,558.85
73259	5/19/2014	City of Pocahontas	Sanding Pocahontas Parking Lo	\$ 250.00
73260	5/19/2014	Clarion Highland Hotel & Conf. Center	Lodging/GHarms	\$ 61.60
73261	5/19/2014	David Cole	April 2014 Mileage	\$ 194.40
73262	5/19/2014	Comfort Suites	Lodging/GBartelt	\$ 61.60
73262	5/19/2014	Comfort Suites	Lodging/JMischke	\$ 61.60
73262	5/19/2014	Comfort Suites	Lodging/Krost	\$ 61.60
73262	5/19/2014	Comfort Suites	Lodging/LMoore	\$ 61.60
73262	5/19/2014	Comfort Suites	Lodging/KTaphorn	\$ 61.60
73262	5/19/2014	Comfort Suites	TQIC Lodging	\$ 985.60
73263	5/19/2014	Consolidated Vending Services	Meeting Coffee/Pocahontas	\$ 159.90
73264	5/19/2014	Continental Fire Sprinkler Co	SL Quarterly Fire Prot. Inspe	\$ 153.75
73265	5/19/2014	Corwin Press	Prof. Supplies/LL Cons.	\$ 345.00
73266	5/19/2014	Crescent Electric Supply Company	AW Lamp Changer Poles	\$ 495.09
73267	5/19/2014	Crisis Prevention Institute	LS - CPI Training Material	\$ 2,989.98
73268	5/19/2014	Culligan - Storm Lake	Poky Softner Rent/May	\$ 20.00
73268	5/19/2014	Culligan - Storm Lake	Storm Lake Bottled Water	\$ 29.80
73269	5/19/2014	Culligan Water Conditioning (S)	Spencer Bottled Water	\$ 29.75
73270	5/19/2014	Days Inn - Airport	Lodging/WParker	\$ 67.20
73270	5/19/2014	Days Inn - Airport	Lodging/TMcKimmey	\$ 67.20
73271	5/19/2014	DeWall Brothers	Pocahontas Snow Removal 2013-	\$ 1,200.00
73272	5/19/2014	Discount School Supply	Supplies/BEgland	\$ 86.88
73273	5/19/2014	Drake University	TQPD Registration/JGraber	\$ 150.00
73273	5/19/2014	Drake University	PD Class Registrations	\$ 1,960.00
73274	5/19/2014	Dump It Sanitation & Recycling, Inc.	Algona Garbage Pickup/May	\$ 55.00
73275	5/19/2014	Ecolab Pest Elimination Division	SL Pest Control/April-June	\$ 147.49
73276	5/19/2014	Emmet County Public Health	PAK March Payment	\$ 2,844.40
73277	5/19/2014	Engel Law Office	Legal Services	\$ 531.25
73278	5/19/2014	Estherville Daily News	Advertising/Spanish Interpret	\$ 18.00
73279	5/19/2014	Estherville Lincoln Central CSD	SPED Site Visit Stipend	\$ 100.00
73279	5/19/2014	Estherville Lincoln Central CSD	PD/Harvard Instructional Roun	\$ 1,524.36
73279	5/19/2014	Estherville Lincoln Central CSD	PAK Tuition/Sept-May	\$ 4,500.00
73280	5/19/2014	Family Table	Rolls/SPED Site Visit	\$ 51.10
73281	5/19/2014	Fareway Foods, Emmetsburg	Snacks/Supt. Meeting	\$ 19.97
73282	5/19/2014	Richard D. Feilmeier	Fingerprint Fee Reimb.	\$ 10.00
73282	5/19/2014	Richard D. Feilmeier	April 2014 Mileage	\$ 247.68
73283	5/19/2014	Fick's Ace Hardware	E' Ville Sink Repairs	\$ 14.99

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73284	5/19/2014	Film Ideas, Inc.	Media/Digital Streaming Purch	\$ 5,590.00
73285	5/19/2014	Follett School Solutions	Media Library	\$ 91.91
73286	5/19/2014	Forest City Christian School	PAK April Tuition	\$ 100.00
73287	5/19/2014	Fort Dodge CSD	SPED Site Visit Stipend	\$ 250.00
73288	5/19/2014	Fort Dodge Water Department	Fort Dodge Water	\$ 80.30
73289	5/19/2014	Deb Gade	April 2014 Mileage	\$ 184.32
73290	5/19/2014	Gazette Communications	Science Consultant Support/May	\$ 700.00
73291	5/19/2014	Global Reach Internet Productions, LLC	Internet Advanced Programming	\$ 84.00
73291	5/19/2014	Global Reach Internet Productions, LLC	Website Design/Dev/2nd Paymen	\$ 4,761.25
73292	5/19/2014	Guardian Angel Preschool	PAK Tuition Dec-May	\$ 9,365.00
73293	5/19/2014	Harris School Solutions	Fund Accounting Annual Mainte	\$ 4,348.26
73294	5/19/2014	Heartland Inn - Coralville	TQ Lodging/Dau/Ward/Youngdahl	\$ 123.20
73295	5/19/2014	Helping Hands Preschool	PAK May Tuition	\$ 1,230.00
73296	5/19/2014	Help/Systems, LLC	Bandwidth 2 Maint. Renewal	\$ 797.00
73297	5/19/2014	Holiday Inn - Downtown	Lodging/JOhl	\$ 61.60
73297	5/19/2014	Holiday Inn - Downtown	Lodging/KRost	\$ 123.20
73297	5/19/2014	Holiday Inn - Downtown	Lodging/GBlomberg	\$ 123.20
73297	5/19/2014	Holiday Inn - Downtown	Lodging/MDunlay	\$ 184.80
73297	5/19/2014	Holiday Inn - Downtown	Lodging/PNordstrom	\$ 61.60
73297	5/19/2014	Holiday Inn - Downtown	Lodging/EOlson	\$ 61.60
73298	5/19/2014	Holiday Inn Airport & Conference Center	Lodging/Sbonner	\$ 100.80
73298	5/19/2014	Holiday Inn Airport & Conference Center	Lodging/MKSharkey	\$ 100.80
73299	5/19/2014	Holiday Inn Express	Lodging/GHarms	\$ 92.96
73300	5/19/2014	Paige Hollinger	PAK Supply Reimbursement	\$ 37.04
73301	5/19/2014	Hotel Pattee	Lodging/WParker/RA` s	\$ 574.73
73302	5/19/2014	Human Relations Media, Inc	Media Library	\$ 8,770.00
73303	5/19/2014	Hy-Vee Food Stores (StL)	Meal/PEC Parent Workshop	\$ 112.14
73304	5/19/2014	Hy-Vee Food Stores (S)	Snacks/SPED Site Visit	\$ 67.60
73305	5/19/2014	Ia Braille & Sight Saving Sch	O&M/Itinerant VI Teacher/Apri	\$ 24,306.26
73306	5/19/2014	Iowa School for the Deaf	ICN Sign Lang. Classes Setup	\$ 318.92
73307	5/19/2014	Iowa School Finance Information Services	Budget Workshop Expenses	\$ 372.89
73308	5/19/2014	Iowa Specialty Clinics - Clarion	Contracted Speech/March 2014	\$ 3,405.55
73309	5/19/2014	Iowa State Extension	Servicemaster Water Damage Re	\$ 79.50
73310	5/19/2014	Jefferson Telecom	Jefferson Telephone	\$ 156.39
73311	5/19/2014	Jerry's Pest Control	FD Pest Control/May	\$ 40.00
73312	5/19/2014	Kakacek's Lawn Care	Poky Lawn Care/Spring Applica	\$ 234.00
73313	5/19/2014	Kelmar Catering	Lunch/STEM Mtg	\$ 160.65
73313	5/19/2014	Kelmar Catering	Lunch/Supt. Meeting	\$ 324.00
73313	5/19/2014	Kelmar Catering	Dinner/Joint Board Meeting	\$ 175.00
73313	5/19/2014	Kelmar Catering	Lunch/Librarian Mtg	\$ 47.60
73314	5/19/2014	Khamlo Khoulo	Part C Community Service/Inte	\$ 175.00
73315	5/19/2014	Kidstop Childcare	PAK May Tuition	\$ 240.00
73316	5/19/2014	Kids In Motion, Inc	Contracted PT/April 2014	\$ 10,642.00
73317	5/19/2014	King's Pointe	Lodging/GHarms/PEC Mtg.	\$ 61.60
73317	5/19/2014	King's Pointe	Lodging/LBeltran	\$ 66.08
73318	5/19/2014	Sheila King	April 2014 Mileage	\$ 255.96
73319	5/19/2014	Kossuth Regional Health Ctr	PAK March Payment	\$ 524.00
73320	5/19/2014	Kriss Premium Products	SL Supplies	\$ 189.41
73321	5/19/2014	Bill Kruse	Contracted IPLA/April	\$ 1,875.73
73322	5/19/2014	Kuhnes Janitorial Service, Inc.	SL Janitorial - March 2014	\$ 1,463.00
73322	5/19/2014	Kuhnes Janitorial Service, Inc.	Storm Lake Janitorial/April	\$ 2,002.92
73323	5/19/2014	Lake Mills Community Preschool	PAK Feb/March Tuition	\$ 1,750.00
73324	5/19/2014	The Laurens House of Print	Media Printing	\$ 52.00
73325	5/19/2014	Jaryd Lawrence	Our Kids Coordinator Stipend	\$ 1,000.00
73326	5/19/2014	Little Learners Childcare Center	PAK December Payment	\$ 250.00
73327	5/19/2014	Little Mustangs	PAK Tuition	\$ 250.00
73328	5/19/2014	Marlin Lode	Contracted IPLA/April	\$ 1,591.88
73329	5/19/2014	Jackie Loos	April 2014 Mileage	\$ 56.52
73330	5/19/2014	Mangold Properties	SL Snow Removal/March	\$ 292.50
73331	5/19/2014	Randy Marks	April 2014 Mileage	\$ 630.52
73332	5/19/2014	Kandace Martin	April 2014 Mileage	\$ 701.68
73333	5/19/2014	Menards	Maintenance Supplies - AW	\$ 64.06
73333	5/19/2014	Menards	Tile Saw/Tile - FD Office	\$ 131.58

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73334	5/19/2014	Microtel Inns & Suites	Lodging/DWasko	\$ 218.40
73335	5/19/2014	Midamerican Energy Company	FD Utilities - Electric	\$ 1,039.86
73335	5/19/2014	Midamerican Energy Company	Storm Lake Utilities - Electri	\$ 959.18
73336	5/19/2014	Midwest Computer Products Inc	Supplies/Video Suite	\$ 32.97
73337	5/19/2014	Mike's Lawn Service, Inc.	SL Snow Removal/April	\$ 79.00
73338	5/19/2014	MJ&Associates	State PR PD Stipend	\$ 500.00
73339	5/19/2014	Jean Mohr	April 2014 Mileage	\$ 208.44
73340	5/19/2014	Margaret Murphy	April 2014 Mileage	\$ 29.47
73341	5/19/2014	Lesa Nauss	April 2014 Mileage	\$ 2,092.64
73342	5/19/2014	Jill Nedved	Contracted Services/April	\$ 90.87
73343	5/19/2014	Diane Twait Nelsen	April 2014 Mileage	\$ 859.00
73344	5/19/2014	North Iowa Community Action Organization	PAK Transportation Assistance	\$ 109.20
73345	5/19/2014	Oaktree Products, Inc.	FD Audiology Supplies	\$ 144.31
73346	5/19/2014	Office Elements	Admin Color Printer Lease	\$ 34.84
73346	5/19/2014	Office Elements	Admin. Color Printer Maint. A	\$ 66.00
73346	5/19/2014	Office Elements	Agency Laser Printer Maint. A	\$ 188.38
73346	5/19/2014	Office Elements	Forest Ridge Copier Maint. Ag	\$ 25.67
73346	5/19/2014	Office Elements	Media Collator Repairs	\$ 804.50
73347	5/19/2014	Office Max	Wall Clocks	\$ 30.98
73348	5/19/2014	O.T. Solutions, L.L.C.	Contracted OT/April 2014	\$ 5,700.00
73349	5/19/2014	PAETEC	Storm Lake Telephone	\$ 622.67
73350	5/19/2014	Palo Alto Community Health	PAK March Payment	\$ 2,107.24
73351	5/19/2014	Paper Corporation	Media Production Supplies	\$ 1,328.68
73352	5/19/2014	Pearson's Clinical Assessment	SL Testing Material	\$ 96.00
73352	5/19/2014	Pearson's Clinical Assessment	Testing Material/JTrammell	\$ 70.30
73353	5/19/2014	Pederson Sanitation	FD Garbage Pickup/May	\$ 95.00
73354	5/19/2014	Perfection Learning Corp	Media Library	\$ 645.00
73355	5/19/2014	Pizza Ranch	Lunch/SPED Site Visit	\$ 210.33
73356	5/19/2014	Plunkett's Pest Control	E` Ville Pest Control/March-April	\$ 57.00
73357	5/19/2014	Pocahontas Ford Lincoln Mercury	Media Van Maintenance	\$ 873.46
73358	5/19/2014	Pocahontas Inn & Suites	Lodging/LWilliamson	\$ 61.60
73359	5/19/2014	Powhatan Travel Service	TQPD Airfare/Integrated Techs	\$ 2,275.00
73360	5/19/2014	Leslie Pralle Keehn	April 2014 Mileage	\$ 526.32
73361	5/19/2014	Brenda Prentice	April 2014 Mileage	\$ 38.16
73362	5/19/2014	Pro Ed	Testing Material/DBennett	\$ 323.40
73362	5/19/2014	Pro Ed	SL OT Testing Material	\$ 88.00
73363	5/19/2014	Pyramid School Products	Media Supplies	\$ 155.80
73364	5/19/2014	Quality Inn - Ankeny	Lodging/KRost	\$ 67.20
73365	5/19/2014	Quality Inn	Lodging/MAnderson	\$ 61.60
73365	5/19/2014	Quality Inn	Lodging/LLinn	\$ 123.20
73365	5/19/2014	Quality Inn	Lodging/GHarms	\$ 123.20
73366	5/19/2014	Ramada Tropics Resort & Conf. Center	PEC Lodging/BBunnell	\$ 61.60
73366	5/19/2014	Ramada Tropics Resort & Conf. Center	PEC Lodging/DShelton	\$ 61.60
73366	5/19/2014	Ramada Tropics Resort & Conf. Center	Lodging/JHansen	\$ 61.60
73366	5/19/2014	Ramada Tropics Resort & Conf. Center	PEC Lodging/PFritz	\$ 123.20
73367	5/19/2014	Jodi Ramsey, ORT/L	Contracted OT/April 2014	\$ 5,236.93
73368	5/19/2014	Resources for Educators	KIDS Subscription Renewal	\$ 164.00
73369	5/19/2014	Ries's Water Service	Pocahontas Bottled Water	\$ 204.00
73370	5/19/2014	rOc.nOc.com	Bandwidth 2 Router Boards	\$ 10,203.61
73371	5/19/2014	Michelle Rogers	Title II Reimb./St. Ed`s	\$ 110.00
73372	5/19/2014	Kim I. Rost	April 2014 Mileage	\$ 457.60
73373	5/19/2014	Melissa Rucker	April 2014 Mileage	\$ 214.56
73373	5/19/2014	Melissa Rucker	Fingerprint Fee Reimb.	\$ 20.00
73374	5/19/2014	School Administrators of Iowa	Membership Renewal/KRost	\$ 491.00
73374	5/19/2014	School Administrators of Iowa	Membership Renewal/WParker	\$ 491.00
73374	5/19/2014	School Administrators of Iowa	Membership Renewal/PAhrlrichs	\$ 491.00
73374	5/19/2014	School Administrators of Iowa	Registrations/RA`s	\$ 600.00
73374	5/19/2014	School Administrators of Iowa	Membership Remewal/JHerzberg	\$ 982.00
73374	5/19/2014	School Administrators of Iowa	Registration/WParker	\$ 150.00
73375	5/19/2014	Julie Saul	April 2014 Mileage	\$ 246.24
73376	5/19/2014	Scholastic, Inc.	Forest Ridge Inst. Supplies	\$ 19.79
73377	5/19/2014	SchoolDude.com	IT Direct Service/AW	\$ 1,998.00
73378	5/19/2014	Science First/STARLAB	StarLab updates and repair	\$ 12,462.50

Prairie Lakes AEA 8
Board Bills
May 19, 2014

Check	Check Date	Payable To	Description	Amount
73379	5/19/2014	Seminole Retail Energy Services, L.L.C.	FD Utilities - Gas	\$ 739.42
73380	5/19/2014	Sensory Edge	FD OT Inst. Supplies	\$ 78.00
73381	5/19/2014	Sentral CSD	Title III/Sentral CSD	\$ 190.00
73382	5/19/2014	Serverworlds	Bandwidth 2 Hard Drive	\$ 411.68
73383	5/19/2014	Server FARM Branding, LLC	Media Library	\$ 7.00
73384	5/19/2014	Solution Tree, LLC	3- Registrations - Sharkey/Bonner/Warmbier	\$ 6,800.00
73385	5/19/2014	Southwest Plastics	Media Production Equipment	\$ 3,695.00
73386	5/19/2014	Spencer CSD	SPED Site Visit Stipend	\$ 100.00
73386	5/19/2014	Spencer CSD	PLAEA Site Visit Stipend	\$ 299.04
73387	5/19/2014	Spencer Hospital	Contracted OT/PT - March 2014	\$ 7,969.46
73388	5/19/2014	Spirit Lake CSD	SPED Site Visit Stipend	\$ 50.00
73389	5/19/2014	Springhill Suites-Marriott	Lodging/LBeltran	\$ 61.60
73389	5/19/2014	Springhill Suites-Marriott	Lodging/ECook	\$ 61.60
73389	5/19/2014	Springhill Suites-Marriott	Lodging/LMoore	\$ 61.60
73389	5/19/2014	Springhill Suites-Marriott	Lodging/KRost	\$ 61.60
73389	5/19/2014	Springhill Suites-Marriott	Lodging/DNelsen/KAhrens	\$ 123.20
73389	5/19/2014	Springhill Suites-Marriott	Lodging/GRandall	\$ 123.20
73389	5/19/2014	Springhill Suites-Marriott	Lodging/Awtry/Nauss/DeMey/Siefken	\$ 246.40
73389	5/19/2014	Springhill Suites-Marriott	Lodging/CJohnson/State PR	\$ 61.60
73389	5/19/2014	Springhill Suites-Marriott	Lodging/ALeners	\$ 123.20
73389	5/19/2014	Springhill Suites-Marriott	Lodging/DWasko	\$ 123.20
73389	5/19/2014	Springhill Suites-Marriott	Lodging/SJimmerson	\$ 110.88
73390	5/19/2014	Cathy Stakey	PD Class Stipend	\$ 600.00
73391	5/19/2014	Staples Advantage	Algona Office Supplies	\$ 67.11
73391	5/19/2014	Staples Advantage	Business Office Supplies	\$ 45.80
73391	5/19/2014	Staples Advantage	SL Office Supplies	\$ 25.00
73391	5/19/2014	Staples Advantage	Spencer/KIDS Office Supplies	\$ 535.62
73392	5/19/2014	Staybridge Suites	IS3 Lodging/LSpanjers	\$ 156.80
73393	5/19/2014	Storm Lake CSD	SPED Site Visit Stipend	\$ 150.00
73394	5/19/2014	Sunshine Cottage School for Deaf Children	Tchr/Hrging Prof. Supplies	\$ 77.00
73395	5/19/2014	Super Duper Publications	Spencer SLP Inst. Supplies	\$ 201.95
73396	5/19/2014	Kris Taphorn	April 2014 Mileage	\$ 240.76
73397	5/19/2014	Teresa Teague	April 2014 Mileage	\$ 940.80
73398	5/19/2014	Tech Leaders LLC	Registration/MAnderson	\$ 65.00
73399	5/19/2014	Titonka Consolidated School	PAK April Tuition	\$ 120.00
73400	5/19/2014	Julie Tolliver	April 2014 Mileage	\$ 40.68
73401	5/19/2014	Total Backflow & Meter Resources, Inc.	SL/Check Boiler Backflow	\$ 497.37
73402	5/19/2014	Jennifer L. Traub	April 2014 Mileage	\$ 432.00
73403	5/19/2014	Tri-State Law Conference/TAESE	PEC Registration/RBunnell	\$ 200.00
73403	5/19/2014	Tri-State Law Conference/TAESE	Registration/RA's/WParker	\$ 1,350.00
73404	5/19/2014	Twin Lakes Christian Center	Behavior Strategists Retreat	\$ 567.50
73405	5/19/2014	Two Little Hands Productions	PEC Prof. Supplies	\$ 189.99
73406	5/19/2014	Voyager Sopris Learning	LS - PBIS Prof. Supplies	\$ 181.39
73407	5/19/2014	Wallace's Water Condition Inc	E' Ville Bottled Water	\$ 34.50
73408	5/19/2014	The Water Connection	Algona Bottled Water	\$ 37.00
73409	5/19/2014	Webster County Health Department	PAK March Payment	\$ 1,584.00
73410	5/19/2014	Joy Weier	April 2014 Mileage	\$ 97.11
73411	5/19/2014	Wells Fargo	Software/Media Library/Web Ho	\$ 1,264.24
73412	5/19/2014	Wells Fargo	Lodging/Airfare/Basecamp/Regi	\$ 4,091.04
73413	5/19/2014	West Des Moines Marriott	IAEA Boards Conference	\$ 7,384.56
73414	5/19/2014	Westone Laboratories, Inc.	SL Audiology Earmolds	\$ 74.70
73414	5/19/2014	Westone Laboratories, Inc.	FD Audiology Earmolds	\$ 173.55
73415	5/19/2014	Wildwood Lodge Greater Des Moines	Lodging/HAdams	\$ 61.60
73415	5/19/2014	Wildwood Lodge Greater Des Moines	Lodging/MeganAnderson	\$ 123.20
73416	5/19/2014	Linda S. Williamson	April 2014 Mileage	\$ 410.50
73417	5/19/2014	Winnebago County Public Health	PAK March Payment	\$ 5,546.05
73418	5/19/2014	Jennifer Woodruff	Contracted PT/April 2014	\$ 8,722.56
73419	5/19/2014	Xerox	Media Copier Maint. Agreement	\$ 7,882.82
73420	5/19/2014	Xpedx	Media Production Supplies	\$ 5,357.24
73421	5/19/2014	Your Family Bakery	Rolls/SPED Site Visit	\$ 20.00
73421	5/19/2014	Your Family Bakery	Rolls/Challenging Behavior Wk	\$ 50.00
73421	5/19/2014	Your Family Bakery	Rolls/Supt. Meeting	\$ 30.00
73422	5/19/2014	Wells Fargo Bank, N.A.	June 1st principal debt payment	\$ 115,000.00

Prairie Lakes AEA 8
Board Bills
May 19, 2014

Check	Check Date	Payable To	Description	Amount
73422	5/19/2014	Wells Fargo Bank, N.A.	June 1st interest debt payment	\$ 35,483.75
				<u>\$ 501,126.80</u>

Prairie Lakes AEA 8
 May 19, 2014
 Budget Summary for
 April 30, 2014

REVENUE SUMMARY

	Budget	April	YTD	Balance
Special Education Support	17,874,936.00	1,108,396.40	12,928,103.21	4,946,832.79
Media Services	2,278,013.00	317,408.39	1,790,421.93	487,591.07
Educational Services	2,377,599.00	239,792.12	1,825,125.51	552,473.49
Special Education Instruction	500,000.00	28,500.00	315,052.46	184,947.54
Other Income	-	37,975.43	443,293.08	
Totals	23,030,548.00	1,732,072.34	17,301,996.19	5,728,551.81

EXPENDITURE SUMMARY

	Budget	Admin.	April	YTD	Balance
Administration		1,386,145.55	127,739.38	1,489,416.04	(103,270.49)
Sp Educ Support	17,874,936.00	(1,095,054.98)	1,359,281.58	12,407,541.34	4,372,339.68
Media Services	2,278,013.00	(138,614.56)	177,560.93	1,823,505.09	315,893.36
Educational Services	2,377,599.00	(138,614.56)	224,794.37	1,675,702.67	563,281.77
Sp Educ Instruction	500,000.00	(13,861.46)	39,960.86	348,956.42	137,182.12
Totals	23,030,548.00	(0.00)	1,929,337.12	17,745,121.56	5,285,426.44

Net income (loss) (197,264.78) (443,125.37)

Percentage of budget spent 77%
 Percentage of budget unspent 23%

Prairie Lakes AEA 8
 May 20, 2013
 Budget Summary for
 April 30, 2013

REVENUE SUMMARY

	Budget	April	YTD	Balance
Special Education Support	17,990,407.31	1,001,031.56	12,586,463.25	5,403,944.06
Media Services	2,336,142.39	200,764.26	1,711,561.18	624,581.21
Educational Services	2,351,405.97	191,833.20	1,698,722.85	652,683.12
Special Education Instruction	490,000.00	27,500.00	308,172.01	181,827.99
Other Income	-	(299.79)	83,912.29	
Totals	23,167,955.67	1,420,829.23	16,388,831.58	6,779,124.09

EXPENDITURE SUMMARY

	Budget	Admin.	April	YTD	Balance
Adm-POM		1,386,145.55	114,361.32	1,181,893.31	204,252.24
Sp Educ Support	17,990,407.31	(1,095,054.98)	1,339,932.02	11,982,556.23	4,912,796.10
Media Services	2,336,142.39	(138,614.56)	179,054.42	1,603,066.67	594,461.17
Educational Services	2,351,405.97	(138,614.56)	192,630.14	1,489,950.55	722,840.87
Sp Educ Instruction	490,000.00	(13,861.46)	42,521.28	336,253.64	139,884.90
Totals	23,167,955.67	(0.00)	1,868,499.18	16,593,720.39	6,574,235.28

Net income (loss) (447,669.95) (204,888.81)

Percentage of budget spent 72%
 Percentage of budget unspent 28%

CASH SUMMARY

Checking Account Balance-Book balance at	04/30/14		\$ 4,410,158.88
Checking Account Balance-Bank Statement balance at	04/30/14		\$ 4,461,923.91
Less: Outstanding Checks			\$ (51,765.03)
Bank statement reconciled to book balance:			\$ 4,410,158.88
Less: Bills Payable	05/19/14		\$ (1,311,788.16)
Less: Payroll	05/20/14	estimate	\$ (1,552,242.69)
Adjusted Checking Account Balance			\$ 1,546,128.03
Add: Deposits	05/01/14 to	05/15/14	\$ 1,605,552.85
Pending - State Aide/Juv Home/Phase/Tchr Qual deposit			pending \$ 1,302,505.00
Cash balance as of		05/15/14	<u>\$ 4,454,185.88</u>

	April Interest	Fiscal YTD Interest	Bank Balance 4/30/2014
<u>Wells Fargo Bank, N.A.:</u>			
Cash in Commercial Checking account	\$ -	\$ -	\$ 1,688,250.80
Merchant account	\$ -	\$ -	\$ 45,290.90
Cash in Savings account	Interest Rate .15% \$ 36.16	\$ 366.23	\$ 293,327.56
	<u>\$ 36.16</u>	<u>\$ 366.23</u>	<u>\$ 2,026,869.26</u>
 <u>First State Bank:</u>			
Cash in Savings account	Interest Rate .20% \$ 400.22	\$ 4,079.13	<u>\$ 2,435,054.65</u>

AEA	Total Number of Registrar's	Salary	Years of Experience
Mississippi Bend	1	\$18.77/\$39,059.67	4
Heartland	5	\$17.74-\$20.01/ \$36,899-\$41,620.80	Varies
Great Prairie	2	\$15.56-\$17.23/ \$32,372-\$35,842	Varies
AEA 267	3	\$10.34/\$21,500	3-10
Keystone	.5	\$20.46/\$42,564	26
Green Hills	1	\$22.80/\$47,424	9
Prairie Lakes	.5	\$14.43/\$29,552	25

Bargaining: 4

Nonbargaining: 3

Hourly: 6

Salary: 1

In comparing the job descriptions from the survey, most are primarily secretarial/registrar-type positions. Although the position at PLAEA also accomplishes those responsibilities, it has evolved into duties in many other areas not found in the typical descriptions.

Most describe how the registrar provides secretarial support to the License Renewal Coordinator; however, with PLAEA's expanded position, that staff member must take the lead with the registration system and assisting developing syllabuses in the schools as well as other complex areas (AEA PD Online) noted in the new job description.



License Renewal Specialist

Qualifications:

- Minimum of High School Diploma or equivalent
- Five years' experience as registrar or duties that provided preparation for the role
- Demonstrate working knowledge of office applications
- Demonstrate effective interpersonal skills
- Proven skills with technological equipment related to the assignment
- Knowledge of and ability to apply technology in Web posting, disseminating information, managing data related to the assignment
- Ability to work independently and develop work systems with minimum supervision
- Ability to communicate and function effectively as a team member and work collaboratively with others to maintain effective working relationships
- Interpersonal skills to work cooperatively within the staff and with educators in the area
- Working knowledge of Special Education procedures and policies
- Organized and motivated self-starter
- Must handle information in a confidential manner

Job Responsibilities:

Provides training and support for AEA and LEA staff on the registration system and AEA PD Online

- Provides on-site, electronic and telephone based troubleshooting for the registration system and AEA PD Online
- Maintains current knowledge and understanding of the registration system and AEA PD Online
- Creates new and edits existing content on Prairie Lakes AEA 8 website
- Operates office technology to perform word processing and computer applications, including documents, reports, spreadsheets, electronic mail, and listservs
- Functions as a problem solver in overcoming hardware, software, and licensure issues
- Acts as primary contact for Avatar and AEA PD Online: includes but not limited to setting up passwords, providing password information to users and merging information

Work collaboratively to support all job functions of License Renewal

- Responsible for informing participants of the procedures for renewal of licenses
- Maintains regular and ongoing contact with AEA staff and local school districts to ensure a cohesive license renewal effort supportive of both the needs of AEA staff and local district staff
- Provide technical assistance and support for courses (i.e. submitting course proposal)
- Serves as help desk for clients with license renewal
- Provide leadership and logistical support in collaboration with instructors (i.e. arrange for facilities, resources, materials, equipment and other items)

- Provide assistance with organization, planning development, implementation of evaluation of license renewal course offerings across the agency
- Provide assistance with registrations for license renewal opportunities
- Provide transcripts for all credit worthy license renewal opportunities; maintains cumulative record of credit for each participant
- Initiate, maintain and respond to communications with internal and external clients (i.e. credit granting institutions, Board of Educational Examiners and Department of Education)
- Maintain records of approved courses as conducted and of the names of the qualifying personnel, evaluation reports and completed renewal credits as requested by the Board of Educational Examiners
- Maintain accuracy and confidentiality of personal and financial records for both internal and external clients, when working with social security numbers, driver's license numbers, credit card information and other forms of payment, refunds, returned checks, transcript demographic and educational history
- Verifies accuracy of payments and deposits from license renewal courses (checks and credit cards)
- Meets with License Renewal Coordinator on a regular basis to keep abreast of pertinent information
- Attends License Renewal Advisory Committee meetings and state meetings of Board of Educational Examiners
- Ability to effectively deliver instruction across a wide range of learning environments including large group, small group and individual instruction

Participate in projects, committees or activities to support the mission of the agency

- Participate in agency meetings, workshops, committees and license renewal activities
- Model a positive image of the AEA to clientele, visitors, co-workers by being helpful and informative
- Demonstrate cultural competence and behaviors consistent with the core values, vision and mission of the AEA
- Provide customer service for internal and external clients including but not limited to license renewal (phone, email, walk-ins)

Performs other duties as assigned

- Receive incoming calls, take messages, and routing and/or providing information to calling parties
- Prepare reports, correspondence, memos, routine forms, and other documents for all assigned staff
- Prepare and maintain records of invoices, requisitions, mileage expense and revenue reports
- Reviews employee time and travel expense sheets
- Maintain records of leave requests for staff
- Works independently in developing procedures for completing various projects
- Assist with special conferences, workshops, and projects
- Assist staff with checkout of equipment and testing kits
- ICN Coordinator
- Ordering of office supplies
- Provides secretarial support and back up to secretaries as needed

- Demonstrates skills in positive public relations, and relationships with internal staff including excellent telephone skills
- Demonstration of accuracy in assigned duties, including written and oral communications
- Serves as help desk for clients

Physical Requirements:

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

Terms of Employment:

- 256 day contract, full time non-bargaining benefits

Evaluation:

- Performance will be evaluated by Administrator for Professional Services



April 30, 2014

Mark V Birkholz
Corporate Trust Services
Wells Fargo Bank, N.A.
625 Marquette Avenue, 11th Floor
Minneapolis, MN 55479

Dear Mark,

Please accept this letter as official notification that Prairie Lakes Area Education Agency would like Wells Fargo as Trustee to call certificates in the amount of \$800,000 as per section 4.08 of the Trust Agreement dated as of October 1, 2005.

Prairie Lakes AEA will remit the June 1, 2014 principal and interest payment in the amount of \$185,967.50, plus an additional payment in the amount of \$800,000 to be applied to the called certificates with maturity dates of 2025, 2024, 2023, 2022, and the balance being applied to 2021.

Prairie Lakes AEA will continue to remit their interest payment, due December 1st, and principal and interest payments, due June 1st, in accordance with the Trust Agreement and Debt Service Schedule for fiscal years 2015 through 2020 allowing for adjusted interest amounts.

Please let me know if you need any additional information from me to facilitate this call on June 1, 2014.

Thank you for your assistance.

Sincerely,

Michelle Dowd

Michelle R. Dowd C.P.A.
Chief Financial Officer
Prairie Lakes Area Education Agency
1235 5th Ave South
Fort Dodge, IA 50501
515-574-5500 ext. 2110

Prairie Lakes AEA 8
 Debt Summary - Call Certificates
 June 1, 2014

Future Payments	Wells Fargo Principal	Wells Fargo Interest	Total
2014	\$ 115,000.00	\$ 70,967.50	\$ 185,967.50
2015	\$ 120,000.00	\$ 66,080.00	\$ 186,080.00
2016	\$ 125,000.00	\$ 61,580.00	\$ 186,580.00
2017	\$ 125,000.00	\$ 56,767.50	\$ 181,767.50
2018	\$ 135,000.00	\$ 51,767.50	\$ 186,767.50
2019	\$ 140,000.00	\$ 46,367.50	\$ 186,367.50
2020	\$ 145,000.00	\$ 40,627.50	\$ 185,627.50
2021	\$ 150,000.00	\$ 34,610.00	\$ 184,610.00
2022	\$ 155,000.00	\$ 28,310.00	\$ 183,310.00
2023	\$ 160,000.00	\$ 21,722.50	\$ 181,722.50
2024	\$ 170,000.00	\$ 14,922.50	\$ 184,922.50
2025	\$ 175,000.00	\$ 7,612.50	\$ 182,612.50
	<u>\$ 1,600,000.00</u>	<u>\$ 430,367.50</u>	<u>\$ 2,030,367.50</u>

		Principal	Interest
Special Ed	40%	\$ 640,000.00	\$ 172,147.00
Ed Service	10%	\$ 160,000.00	\$ 43,036.75
Media	50%	\$ 800,000.00	\$ 215,183.75
		<u>\$ 1,600,000.00</u>	<u>\$ 430,367.50</u>

		Call amount
Special Ed	40%	\$ 640,000.00
Ed Service	10%	\$ 160,000.00
		<u>\$ 800,000.00</u>

Wells Fargo Bank, N.A.
 Corporate Trust and Escrow Services
 MAC Code: N9311-115
 625 Marquette Ave
 Minneapolis, MN 55402



Account Number
 18595600

Billing Date
 5/8/2014

Amount Due
\$950,483.75

Prairie Lakes AEA 8
 Attn: Michelle Dowd
 1235 5th Avenue South
 Fort Dodge, IA 50501
 515-574-5500 x2110
 mdowd@aea8.k12.ia.us

To ensure proper credit:
 Checks must be received at least five business day prior to due date along with copy of invoice.
 Wires must be received by 10:00 CST on due date.

**Re: Prairie Lakes AEA #9
 Certificates of Participation Series 2005**

PAYMENT DUE:
May 30, 2014

1 business days prior to Interest Pmt Date

Interest Due: 6/1/2014	\$35,483.75
Principal / Sinking Fund Due: 6/1/2014	\$115,000.00
Optional Redemption Amount Due: 6/1/2014	\$800,000.00
Less Balance in the Bond Fund (Interest Earnings):	\$0.00
Total Payment Due:	\$950,483.75
<p>Wire Instructions: Wells Fargo Bank NA ABA 121000248 Acct Name: Corporate Trust Clearing Account Acct Number: 0001038377 Ref: SEI 18595600 - PRAI1005PLA</p> <p>Check Instructions: Wells Fargo Corporate Trust Attn Rachel Meier N9311-115 625 Marquette Ave. 11th Floor Minneapolis, MN 55479</p>	
<p><i>For billing questions, please contact:</i> Rachel Meier 612-316-2779 rachel.meier@wellsfargo.com</p>	