



## **Prairie Lakes Area Education Agency**

**Monday, October 16, 2017 - 4:00 P.M.**

Prairie Lakes AEA - Pocahontas Office - Dean Saunders Board Room  
500 NE 6th Street  
Pocahontas, IA

### **Regular Monthly Board Meeting**

#### **AGENDA**

1. Call to Order
2. Roll call
3. Review and Approve Agenda
4. Approve Minutes of September 18, 2017 Regular Board Meeting
5. Staff Presentation
6. Approve Monthly Bills and Review Cash Flow Report
7. Personnel Matters
  - A. Retirements/Resignations
  - B. New Hires
  - C. Other
8. Review Director District Elections Report
9. Organizational Meeting of PLAEA Board
  - A. Oath of Office - Newly/Re-Elected Board Members
  - B. Election of Board President
  - C. Election of Vice President
  - D. Administer Oath of Office to Newly Elected President and Vice President
  - E. Recommend Board Approval of the Following Appointments
    - i. Board Secretary
    - ii. Board Treasurer
    - iii. Board Attorney for Labor Relations
    - iv. Board Attorney for General Operations
  - F. Committee Assignments and Appointments
    - v. Negotiation - License Group
    - vi. Negotiation - Classified Group
    - vii. Employee Relations Committee
    - viii. NW Iowa Coop Governing Council
    - ix. Executive Committee of IA Association of AEA Boards
10. Determine Time and Place of Monthly Meetings
11. Approve Depository Resolution
12. Approve Second Reading of Board Policy 602.4R and 602.4D

13. Chief Administrator's Report
14. Upcoming Dates
15. Set Date, Time for Next Regular Board Meeting
16. Other
17. Adjournment



# **BOARD PREVIEW**

for the Board Meeting - October 16, 2017

## **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 Dean Saunders Board 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.

## **Regular Board Meeting • 4:00 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Review and Approve Agenda - Action Item**
4. **Approve Minutes of September 18, 2017 Regular Board Meeting - Action Item**
5. **Staff Presentation - Information Item** - Kris Ahrens, Regional Administrator from the Webster City office, will be presenting information about herself and updating the Board on what is happening in her office and the districts she supports.
6. **Approve Monthly Bills - Action Item**
  - A. **Review Monthly Cash Flow Report - Information Item**
7. **Personnel Matters**
  - A. **Retirements/Resignations**
    1. **Classified - Informational**
      - a. Madisen Schany, Educational Paraprofessional, Lakes Partnership School, resignation effective October 20, 2017.
  - B. **New Hires - None at this time**
  - C. **Other - None at this time**

**8. Review Director District Elections Report**

School Boards in Director Districts 1, 2, 5, and 6 have submitted their election results for the Prairie Lakes AEA Board members. Re-Elected to the PLAEA Board of Directors were Patricia Brown, representing Director District 1, Susan Brown, representing Director District 2, and Gary Astor, representing Director District 6. Director District 5 remains vacant.

**9. Organizational Meeting of PLAEA Board - Action Item**

**A. Oath of Office - Newly/Re-Elected Board Members**

**B. Election of Board President**

**C. Election of Vice President**

**D. Administer Oath of Office to Newly Elected President and Vice President**

**E. Recommend Board Approval of the following Appointments**

i. Board Secretary, Michelle Dowd

ii. Board Treasurer, Michelle Dowd

iii. Board Attorney for Labor Relations- Rick Engel

iv. Board Attorney for General Operations - Rick Engel (and in the case of re-organization hearings if Rick is representing the district(s) Stu Cochrane)

**F. Committee Assignments and Appointments**

i. Negotiation - License group

ii. Negotiation - Classified group

iii. Employee Relations Committee

iv. NW Iowa Coop Governing Council

v. Executive Committee of IA Association of AEA Boards

**10. Determine Time and Place of Monthly Meetings - Action Item**

-The Board will confirm the time and place for regular meetings. Currently board meetings are held at 4:00 pm on the third Monday of each month in Pocahontas.

**11. 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 and a half million dollars (\$6,500,000).

*Administrator's Recommendation - It is recommended that the depository resolution be approved as presented.*

**12. Approve Second Reading of Board Policy 602.4R and 602.4D - Action Item**

- The second reading of policy changes for Board Policy 602.4R and 602.4D. Changes included in the preview materials. 602.4R, Rules and Regulations, changes are highlighted in yellow; 602.4D, Computing Device Policy, is a new policy being added to this series.

*Administrator's Recommendation - It is recommended that the second reading of policies 602.4R and 602.4D be approved as presented.*

**13. Chief Administrator's Report - Information Item**

**1. Recognition of Excellence:**

- Joan Hansen (Social Worker from our Storm Lake office) was recently recognized by a co-worker for her tireless work, both last year and this year, to build the bridge between student services and mental health for Storm Lake CSD. She has taken the initiative to work independently and within many teams to make progress happen on behalf of the entire school district, community and AEA with students being the focus and the primary foundation."

- Jane Eischen, (Leadership and Learning Consultant from our Algona office) was recognized by Greene County CSD for her work with their leadership team at LuVerne. Jane was asked to partner with the district to provide literacy support. "I was simply amazed with the tools she has created to help districts work to improve daily interactions with students. She designed them in such a way that districts can follow them and access tools to continue forward movement even if she is not available to be present on any given day. What a great resource for districts and teachers!!"

**2. Board Member Development:**

- Brent Siegrist September Report
- Have you seen the AEA Learning Online offerings recently? Take a look at our [website](#) and provide some feedback at our meeting.

**3. Advocacy:**

- Write a note to your local legislator about our AEA system goals. Names and addresses are attached. What more information would you need to send a note? You could also include anything about our work that tells the story of the AEAs.
  - Priority #1: Provide equitable education opportunities for all Iowa students.
  - Priority #2: Support educator learning. (TLC work)
- If you are headed to the IASB meeting, take a moment to connect with your local school board and see if they are attending the conference as well.

**14. Upcoming Dates – Informational Item**

- [IASB Annual Convention](#), November 15-17, 2017, Iowa Events Center, Des Moines.
- [AESA Annual Conference](#) November 30<sup>th</sup> – December 2<sup>nd</sup> – San Antonio, Texas – Did anyone want to attend the conference?
- IASB Day on the Hill, January 30, 2018, Des Moines. (I do have this on my calendar if anyone is interested in attending)

**15. Set Date and time for Next Board Meeting – Information Item**

16. The November board meeting is scheduled for **Wednesday, November 15, 2017 – 5:30 p.m.**  
**Fairfield Inn & Suites, 7225 Vista Drive, West Des Moines, Iowa.**

**17. Other**

**18. Adjournment**

**Prairie Lakes Area Education Agency  
Regular Board Meeting  
Monday, September 18, 2017 - 4:00 p.m.  
Pocahontas, Iowa**

President Rick Morain called the regular board meeting of the Prairie Lakes Area Education Agency Board of Directors to order at 4:00 p.m. The following board members were present: Gary Astor, Pat Brown, Sue Brown, Dawn Crane, Todd Lundgren and Jeremy Riesenber.

On a motion by Sue Brown, seconded by Todd Lundgren, board approval was given to the agenda as presented by Chief Administrator Jeff Herzberg.

On a motion by Gary Astor, seconded by Jeremy Riesenber, board approval was given to the minutes of the August 21, 2017 Regular Board Meeting. Motion carried unanimously.

On a motion by Todd Lundgren, seconded by Pat Brown, board approval was given to the bills as presented by Michelle Dowd. Motion carried unanimously. The cash flow report was reviewed by Michelle Dowd.

The Board was informed of the following new hire in the classified group: Andrea Bollenbaugh, Communication Paraprofessional, Webster City Office, 180 day, Grade C, Step 3, \$15.15, start date September 7, 2017.

On a motion by Todd Lundgren, seconded by Jeremy Riesenber, the board approved the first reading of Board Policy 411.3, Acceptable Use of the Internet, and Board Policy 602.4, Acceptable Use of the Internet and Electronic Resources. Motion carried unanimously. On a motion by Sue Brown, seconded by Pat Brown, the board waved the second and third readings of Board Policy 411.3, Acceptable Use of the Internet, and Board Policy 602.4, Acceptable Use of the Internet and Electronic Resources. Motion carried unanimously.

On a motion by Gary Astor, seconded by Jeremy Riesenber, the board approved the first reading of Board Policy 602.4R, Rules and Regulations. Motion carried unanimously.

On a motion by Sue Brown, seconded by Pat Brown, the board approved the first reading of Board Policy 602.4D, Computing Device Policy, which included striking item #10. Chief Herzberg will look into insurance options and share additional information next month. Motion carried unanimously.

On a motion by Todd Lundgren, seconded by Dawn Crane, the board approved the 2017-2018 28E agreement with Manson Northwest Webster CSD and Rabiner Treatment Center. The agreement is from July 1, 2017 to June 30, 2018 and specifies that PLA EA will provide special education services for those students who are eligible under the Individuals with Disabilities Education Act. Motion carried unanimously.

On a motion by Pat Brown, seconded by Sue Brown, the board approved the 2017-2018 28E agreement First Amendment Iowa Online Professional Development System which renews the original agreement for three additional years effective July 1, 2018. Motion carried unanimously.

Todd Lundgren volunteered to represent Prairie Lakes AEA as the agency's 2017 delegate for the IASB Delegate Assembly at the IASB convention being held on November 15, 2017.

Chief Administrator's Report:

Board Recognition: Jaymie Randel was recognized by Greene County Community School District for her facilitation of the Tregoe process. Board Member Development: Brent Siegrist August report. Chief Herzberg shared the timeline for replacing retiring Brent Siegrist and Bob Vittengal at the statewide AEA level. Chief Herzberg also informed the Board of a learning opportunity on March 6<sup>th</sup> with Dr. Doug Reeves. Reeves will lead discussion during the PLAEA superintendents' meeting that begins at 9 a.m. at the PLAEA office in Pocahontas. That evening, Dr. Reeves will facilitate an additional work session from 6:30-8 p.m. for school leaders and board members. Advocacy: Chief Herzberg discussed the 'Choice 'IN' Schools vs. Choice 'OF' Schools' document that Kevin Lein, Regional Administrator, created for policy makers in South Dakota. The talking points were shared with Senator Kraayenbrink during a recent discussion of the voucher system with Chief Herzberg.

Upcoming dates: Employee Relations Task Force Meeting #2 - October 16th 1:30 to 3:30 in Pocahontas. Jeremy is our volunteer for this work. IASB Employee Relations Conference, October 17, 2017, The Meadows Conference Center, Altoona. IASB Annual Convention, November 15-17, 2017, Iowa Events Center, Des Moines. IASB Day on the Hill, January 30, 2018, Des Moines.

The October board meeting is scheduled for Monday, October 16, 2017 - 4:00 p.m. Prairie Lakes AEA, 500 NE 6th Street, Pocahontas, Iowa.

The Board took a tour of the newly renovated Black Hawk Conference room and the 'Sandbox' area in the Media center. The Black Hawk Conference room is a result of staff and districts requesting more meeting space in the Pocahontas area since this location is more central to all stakeholders. The Sandbox area provides space for collaboration of staff and district partners.

Staff presentation: Teresa Alesch, Regional Administrator out of our Spencer office, shared some highlights of her work with our districts and PLAEA staff.

There being no further business, on a motion by Jeremy Riesenberg, seconded by Pat Brown, the Board adjourned at 5:54 p.m.

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Board President

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Board Secretary

Prairie Lakes AEA  
Board Bills  
October 16, 2017

Check	Check Date	Payable To	Description	Amount
82510	9/22/2017	Benefits, Inc.	Claims paid 9/18-9/22	\$ 3,721.28
82511	9/22/2017	Haley Offerman	August Travel - reissue	\$ 99.86
82511	9/22/2017	Haley Offerman	September 20th payroll - reissue	\$ 3,062.30
				<u>\$ 6,883.44</u>
82516	9/27/2017	Algona Municipal Utilities	Internet/Algona	\$ 250.00
82517	9/27/2017	Algona Public Library	Algona Rent October 2017	\$ 750.00
82518	9/27/2017	Alliant Energy	Utilities/Jefferson Office	\$ 432.46
82519	9/27/2017	Century Business Products	Repair 9810 and Platemaker/Med	\$ 733.88
82520	9/27/2017	CenterPoint Energy Services Retail, Inc.	Utilities/SL Office	\$ 203.32
82521	9/27/2017	Century Link	Telephone/Forest Ridge	\$ 93.42
82522	9/27/2017	COUNSEL	Copier Maintenance	\$ 766.10
82523	9/27/2017	Culligan Water Conditioning	Water/FD Office	\$ 54.87
82523	9/27/2017	Culligan Water Conditioning	Water/Webster City Office	\$ 79.24
82524	9/27/2017	Culligan - Storm Lake	Softener rental/Poky	\$ 26.00
82525	9/27/2017	Culligan Water Conditioning (S)	Water/Spencer	\$ 67.85
82526	9/27/2017	Edgenuity	YS/FR/Virtual Classroom license	\$ 2,800.00
82526	9/27/2017	Edgenuity	YS/FR/Virtual Classroom license	\$ 3,500.00
82527	9/27/2017	Estherville Industrial Development Corporatio	Rent October 2017	\$ 735.00
82528	9/27/2017	EMC Insurance Companies	Linebacker Policy Deductible	\$ 5,000.00
82529	9/27/2017	Frontier	Telephone	\$ 1,532.61
82530	9/27/2017	Frontier Communications Of Ia	Telephone/Agency	\$ 281.04
82531	9/27/2017	Iowa Schools Employee	Health Insurance	\$ 225,213.62
82532	9/27/2017	Learning Without Tears	Registration/B.Swanson	\$ 405.00
82533	9/27/2017	Mobile Text Alerts, LLC	Mobile Text Alerts Renewal	\$ 144.00
82534	9/27/2017	Pitney Bowes Global Financial Services, Inc.	Postage Meter Leases	\$ 832.20
82535	9/27/2017	Staples Advantage	Office Supplies/Spencer Office	\$ 439.57
82535	9/27/2017	Staples Advantage	Supplies/Algona Office	\$ 124.36
82535	9/27/2017	Staples Advantage	Supplies/Estherville Office	\$ 47.96
82535	9/27/2017	Staples Advantage	Supplies/Poky	\$ 186.04
82536	9/27/2017	United Parcel Service	Postage/Audiology	\$ 33.54
82537	9/27/2017	Verizon Wireless	Cell Phone Service	\$ 330.77
				<u>\$ 245,062.85</u>
82538	9/28/2017	Benefits, Inc.	Claims paid 9/25 to 9/29	\$ 815.50
				<u>\$ 815.50</u>
82539	10/9/2017	Amazon.com	Battery/LPS	\$ 32.34
82539	10/9/2017	Amazon.com	Coffee Creamer/Poky	\$ 68.97
82539	10/9/2017	Amazon.com	Lending Library Supplies	\$ 122.45
82539	10/9/2017	Amazon.com	Supplies/Estherville Office	\$ 101.92
82539	10/9/2017	Amazon.com	Supplies/J.Traub	\$ 203.76
82539	10/9/2017	Amazon.com	Supplies/K.Ahrens	\$ 37.05
82539	10/9/2017	Amazon.com	Supplies/L.Beltran	\$ 36.90
82539	10/9/2017	Amazon.com	Supplies/L.Moore	\$ 35.19



Prairie Lakes AEA  
Board Bills  
October 16, 2017

Check	Check Date	Payable To	Description	Amount
82539	10/9/2017	Amazon.com	Supplies/T.Christopher	\$ 163.25
82539	10/9/2017	Amazon.com	Supplies/Technology	\$ 15.98
82540	10/9/2017	Benefits, Inc.	Claims Paid 10/2-10/6	\$ 3,478.56
82541	10/9/2017	BRW	Water/FD Office	\$ 39.00
82542	10/9/2017	City of Estherville	Garbage/Utilities	\$ 51.29
82543	10/9/2017	City of Jefferson	Water/Garbage	\$ 26.16
82544	10/9/2017	City of Pocahontas	Water/Garbage/Utilities	\$ 3,082.57
82545	10/9/2017	City of Storm Lake	Water/SL Office	\$ 255.91
82546	10/9/2017	COUNSEL	Copier maintenance	\$ 3,227.88
82547	10/9/2017	Fort Dodge Water Department	Water/FD Office	\$ 86.15
82548	10/9/2017	Jefferson Telecom	Telephone/Jefferson	\$ 719.06
82549	10/9/2017	Midamerican Energy Company	Utilities/FD Office	\$ 1,067.54
82549	10/9/2017	Midamerican Energy Company	Utilities/SL Office	\$ 1,100.62
82550	10/9/2017	Spencer Municipal Utilities	Internet/Spencer	\$ 450.00
82551	10/9/2017	United Parcel Service	Postage/Audiology	\$ 74.44
82552	10/9/2017	Wallace's Water Condition Inc	Water/Estherville	\$ 10.50
82553	10/9/2017	Wex Bank	Fuel/Media/Maintenance	\$ 1,233.20
82554	10/9/2017	WINDSTREAM	Telephone/Agency	\$ 95.42
82555	10/9/2017	WINDSTREAM	Telephone/SL Office	\$ 635.30
82556	10/9/2017	Woolstock Mutual Telephone Assn.	Telephone/Webster City	\$ 125.00
				<u>\$ 16,576.41</u>

1	10/16/2017	Harriet Adams	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 198.65
2	10/16/2017	Kris Ahrens	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 294.50
3	10/16/2017	Teresa Alesch	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 368.84
4	10/16/2017	Linda Ankeny	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 141.61
5	10/16/2017	Tracy Baak	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 305.66
6	10/16/2017	Josh Bader	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 105.40
7	10/16/2017	Valerie K. Baker	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 323.02
8	10/16/2017	Amy Barber	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 358.67
9	10/16/2017	Yvette Bardole	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 81.22
10	10/16/2017	Gloria Bartelt	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 347.56
11	10/16/2017	Lori Beltran	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 359.45
12	10/16/2017	Stacy Bezoni	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 54.87
13	10/16/2017	Beth Borchardt	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 341.31
14	10/16/2017	Scott Boughey	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 237.46
15	10/16/2017	Kathy Broek	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 161.51
16	10/16/2017	Cheri C. Brown	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 293.88
17	10/16/2017	Gretchen Brown	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 251.72
18	10/16/2017	Carrie Buddenhagen	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 50.17
19	10/16/2017	Rebecca Bunnell	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 128.82
20	10/16/2017	Sarah Burke	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 275.59
21	10/16/2017	Patricia Burma	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 295.43
22	10/16/2017	Rachel Burns	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 305.04
23	10/16/2017	Susan Burnside	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 696.88

Prairie Lakes AEA  
Board Bills  
October 16, 2017

Check	Check Date	Payable To	Description	Amount
24	10/16/2017	Tracey E Carlson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 184.34
25	10/16/2017	Lori Caron	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 11.16
26	10/16/2017	Amy Johnson Champagne	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 58.90
27	10/16/2017	Tricia Christopher	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 240.56
28	10/16/2017	Rebecca Coffelt	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 363.38
29	10/16/2017	Chris Conell	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 101.37
30	10/16/2017	Patricia Connors	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 404.16
31	10/16/2017	Shelley Conover	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 492.97
32	10/16/2017	Michelle Conrad	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 545.92
33	10/16/2017	Elaine Cook	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 17.36
34	10/16/2017	Elizabeth Cooper	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 500.95
35	10/16/2017	Amanda DeLancey	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 302.56
36	10/16/2017	Tabitha DeMey	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 309.44
37	10/16/2017	Shannon DeMoss	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 412.92
38	10/16/2017	Shelley Donovan	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 441.13
39	10/16/2017	Michelle Dowd	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 50.22
40	10/16/2017	Mary Dunlay	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 103.88
41	10/16/2017	Lynn Eby	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 403.93
42	10/16/2017	Becky Eglund	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 115.94
43	10/16/2017	Janie Eischen	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 313.40
44	10/16/2017	Molly Elston	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 159.96
45	10/16/2017	Roni Engeldinger	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 132.88
46	10/16/2017	Melanie Fisher	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 345.35
47	10/16/2017	Scott Fosseen	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 397.52
48	10/16/2017	Leslie Franzmeier	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 202.74
49	10/16/2017	Emily Frostestad	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 127.10
50	10/16/2017	Denise C. Gajewsky	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 80.91
51	10/16/2017	Brent Gerzema	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 156.55
52	10/16/2017	Julie Graber	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 215.11
53	10/16/2017	Treva Graves	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 37.20
54	10/16/2017	Nichole Gustafson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 47.74
55	10/16/2017	Joan R. Hansen	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 72.54
56	10/16/2017	Glenda Harms	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 274.58
57	10/16/2017	Linda Harms	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 81.53
58	10/16/2017	Angela Harvey	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 52.70
59	10/16/2017	Carla Hauptert	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 15.50
60	10/16/2017	Jessica Hawkins	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 287.85
61	10/16/2017	Brenda Hebert	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 99.20
62	10/16/2017	Jill Heinen	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 30.38
63	10/16/2017	Jenny Henscheid	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 465.07
64	10/16/2017	Cari Hepperle	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 30.38
64	10/16/2017	Cari Hepperle	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 346.27
65	10/16/2017	Jeff Herzberg	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 261.64
66	10/16/2017	Maddisen Heun	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 62.62
67	10/16/2017	Dawn Higgins	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 639.30

Prairie Lakes AEA  
Board Bills  
October 16, 2017

Check	Check Date	Payable To	Description	Amount
68	10/16/2017	Nicole Hinrichs	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 237.15
69	10/16/2017	Tina Hoben	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 10.54
70	10/16/2017	Tonia Hoch	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 48.98
71	10/16/2017	Kristy Hughett	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 353.40
72	10/16/2017	Coletta Jaeger	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 190.34
73	10/16/2017	Radina Jansen	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 343.17
74	10/16/2017	Connie Johnson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 68.20
75	10/16/2017	Kimberly Johnson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 416.64
76	10/16/2017	Carrie Kee	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 60.56
77	10/16/2017	Jason Kehoe	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 222.27
78	10/16/2017	Claire King	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 51.04
79	10/16/2017	Kathy Jo Kruse	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 299.46
80	10/16/2017	Brenda Kulow	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 32.55
81	10/16/2017	Tiffany Lammers	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 152.52
82	10/16/2017	Joanna Lange	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 434.00
83	10/16/2017	Sally Legleiter	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 113.46
84	10/16/2017	Kevin Lein	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 588.07
85	10/16/2017	Addy Leistikow	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 138.88
86	10/16/2017	Allyson Leners	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 157.17
87	10/16/2017	Marcie Lentsch	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 244.91
88	10/16/2017	Lauren Leonard	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 467.79
89	10/16/2017	Kristy Liechti	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 419.74
90	10/16/2017	Angie Lockey	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 54.56
91	10/16/2017	Annette Louk	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 302.33
92	10/16/2017	Laura Lucchesi	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 241.18
93	10/16/2017	Denise Lundell	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 218.55
94	10/16/2017	Kris Manteufel	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 521.73
95	10/16/2017	Heidi McGuire	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 221.30
96	10/16/2017	Tammy McKimmey	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 118.42
97	10/16/2017	Julie Meyer	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 684.70
98	10/16/2017	Rachel Montag	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 101.99
99	10/16/2017	Rachael Mooney	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 337.59
100	10/16/2017	Dr. Leslie Moore	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 163.06
101	10/16/2017	Melissa Mulder	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 339.45
102	10/16/2017	Jann Murphy	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 200.88
103	10/16/2017	Julie Nadrchal	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 605.12
104	10/16/2017	Katie Nelson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 258.54
105	10/16/2017	Jackie Ohl	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 200.57
106	10/16/2017	Kelly Olson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 93.31
107	10/16/2017	Erin Olson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 26.04
108	10/16/2017	Lynae Otten	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 127.72
109	10/16/2017	Kathryn Peart	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 164.92
110	10/16/2017	Rainie Perry	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 115.94
111	10/16/2017	Amy Peterson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 252.96
112	10/16/2017	Cassady Peterson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 144.15

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113	10/16/2017	Nicole Peter	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 201.81
114	10/16/2017	Brianna Pille	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 234.98
115	10/16/2017	Martha Poland	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 415.40
116	10/16/2017	Jennifer Prentice	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 229.71
117	10/16/2017	Amy Profit	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 237.46
118	10/16/2017	Gale Randall	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 503.55
119	10/16/2017	Jaymie Randel	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 414.47
120	10/16/2017	Kristine Randell	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 59.21
121	10/16/2017	Susan Rasmussen	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 232.81
122	10/16/2017	Kathy L. Rhode	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 90.21
123	10/16/2017	Lisa Richter	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 213.59
124	10/16/2017	Sharon Richardson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 265.67
125	10/16/2017	Carol Riedesel-Bauer	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 75.64
126	10/16/2017	Marian Riner	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 383.47
127	10/16/2017	Maureen Salinas	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 229.40
128	10/16/2017	Jennifer Sammons	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 551.41
129	10/16/2017	Marta Sandoval	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 58.28
130	10/16/2017	Nicholas Schelle	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 39.37
132	10/16/2017	Travis Schlenger	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 256.06
133	10/16/2017	Michael Schmidt	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 324.71
134	10/16/2017	Nancy L. Schofield	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 183.21
135	10/16/2017	Denise Schwery	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 107.26
136	10/16/2017	Mary Kay Sharkey	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 80.60
137	10/16/2017	Deb Shelton	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 232.99
138	10/16/2017	Jill Siefken	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 338.21
139	10/16/2017	Amanda Sigler	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 163.99
140	10/16/2017	Rebecca Singer	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 363.32
141	10/16/2017	Shelbi Slack	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 168.53
142	10/16/2017	LuAnn Slayton	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 180.11
143	10/16/2017	Melissa Smith	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 137.33
144	10/16/2017	Patti J. Willer Snyder	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 43.40
145	10/16/2017	Loreda K. Spanjers	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 41.54
146	10/16/2017	Linda Spencer	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 327.46
147	10/16/2017	Pamela Stangeland	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 310.28
148	10/16/2017	Patricia Stauter	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 217.00
149	10/16/2017	Julie Steinhoff	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 23.56
150	10/16/2017	Janet Stremel	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 327.67
151	10/16/2017	Donna Sump McClain	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 327.36
152	10/16/2017	Jill Sundblad	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 407.42
153	10/16/2017	Briana Swanson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 141.98
154	10/16/2017	Janelle L. Swanson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 328.55
155	10/16/2017	Kris Taphorn	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 303.85
156	10/16/2017	Teresa Teague	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 598.38
157	10/16/2017	Jane Thilges	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 443.01
158	10/16/2017	Melissa Thilges	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 93.00

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159	10/16/2017	Amy Thompson	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 79.05
160	10/16/2017	Joni Trammell	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 435.55
161	10/16/2017	Jessica Ulrich	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 145.70
162	10/16/2017	Lynn Vaught	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 114.08
163	10/16/2017	Angela Vogel	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 125.55
164	10/16/2017	Karen Waid	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 203.05
165	10/16/2017	Karissa Walburg	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 110.98
166	10/16/2017	Jodi Ward	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 63.24
167	10/16/2017	Susan Wedel	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 174.53
168	10/16/2017	Deb Weir	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 193.44
169	10/16/2017	Christine Wells	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 657.54
170	10/16/2017	Lynn Weringa	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 48.67
171	10/16/2017	Sara Westhoff	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 56.42
172	10/16/2017	Tori Woiwood	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 90.83
173	10/16/2017	Jennifer Woodruff	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 552.11
174	10/16/2017	Melissa K. Wurth	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 546.98
175	10/16/2017	Timothy Youngdahl	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 176.70
176	10/16/2017	Tiffanie Zaugg	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 601.17
82567	10/16/2017	Marlene Armbrrecht	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 8.68
82570	10/16/2017	Kathy Behrens	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 323.20
82572	10/16/2017	Debra S. Bennett	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 85.87
82574	10/16/2017	Regina Blomberg	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 239.63
82575	10/16/2017	Andrea Bollenbaugh	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 75.64
82582	10/16/2017	Diane Capesius	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 97.92
82584	10/16/2017	Heather Carr	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 41.12
82585	10/16/2017	David Cole	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 185.69
82591	10/16/2017	Katherine Darby	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 193.13
82601	10/16/2017	Deb Gade	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 53.94
82623	10/16/2017	Vanessa Jorgensen	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 132.37
82629	10/16/2017	Sheila King	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 181.97
82631	10/16/2017	Diane Krause	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 69.44
82638	10/16/2017	Patti Meyer	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 39.37
82640	10/16/2017	Jean Mohr	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 247.53
82642	10/16/2017	Diane Twait Nelsen	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 324.26
82646	10/16/2017	Haley Offerman	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 223.51
82660	10/16/2017	Leslie Pralle Keehn	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 269.70
82666	10/16/2017	Melissa Rucker	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 194.37
82667	10/16/2017	Julie Saul	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 129.58
82672	10/16/2017	Anna Speers	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 237.82
82680	10/16/2017	Julie Tolliver	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 40.30
82681	10/16/2017	Jennifer L. Traub	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 354.02
82691	10/16/2017	Joy Weier	SEPTEMBER 2017 TRAVEL EXPENSES	\$ 18.18
				<u>\$ 45,570.27</u>
31	10/16/2017	Shelley Conover	Registration Fee/S.Conover	\$ 225.00

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45	10/16/2017	Roni Engeldinger	Supply Reimbursement	\$ 33.67
131	10/16/2017	Kristine K. Schlievert	September Mileage/ECNCI	\$ 296.01
156	10/16/2017	Teresa Teague	OT Lead Role Travel Expense	\$ 24.95
82557	10/16/2017	A&M Laundry Inc	Laundry Service/Media	\$ 51.55
82558	10/16/2017	American Association of School Libraries	Registration Fee/H.Adams	\$ 1,297.00
82559	10/16/2017	Ace Sign Displays, Inc	Sign Replacement/SL Office	\$ 1,041.65
82560	10/16/2017	Mississippi Bend AEA 9	Training fee with David Ford	\$ 651.51
82561	10/16/2017	Algona Community School	September Tuition/ECNCI	\$ 1,140.00
82562	10/16/2017	Americinn Hotel & Suites	Lodging/D.Shelton	\$ 145.60
82562	10/16/2017	Americinn Hotel & Suites	Lodging/H.Adams	\$ 81.63
82562	10/16/2017	Americinn Hotel & Suites	Lodging/J.Meyer	\$ 291.20
82562	10/16/2017	Americinn Hotel & Suites	Lodging/K.Ahrens	\$ 68.90
82562	10/16/2017	Americinn Hotel & Suites	Lodging/L.Cooper	\$ 145.60
82562	10/16/2017	Americinn Hotel & Suites	Lodging/T.Zaugg	\$ 145.60
82563	10/16/2017	AmericInn Lodge & Suites	Lodging/J.Randel	\$ 72.80
82564	10/16/2017	Americinn Motel & Suites	Lodging/G.Harms	\$ 145.60
82564	10/16/2017	Americinn Motel & Suites	Lodging/G.Harms	\$ 226.22
82564	10/16/2017	Americinn Motel & Suites	Lodging/J.Randel	\$ 145.60
82565	10/16/2017	Americinn	Lodging/J.Randel	\$ 72.80
82566	10/16/2017	AmericInn Motel & Suites - WC	Lodging/J.Eischen	\$ 72.80
82568	10/16/2017	Donna Bachman	Contracted OT Services	\$ 1,950.32
82569	10/16/2017	Jane Beekman	PD Class Refund	\$ 35.00
82571	10/16/2017	Benefits, Inc.	PSF Fees	\$ 1,449.00
82573	10/16/2017	Best Western Altoona Inn	Lodging/S.Conover	\$ 145.60
82576	10/16/2017	Bomgaars	Supplies/SL Office	\$ 27.76
82577	10/16/2017	Pat Brown	Mileage/Board Member	\$ 130.20
82578	10/16/2017	Brown Services	Janitorial/Jefferson	\$ 100.00
82579	10/16/2017	BRW	Water/FD Office	\$ 101.00
82580	10/16/2017	Buena Vista University	PD Registration	\$ 195.00
82581	10/16/2017	Bunjes Landscaping & Lawncare, Inc.	Lawn Care/SL Office	\$ 140.00
82583	10/16/2017	Capital Sanitary Supply	Custodial Supplies	\$ 962.15
82586	10/16/2017	Comfort Inn & Suites-Des Moines	Lodging/T.Alesch/J.Hawkins	\$ 291.20
82587	10/16/2017	Culligan Water Conditioning, Inc. - Boone	Water Cooler Rental	\$ 18.06
82588	10/16/2017	Culligan Water Conditioning (S)	Water/Spencer Water/Spencer	\$ 5.95
82589	10/16/2017	Custom Creations	PLAEA Custom Clothing	\$ 769.00
82590	10/16/2017	Diane Daniels	Interpreting/FEP	\$ 90.00
82592	10/16/2017	Decoding Dyslexia Iowa	Conf. Registration Fee/TQPD	\$ 785.00
82593	10/16/2017	Drake University	PD Registration	\$ 140.00
82594	10/16/2017	Dump It Sanitation & Recycling, Inc.	Garbage Hauling/Algona	\$ 113.00
82595	10/16/2017	Emmet County Public Health	April Services/ECNCI	\$ 3,300.00
82596	10/16/2017	Fairfield Inn & Suites	Lodging/C.Johnson	\$ 72.80
82596	10/16/2017	Fairfield Inn & Suites	Lodging/C.Kee	\$ 72.80
82596	10/16/2017	Fairfield Inn & Suites	Lodging/J.Eischen	\$ 199.36
82596	10/16/2017	Fairfield Inn & Suites	Lodging/L.Ankeny	\$ 145.60
82597	10/16/2017	Farm & Home True Value	Media Van Supplies	\$ 33.99

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82597	10/16/2017	Farm & Home True Value	Office Supplies	\$ 14.27
82597	10/16/2017	Farm & Home True Value	Technology Supplies/Agency Wifi	\$ 15.99
82598	10/16/2017	Fick's Ace Hardware	Supplies/Estherville Office	\$ 56.46
82599	10/16/2017	Forest City YMCA	September Tuition/ECNCI	\$ 540.00
82600	10/16/2017	The Gables on Geneseo	Lodging/L.Campbell	\$ 65.00
82602	10/16/2017	Global Reach Internet Productions, LLC	Web Hosting/Agency Wide	\$ 533.24
82603	10/16/2017	Kurt Hanna	Contracted Service/IPLA	\$ 304.34
82604	10/16/2017	Heinemann Workshops	Registration/L.Beltran	\$ 209.00
82605	10/16/2017	Holiday Inn - Downtown	Lodging/E.Pullen	\$ 241.52
82606	10/16/2017	Holiday Inn Express Hotel & Suites	Lodging/P.Stangeland	\$ 433.60
82607	10/16/2017	Hope Haven, Inc.	Janitorial Service/Estherville	\$ 82.25
82608	10/16/2017	Houghton Mifflin Company	Assessments	\$ 1,139.82
82609	10/16/2017	Houghton Mifflin Harcourt	Supplies/G.Blomberg	\$ 29.95
82610	10/16/2017	Hy-Vee Food Stores (S)	Supplies/T.Alesch	\$ 42.30
82611	10/16/2017	Iowa Association of Area Education Agencies	PD Statewide Software Implemen	\$ 8,457.00
82612	10/16/2017	IASB	GASB 45 Compliance Service	\$ 5,800.00
82613	10/16/2017	Iowa Central Community College	Room Rental/Non Violent Crisi	\$ 75.00
82614	10/16/2017	Iowa Communications Network	Bandwidth	\$ 8,736.00
82614	10/16/2017	Iowa Communications Network	Telephone FTDGAEA001	\$ 236.20
82614	10/16/2017	Iowa Communications Network	Telephone/Agency	\$ 4,214.47
82615	10/16/2017	Iowa ASCD	Registration/K.Lein	\$ 195.00
82616	10/16/2017	Ia Braille & Sight Saving Sch	Contracted Service	\$ 21,153.84
82617	10/16/2017	Iowa Department of Human Services	Medicaid Part B	\$ 9,083.59
82617	10/16/2017	Iowa Department of Human Services	Medicaid Part C	\$ 982.34
82618	10/16/2017	Iowa Specialty Clinics - Clarion	Contracted SLP Services	\$ 2,454.24
82619	10/16/2017	Iowa State Education Association	Registration/L.Spencer	\$ 125.00
82620	10/16/2017	ISHA	Registration/D.Capesius/J.We	\$ 480.00
82621	10/16/2017	Iowa State University/ Treasurer`s Office	Supplies/L.Campbell	\$ 309.00
82622	10/16/2017	ITEC 2016 Registration	Registration Fee/J.Graber	\$ 155.00
82622	10/16/2017	ITEC 2016 Registration	Registration/L.Pralle-Keehn	\$ 155.00
82622	10/16/2017	ITEC 2016 Registration	Registration/M.Schmidt/B.Gerzema	\$ 570.00
82622	10/16/2017	ITEC 2016 Registration	Registration/S.Fosseen	\$ 215.00
82624	10/16/2017	Kakacek's Lawn Care	Lawn Care/Poky	\$ 245.00
82625	10/16/2017	Kelmar Catering, LLC	Meals/PLC`s Workshop	\$ 280.00
82625	10/16/2017	Kelmar Catering, LLC	Meals/Tech Art Conf.	\$ 135.00
82626	10/16/2017	KG Roofing, LLC	Annual Roof Maintenance Plan/Jefferson	\$ 500.00
82627	10/16/2017	Kidstop Childcare	September Tuition/ECNCI	\$ 260.00
82628	10/16/2017	King's Pointe	Lodging/L.Campbell	\$ 76.06
82630	10/16/2017	Kossuth Regional Health Ctr	April Services/ECNCI	\$ 4,650.00
82632	10/16/2017	Brady L. Krischel	Contracted Service	\$ 126.00
82633	10/16/2017	Learning Without Tears	Registration/J.Henscheid	\$ 199.99
82633	10/16/2017	Learning Without Tears	Registration/K.Liechti/TQPD	\$ 199.99
82633	10/16/2017	Learning Without Tears	Registration/K.Manteufel/TQPD	\$ 199.99
82633	10/16/2017	Learning Without Tears	Registration/M.Sandoval/TQPD	\$ 199.99
82634	10/16/2017	PRO-ED, Inc./Lingui Systems	Assessments/Speech	\$ 47.30

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82635	10/16/2017	Little Mustangs	October Tuition/ECNCI	\$ 130.00
82636	10/16/2017	Maynard Kuhnes Cleaning Servicers LLC	Janitorial Service/SL Office	\$ 1,369.51
82637	10/16/2017	Menards	Maintenance Supplies/Agency	\$ 367.81
82637	10/16/2017	Menards	Technology Supplies/Agency Wifi	\$ 16.29
82639	10/16/2017	Mid-Sioux Opportunity	August Service/ECNCI	\$ 3,937.22
82641	10/16/2017	Rick Morain	Travel expense Sept 2017	\$ 24.80
82643	10/16/2017	North Iowa Community Action Organization	September Tuition/ECNCI	\$ 100.00
82644	10/16/2017	North Light Color	Media Production Supplies	\$ 405.00
82645	10/16/2017	NSS (Northern Speech Services)	Supplies/S.Rasmussen	\$ 8.72
82647	10/16/2017	Palo Alto Community Health	August Service/ECNCI	\$ 2,943.00
82648	10/16/2017	Panera, LLC	Meals/State PR	\$ 117.88
82649	10/16/2017	Pearson's Clinical Assessment	2017-18 Assessments	\$ 4,447.25
82650	10/16/2017	Pederson Sanitation	Garbage Hauling/FD	\$ 100.00
82651	10/16/2017	Perfection Learning Corp	Lending Library Supplies	\$ 531.70
82652	10/16/2017	Petty Cash (P)	Petty Cash/Poky Office	\$ 272.27
82653	10/16/2017	Petty Cash (WC)	Petty Cash/Webster City Office	\$ 177.06
82654	10/16/2017	Pizza Ranch	Meals/AIW Meeting	\$ 68.35
82655	10/16/2017	Plunkett's Pest Control	Pest Control/Poky	\$ 49.69
82656	10/16/2017	Pocahontas Ford Lincoln Mercury	Van Maintenance	\$ 42.29
82657	10/16/2017	Pocahontas Inn & Suites	Lodging/J.Randel	\$ 364.00
82657	10/16/2017	Pocahontas Inn & Suites	Lodging/T.Christopher	\$ 145.60
82658	10/16/2017	Lori Porsch	Contracted Service/IPLA	\$ 1,260.96
82659	10/16/2017	Powhatan Travel Service	Travel/H.Adams	\$ 283.40
82661	10/16/2017	Pro Ed	Assessments-Sept. 2017	\$ 92.29
82662	10/16/2017	Ramada Northwest Inn & Suites	Lodging/K.Taphorn/G.Bartelt	\$ 145.60
82662	10/16/2017	Ramada Northwest Inn & Suites	Lodging/M.Conrad	\$ 145.60
82662	10/16/2017	Ramada Northwest Inn & Suites	Lodging/R.Bunnell-FEP	\$ 72.80
82663	10/16/2017	Mark Reynolds	Sub Van Driver/Lending Librar	\$ 84.50
82664	10/16/2017	Ries's Water Service	Water/Poky Office	\$ 261.00
82665	10/16/2017	Roy's Auto, Inc.	Repair Maintenance Van	\$ 429.44
82668	10/16/2017	Say It Right	Supplies/L.Lucchesi	\$ 91.47
82669	10/16/2017	Schnurr & Company, LLP	Preliminary Audit Work	\$ 5,000.00
82670	10/16/2017	Deb Severson	Contracted Service/Lending Li	\$ 59.50
82671	10/16/2017	Solution Tree, LLC	ELS Workshop 9/20/2017	\$ 5,200.00
82673	10/16/2017	Spencer Trophy and Awards, Inc	Plaque/State PR	\$ 22.00
82674	10/16/2017	Springhill Suites-Marriott	Lodging/G.Randall	\$ 188.16
82674	10/16/2017	Springhill Suites-Marriott	Lodging/J. Hawkins/ L. Spence	\$ 145.60
82674	10/16/2017	Springhill Suites-Marriott	Lodging/J.Eischen/T.DeMey	\$ 364.00
82674	10/16/2017	Springhill Suites-Marriott	Lodging/J.Hawkins	\$ 72.80
82674	10/16/2017	Springhill Suites-Marriott	Lodging/J.Sammons	\$ 72.80
82674	10/16/2017	Springhill Suites-Marriott	Lodging/L.Franzmeier	\$ 72.80
82674	10/16/2017	Springhill Suites-Marriott	Lodging/L.Spencer/J.Thilges	\$ 291.20
82674	10/16/2017	Springhill Suites-Marriott	Lodging/M.Lentsch	\$ 72.80
82674	10/16/2017	Springhill Suites-Marriott	Lodging/S.Conover	\$ 72.80
82674	10/16/2017	Springhill Suites-Marriott	Lodging/S.Conover	\$ 145.60



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82674	10/16/2017	Springhill Suites-Marriott	Lodging/T.Alesch	\$ 199.36
82675	10/16/2017	Staples Advantage	Supplies/SL Office	\$ 233.41
82676	10/16/2017	Storey Kenworthy	Furniture/Black Hawk Conf. room	\$ 912.73
82676	10/16/2017	Storey Kenworthy	New Carpet/Black Hawk Conf. room	\$ 7,548.82
82677	10/16/2017	Stratus Audio, Inc.	Interpreting Service	\$ 101.76
82678	10/16/2017	Super 8 Motel-Jefferson	Lodging/J.Randel	\$ 72.80
82679	10/16/2017	Paul Tedesco	Contracted Service/IPLA	\$ 2,197.80
82682	10/16/2017	Tugg, Inc.	Lending Library Supplies	\$ 107.00
82683	10/16/2017	Thomas Tyrrell	Interpreting/September 2017	\$ 116.35
82684	10/16/2017	Veritiv	Media Production Supplies	\$ 4,630.40
82685	10/16/2017	Vista Paints	Paint/SL Office	\$ 10.00
82686	10/16/2017	Vital Smarts,LC	Registration/P.Stangeland	\$ 2,600.00
82687	10/16/2017	The Water Connection	Water/Algona	\$ 17.50
82688	10/16/2017	Webster City CSD	Reimb. for Seidlitz Ed. Train	\$ 7,818.50
82689	10/16/2017	Webster County Health Department	August Service/ECNCI	\$ 1,701.62
82690	10/16/2017	Webster Glass Co.	Glass Repair/FD Office	\$ 791.00
82692	10/16/2017	Wells Fargo	Meals/Lodging/Sandbox Furniture	\$ 932.28
82693	10/16/2017	Wells Fargo	Registrations/Supplies	\$ 2,273.73
82694	10/16/2017	Westone Laboratories, Inc.	Earmolds/Audiology	\$ 99.35
82695	10/16/2017	WINDSTREAM	Telephone/North Region	\$ 1,481.43
82696	10/16/2017	Winnebago County Public Health	August Service/ECNCI	\$ 5,556.84
82697	10/16/2017	Wood's Super Market	Office Supplies/Poky	\$ 5.68
82698	10/16/2017	Xerox	Meter Usage/Media Production	\$ 7,350.65
82699	10/12/2017	Benefits, Inc.	Claims paid 10/9 to 10/13	\$ 4,116.57
				<u>\$ 173,013.36</u>
October payments				<u>\$ 235,160.04</u>

**REVENUE SUMMARY**

	Budget	September	YTD	Balance
Special Education Support	19,461,124.00	1,038,325.11	2,547,644.85	16,913,479.15
Media Services	2,599,164.00	212,151.93	267,466.78	2,331,697.22
Educational Services	2,881,550.00	226,857.69	335,515.63	2,546,034.37
Special Education Instruction	348,579.00	28,500.00	56,548.84	292,030.16
Other Income	-	16,448.50	17,460.26	
Self Partial Fund Health Ins.	-	-	-	
<b>Totals</b>	<b>25,290,417.00</b>	<b>1,522,283.23</b>	<b>3,224,636.36</b>	<b>22,065,780.64</b>

**EXPENDITURE SUMMARY**

	Budget	Admin.	September	YTD	Balance
Administration		1,200,000.00	88,445.73	355,044.94	844,955.06
Sp Educ Support	19,461,124.00	(948,000.00)	1,282,980.44	1,771,285.99	16,741,838.01
Media Services	2,599,164.00	(120,000.00)	130,003.64	411,477.68	2,067,686.32
Educational Services	2,881,550.00	(120,000.00)	196,052.91	369,565.36	2,391,984.64
Sp Educ Instruction	348,579.00	(12,000.00)	113,235.59	136,216.41	200,362.59
Self Partial Fund Health Ins.	-	-	16,796.96	36,406.45	
<b>Totals</b>	<b>25,290,417.00</b>	<b>-</b>	<b>1,827,515.27</b>	<b>3,079,996.83</b>	<b>22,246,826.62</b>

Net income (loss) (305,232.04) 144,639.53

Percentage of budget spent 12%  
 Percentage of budget unspent 88%

Prairie Lakes AEA 8  
 October 17, 2016  
 Budget Summary for  
 September 30, 2016

**REVENUE SUMMARY**

	Budget	September	YTD	Balance
Special Education Support	20,273,157.69	3,321,313.57	3,482,250.13	16,790,907.56
Media Services	2,556,346.46	235,132.12	297,767.16	2,258,579.30
Educational Services	2,816,495.32	301,655.82	345,292.79	2,471,202.53
Special Education Instruction	355,000.00	30,241.44	30,241.44	324,758.56
Other Income	-	15,806.21	19,362.21	
Self Partial Fund Health Ins.	-	3,950.29	11,195.23	
<b>Totals</b>	<b>26,000,999.47</b>	<b>3,908,099.45</b>	<b>4,186,108.96</b>	<b>21,826,085.74</b>

**EXPENDITURE SUMMARY**

	Budget	Admin.	September	YTD	Balance
Administration		1,200,000.00	98,177.13	350,827.28	849,172.72
Sp Educ Support	20,273,157.69	(948,000.00)	1,322,199.38	1,828,947.03	17,496,210.66
Media Services	2,556,346.46	(120,000.00)	149,028.94	447,031.68	1,989,314.78
Educational Services	2,816,495.32	(120,000.00)	284,723.75	396,302.80	2,300,192.52
Sp Educ Instruction	355,000.00	(12,000.00)	36,387.15	39,597.12	303,402.88
Self Partial Fund Health Ins.	-	-	13,951.77	46,757.25	
<b>Totals</b>	<b>26,000,999.47</b>	<b>-</b>	<b>1,904,468.12</b>	<b>3,109,463.16</b>	<b>22,938,293.56</b>

Net income (loss) 2,003,631.33 1,076,645.80

Percentage of budget spent 12%  
 Percentage of budget unspent 88%

<b>CASH SUMMARY</b>		<b>2017</b>	<b>2016</b>
Checking Account Balance-Book balance at	09/30/17	\$ 2,905,505.03	\$ 2,946,798.34
Checking Account Balance-Bank Statement balance at	09/30/17	\$ 3,169,202.36	\$ 3,243,808.46
Less: Outstanding Checks		\$ (263,697.33)	\$ (297,010.12)
Bank statement reconciled to book balance:	09/30/17	\$ 2,905,505.03	\$ 2,946,798.34
Less: Monthly bills	10/16/17	\$ (235,160.04)	\$ (1,142,491.88)
Less: Monthly Payroll	10/20/17	\$ (1,583,093.26)	\$ (1,606,723.89)
Adjusted Checking Account Balance		\$ 1,087,251.73	\$ 197,582.57
Add: Deposits	10/01/17 to 10/13/17	\$ 38,293.63	\$ 94,731.75
Pending - State Aide/TSS/TQ/Juv Home		\$ 1,384,299.00	\$ 1,374,613.00
Cash balance		\$ 2,509,844.36	\$ 1,666,927.32
		Bank Balance 9/30/2017	Bank Balance 9/30/2016
<u>Wells Fargo Bank, N.A.:</u>			
Commercial Checking account		\$ 2,922,772.92	\$ 3,238,350.13
Merchant account		\$ 8,741.24	\$ 5,458.33
Commercial Checking account - PSF		\$ 237,688.20	\$ -
		\$ 3,169,202.36	\$ 3,243,808.46

Educational Program  
Series 600  
Rules and Regulations

Code No. 602.4 R

The employees of Prairie Lakes AEA Area Education Agency are expected to utilize computer and network resources and electronic communications in an ethical, legal and secure manner. These resources are intended to be primary tools for communications. Prairie Lakes AEA employees are expected to communicate in a professional manner consistent with state laws governing the behavior of agency employees, and federal laws governing copyright and requirements set forth by the Children's Internet Protection Act. Modeling and practicing good digital citizenship; which encompasses the norms of appropriate, responsible behavior with regard to technology use, is expected of all Prairie Lakes AEA employees.

Electronic resources are public in nature and the privacy of message and files cannot be ensured. No user should have an expectation of privacy in information communicated or stored via electronic resources. Users should also recognize that system failures may lead to loss of data and should not assume their messages or files are secure. Network administrators may review files and communications to maintain system integrity and ensure that staff members are using resources responsibly. While the agency does not position itself as a censor, it reserves the right to limit access to its networks or to remove materials stored or posted on agency resources when applicable policies or state or federal laws might be violated.

The use of electronic resources is a requirement for work. However, access and use of these resources may be revoked or restricted in cases of misuse or abuse. Prairie Lakes AEA reserves the right to limit access to electronic resources where applicable policies, state and/or federal laws or contractual obligations may be violated. Prairie Lakes AEA does not, as a rule, monitor the content of materials transported over its network or stored on its computers and networks but reserves the right to do so. If exceptions to policies are noted, network administrators will report questionable behaviors to the employee's supervisor and the Chief Financial Officer. Violations may result in revoked or restricted access and/or disciplinary action including but not limited to; monetary reimbursement to the agency or other appropriate sources, loss of employment or prosecution under applicable civil or criminal laws. When applicable, law enforcement agencies may be involved.

The following rules and regulations apply to all users of electronic resources owned or managed by Prairie Lakes Area Education Agency, including, but not limited to Prairie Lakes AEA staff, contracted staff and, other organizations or individuals using these resources to access network services such as the Internet or Intranet. The following rules and regulations also apply to users with personally owned/purchased devices that directly synchronize or otherwise integrate with AEA electronic resource. Rules and regulations are accompanied by examples that highlight types of activities that constitute acceptable and unacceptable use of electronic resources. These examples are provided for the purpose of illustrating intent and are not intended to be an exhaustive list of all possible scenarios.

*Electronic Resources* – All computer related equipment, electronic devices (iPad, iPod, tablet, cellular phones, mobile devices, etc.), computer/network systems, software/network applications, interconnecting networks, facsimile machines, printers, copiers, email, voicemail and other telecommunications facilities, as well as all information contained therein owned or managed by Prairie Lakes Area Education Agency.

***Prairie Lakes Area Education Agency electronic resources may not be used to knowingly damage, impair or disrupt agency networks, computers or servers or external networks or computers, including but not limited to the electronic resources of the school districts served by Prairie Lakes AEA.***

For example, you may not:

1. Use Prairie Lakes AEA electronic resources to breach security of any computer system.
2. Knowingly Provide passwords to unauthorized users.
3. Use Prairie Lakes AEA electronic resources for non-agency related activities that unduly increase the network load (e.g., unsolicited bulk e-mail, chain mail, video conferencing, social networking tools, network gaming, music downloads and spamming).
4. Forge, alter or willfully falsify electronic mail headers, directory information or other information generated and maintained by Prairie Lakes AEA.
5. Use computer resources irresponsibly or in a manner that adversely affects the work of others. This includes intentionally, recklessly or negligently (a) damaging any system by introducing computer viruses or worms, (b) damaging or violating information not belonging to you, (c) misusing or allowing misuse of computer resources, or (d) tampering with, obstructing, modifying or otherwise damaging or moving/removing electronic equipment.
6. Load unauthorized software or hardware/peripherals on Prairie Lakes AEA computers.
7. Intentionally waste limited resources (e.g., staff time, network bandwidth, computer hard drive space, electronic device storage space, computer processor or RAM, network storage, cloud storage (Google, DropBox, Zoom, etc), or printer toner and/or paper).
8. Scan computers or networks for open or used ports.

*Unauthorized software includes but is not limited to applications which are not approved or provided by the agency. (personally purchased software, music files, games, etc)*

***Unauthorized access, reproduction or use of electronic copyrighted resources is prohibited.***

For example, you may not:

1. Make unauthorized copies of copyrighted materials. It should be assumed that all software, graphic images, videos, music and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law and may result in civil and/or criminal penalties.
2. Create or execute any computer programs intended to (a) obscure the true identity of the sender of electronic mail or electronic messages, (b) bypass, subvert or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner, or (c) examine or collect data from the network (e.g., a “network sniffer” program).
3. Use electronic resources to gain unauthorized access to resources or passwords of Prairie Lakes AEA or other institutions, organizations or individuals.

4. Use false or misleading information for the purpose of obtaining access to unauthorized resources.
5. Access, alter, copy, move or remove information, proprietary software or other data files without prior authorization.
6. Use electronic resources to obtain or disseminate confidential information (e.g. personnel files, personal data, student information, health or medical records or other Prairie Lakes AEA files) about individuals without their permission.

***Use of Prairie Lakes AEA electronic resources to harass, insult, make threats or attack individuals is prohibited.***

For example, you may not:

1. Send, post or display inappropriate material (e.g., offensive messages or pictures).
2. Use obscene language in electronic communications or voice mail.
3. Send unwanted and repeated communication by electronic mail, voice mail or other forms of electronic communication.
4. Post or send via any form of electronic communication personal or sensitive information about individuals that may harm or defame.
5. Post or distribute via any form of electronic communication information regarding a group's or individuals' protected statuses/characteristic including but not limited to race, ethnicity, religion, gender or sexual orientation.

***Use of Prairie Lakes AEA electronic resources in pursuit of unauthorized commercial activities is prohibited.***

For example, you may not:

1. Use electronic resources for unauthorized commercial purposes or personal gain.
2. Use electronic resources to operate or support a private business.

***Use of Prairie Lakes AEA electronic resources to violate city, state, federal or international laws, rules, regulations, rulings or orders, or to otherwise violate any Prairie Lakes AEA rules or policies is prohibited.***

For example, you may not:

1. Place personally purchased or downloaded software on agency owned equipment; such use must follow license and copyright laws as well as agency policies.
2. Pirate software, upload or download music (MP3s, AIFs, videos, etc) or otherwise violate copyright and trademark laws (e.g., graphics, images, text, fonts).
3. Post, send or view obscene materials (e.g., pornography).
4. Assist a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
5. Violate any laws or participate in the commission or furtherance of any crime or other unlawful or improper purpose.
6. Violate regulations prescribed by the agency's network provider, Iowa Communications Network, or current provider.
7. Store non-agency related music (MP3s, AIFs, videos, etc) and images (digital photos) on agency servers or network resources. These files may not be stored in the My Documents folder of the local machine, home folders on agency servers or shared folders on agency

servers or agency-provided cloud storage (Google, DropBox, Zoom, etc). These files may also not be stored on electronic devices (iPad, iPod, tablet, cellular phones, mobile devices, etc).

8. Use the computer to supplant a personal purchase (e.g., utilize the agency provided computer as your personal or family computer.)
9. Allow family members or any other individual to utilize the machine in a non-agency or non-education related manner.
10. Use agency accounts (e.g., e-mail addresses) to place personal ads, order online goods for personal use, enter personal chat rooms or as a personal auction account (e.g., E-bay)
11. Intentionally or unintentionally lock or prevent access to electronic devices (computer, iPad, tablet, cellular phones, mobile devices, etc). by logging into them with a personal account (i.e., personal Apple ID, personal Google account, etc).
12. Associate a personal credit card with an agency-assigned User ID or User Account (i.e., Apple ID or any account used to purchase software or apps for an agency-assigned electronic device).

### **What is Acceptable Use:**

Subject to the balance of this policy, employees may use computers and electronic resources provided by Prairie Lakes AEA provided in each case that the personal use is moderate in time, does not incur significant cost for Prairie Lakes AEA and does not interfere with the employment duties of the employee of his or her colleagues.

### ***The following activities are permissible on Prairie Lakes Area Education Agency computers and electronic resources.***

For example, you may:

1. Install software or hardware that has been approved by the agency technology staff or the appropriate agency administrator ~~Software and Hardware Committee~~ for work-related use. ~~A request form must be submitted to the Committee for approval of each application or peripheral prior to installation or purchase.~~
2. Store a limited number of personal music (MP3s, AIFs, videos, etc) and images (digital photos) on the local or "C" drive of agency computers. For the employee's protection, these files may be more appropriately stored on a personal, external storage device such as a USB drive or SD-card external hard drive. These items must be owned by the individual and must not violate copyright or trademark laws. Technicians will not assist in the removal or retrieval of personal files upon the staff member leaving agency employment or the staff member being asked to remove said items from the agency provided device if found in violation of acceptable use (i.e., intentionally wasting limited resources).
3. Utilize electronic resources to access personal e-mail or the internet in a manner that it is not infringing on your job activities or in violation of the aforementioned activities.

*Each Prairie Lakes AEA employee will be given copies of the board policy and Rules and Regulations (602.4) and will sign an acceptable use agreement before establishing an account or continuing their use.*



## Acceptable Use Agreement

I understand and will abide by Board Policies: Acceptable Use of the Internet (411.3), Acceptable Use of the Internet and Electronic Resources (602.4) and Rules and Regulations for Acceptable Use of the Internet and Electronic Resources (602.4R). I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked or disciplinary action and/or appropriate legal action may be taken.

As an employee of Prairie Lakes AEA, electronic devices may be assigned to me for my work. These devices may include, but are not limited to, a computer, iPad, iPod, tablet, cellular phone, mobile device, etc. Upon completion of my employment at Prairie Lakes AEA, any assigned devices must be returned to the Agency prior to the receipt of my final pay check.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you are a new user you will be notified of your log-on name and user password when your account is established.*

Please return this form to:  
Business Office  
Prairie Lakes AEA  
1235 5<sup>th</sup> Avenue South  
Fort Dodge, IA 50501

Educational Program  
Series 600  
PLAEA Computing Device Policy

Code No. 602.4D

Purpose

Prairie Lakes AEA provides desktop and laptop computers along with other electronic devices (iPads, Chromebooks, Mi-Fi, tablets, cellular phones, mobile devices, headphones, peripheral devices, portable printer, etc.) to certain employees for the express purpose of enhancing the productivity and operational efficiency of agency-based and administrative activities, functions and instruction. The purpose of this policy is to establish general guidelines for the issuance and utilization of all such devices by personnel within the Agency.

Definition

The term “Computing Device” shall mean all laptop and desktop computer related equipment, electronic devices (iPads, Chromebooks, Mi-Fi, tablets, cellular phones, mobile devices, headphones, peripheral devices, portable printer, etc.), as well as all information contained therein owned or managed by Prairie Lakes Area Education Agency.

Guidelines

1. All employee computing devices shall be used for the sole and express purpose of conducting official business and maintaining the operations of the Agency. Use of all such devices is subject to the Agency’s Acceptable Use Policy (602.4 R).
2. All personnel employed directly by the agency will be provided a computing device as required to perform specific job-related duties. An employee may also be issued additional computing devices for the performance of specific job-related duties and responsibilities as determined by the appropriate Administrator or his/her official representative if the employee’s job-related duties and responsibilities require regular and systematic use of a specific device; necessitating the need for issuance of an, iPad, portable printer or other device.
3. Persons not directly employed by the Agency including, but not limited to, contracted personnel, volunteers, consultants, retired employees, employees hired on a per diem basis, or employees on extended leave or with an employment status of “inactive” shall not be eligible for the issuance of any computing device.
4. Although issued to an individual employee, all computing devices are considered the property of the Agency and shall be returned upon termination of employment, after reassignment of job duties or immediately upon request at any time by an official of the Agency. All computing devices will appear on the Agency Property Inventory List.
5. All computing devices owned and issued by the Agency to employees will include the Agency software image and any such additional software installed for specific administrative

tasks or specific Agency supported programs. The installation of any other software images or applications on devices is restricted and shall remain the legal and financial responsibility of the employee unless such authorization for installation is secured in advance from the employee's direct supervisor or Regional Administrator.

6. Employees are expected to take all appropriate measures and precautions to prevent the damage, loss, theft, and/or unauthorized use of Computing Devices and shall observe the following:
  - Keep the computing device in a safe and secure environment when not being used;
  - Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
  - Keep food and drinks away from all computing devices;
  - Do not leave the computing device unattended at any time in an unsecured location (e.g., unsupervised district classroom, unlocked vehicle, etc.) and;
  - Keep the computing device in sight at all times while in public places, such as conferences, meetings, public transportation, airports, restaurants, etc.
7. Should an employee's computing device be lost or stolen, the employee MUST: (i) immediately report the incident to his/her immediate supervisor and an agency technology representative; (ii) obtain an official police report documenting the theft or loss; and (iii) provide a copy of the police report to his/her immediate supervisor and technology representative. *If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to the Agency for the replacement of such equipment.*
8. The repair and maintenance of all computing devices must be handled by and/or performed by Agency Technology Staff. Damage to any computing device MUST be reported immediately to an agency technology representative, so that the computing device can be repaired prior to additional damage occurring to said device.
9. For damage or loss that is not covered by the Agency's warranty or other insurance policies, the employee will be provided one (1) replacement computing device. Repeated damage or loss to the same or replacement computing device will result in the full replacement cost of the device in question being reimbursed to the Agency by the employee.
- ~~10. The Agency is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.~~

*Non-compliance with any policies or procedures regarding Computing Devices issued by the Agency will result in appropriate action and/or reimbursement of any and all costs to the Agency.*

# Executive Director Report-September, 2017

Fall is here and September is in the books. It was a busy month with some travel as things start to pick up with schools in full swing.

I had the pleasure to attend the opening of the new Central Rivers AEA facility and to say a few words about the dedicated staff that we are fortunate to have in each of the nine AEAs. The new facility was renovated to provide a top of the line facility for professional development activities and to host large groups of people seeking the outstanding services offered by the AEA system. There was a large crowd for the open house and the feedback was very positive.

I spent a day attending the Future Ready Iowa Alliance meeting where we reviewed preliminary recommendations for implementing the goal of having 70% of Iowans having some type of post-secondary training by 2025. There was some push back on a couple of the items, but hopefully those suggestions will be considered as we move toward the final recommendations. Once we get a little closer to the final product, I will share the draft recommendations.

Joe Crozier and I were in Iowa City for two days as members of the University of Iowa College of Education Advisory Committee. It is a group of 20 people who get together twice a year to visit with the Dean of the College of Education and his senior staff to offer feedback on various issues. It is very interesting conversation and I am honored to be a part of a pretty powerful group of citizens (for example, I sat next to the Dean of the College of Education for Lehigh University). We spent some time with U of I President Bruce Harreld and he was quite impressive.

The meeting was held on Thursday/Friday, so being a newly minted empty nester, my wife come over and we went to the Iowa/North Texas football game on Saturday where we got to be part of the second time that the entire crowd turned and waved to the young patients in the University Children's hospital. Very cool and it brings tears to your eyes.

I spent time on several occasions during the month providing information to the audit firm who is finalizing the IAAEA annual audit. We should have the audit in plenty of time for the November IAAEA Board meeting for review and approval.

We also had an IAAEA Board of Directors tele-meeting in September. You will recall that our bylaws call for a minimum of four meetings a year. The next Board meeting will be face to face in November.

I also had a AESA State Leaders meeting this month via Zoom. We were talking about issues surrounding ESA's and efficiencies that they provide. That was very timely because of our current project during the same thing. The other states are very interested in the results of our study.

Throughout the month, at various times I had conversations with 6-7 different legislators. The visits were general in nature, but each contact is valuable. I also had some time with Governor Reynolds when she visited my community college. I took the opportunity to let her know that we would be in to see her in November about our efforts surrounding College and Career Readiness. She is interested in learning about our work.

I also had a meeting with the leaders of Iowa College Aid about our efforts in this area...especially our efforts with the National Clearinghouse data. They want to see where we can complement each other and to make sure that we don't duplicate efforts. Continuing conversations in this area will be important.

As I do monthly, I participated in the agenda planning call for the Joint Director/Chief Administrator monthly meeting, as well as the PR Committee monthly planning session. Also, we had our AEA PD Online Governance Council meeting as well as the AEA Purchasing Operations Committee meeting. All of that was followed by the two-day Joint Director/Chief Administrator meeting.

Lastly, we made our annual trip to Washington DC for the AESA Call to Action conference. Five Chiefs as well as several superintendents made the trip. We heard updates on the current situation at our Nation's Capital (bleak) as well as face to face meetings with most of our Congressional delegation. We had good meetings with Senator's Ernst and Grassley as well as Congressman Young. We had a meeting with Congressman Loeb's education staffer which was very helpful (He was already back in Iowa). We did not schedule a meeting with Congressman King, but I did run into him on the street and we chatted for a few minutes. Congressman Blum's office didn't respond to our multiple requests for a

meeting. That was a little strange because he had always visited with us in previous trips.

I will say that arranging these meetings every September does consume more than a little time. You need to get their schedulers to respond and then you have to work the times we are available around so that we can see as many members as possible. However, the opportunity for conversation with our members is a very valuable opportunity. Among the issues we discussed during our meetings were DACA (they are all saying they will address the issue in a way that makes sure no one is deported), Medicaid reporting, Vouchers, IDEA funding and several other issues. Time very well spent.

Iowa did avoid a special session to address the revenue shortfall, but the budget stills looks to be in tough shape. Everything needs to be on the table and we will have to be proactive as we move into the next legislative session. As scary as the budget is, it makes sense that Halloween will soon be here.

district	Title	Name	Address	City	Zip	Email	Phone	Party
1	Representative	John Wills	15732 Tradewind Dr.	Spirit Lake, IA	51360	<a href="mailto:john.wills@legis.state.ia.us">john.wills@legis.state.ia.us</a>	712-330-9492	Republican
2	Representative	Megan Jones	4470 Highway 71	Sioux Rapids, IA	50585	<a href="mailto:megan.jones@legis.iowa.gov">megan.jones@legis.iowa.gov</a>	712-260-6362	Republican
3	Representative	Dan Huseman	6144 Y Ave	Aurelia, IA	51005	<a href="mailto:dan.huseman@legis.iowa.gov">dan.huseman@legis.iowa.gov</a>	712-434-5880	Republican
4	Representative	John Kooiker	3421 Jay Ave	Boyden, IA	51234	<a href="mailto:john.kooiker@legis.iowa.gov">john.kooiker@legis.iowa.gov</a>	712-725-2033	Republican
7	Representative	Tedd Gassman	14510 490th St	Scarville, IA	50473	<a href="mailto:tedd.gassman@legis.iowa.gov">tedd.gassman@legis.iowa.gov</a>	515-281-3221	Republican
8	Representative	Terry Baxter	2395 290th St	Garner, IA	50438	<a href="mailto:terry.baxter@legis.iowa.gov">terry.baxter@legis.iowa.gov</a>	641-829-3580	Republican
9	Representative	Helen Miller	1936 15th Ave N	Fort Dodge, IA	50501	<a href="mailto:helen.miller@legis.iowa.gov">helen.miller@legis.iowa.gov</a>	515-955-1006	Democrat
10	Representative	Mike Sexton	2202 Ogden Ave	Rockwell City, IA	50579	<a href="mailto:mike.sexton@legis.iowa.gov">mike.sexton@legis.iowa.gov</a>	712-297-8720	Republican
11	Representative	Gary Worthan	5647 105th Avenue	Storm Lake, IA	50588	<a href="mailto:Gary.Worthan@legis.iowa.gov">Gary.Worthan@legis.iowa.gov</a>	712-732-6340	Republican
12	Representative	Brian Best	600 Vermont Box 491	Glidden, IA	51443	<a href="mailto:brian.best@legis.iowa.gov">brian.best@legis.iowa.gov</a>	712-830-1844	Republican
17	Representative	Matt Windschitl	222 W. Huron St.	Missouri Valley, IA	51555	<a href="mailto:matt.windschitl@legis.iowa.gov">matt.windschitl@legis.iowa.gov</a>	712-642-4334	Republican
47	Representative	Chip Baltimore	521 S Delaware	Boone, IA	50036	<a href="mailto:chip.baltimore@legis.iowa.gov">chip.baltimore@legis.iowa.gov</a>	515-281-3221	Republican
48	Representative	Rob Bacon	422 1st St	Maxwell, IA	50161	<a href="mailto:rob.bacon@legis.iowa.gov">rob.bacon@legis.iowa.gov</a>	515-387-8969	Republican
50	Representative	Pat Grassley	30601 Deer Trail Dr.	New Harford, IA	50660	<a href="mailto:pat.grassley@legis.iowa.gov">pat.grassley@legis.iowa.gov</a>	319-983-9019	Republican
1	Senator	David Johnson	877 Main St	Ocheyedan, IA	51354	<a href="mailto:david.johnson@legis.iowa.gov">david.johnson@legis.iowa.gov</a>	712-758-3280	Independent
2	Senator	Randy Feenstra	641 2nd St	Hull, IA	51239	<a href="mailto:randy.feenstra@legis.iowa.gov">randy.feenstra@legis.iowa.gov</a>	712-439-1244	Republican
4	Senator	Dennis Guth	1770 Taft Ave.	Klemme, IA	50449	<a href="mailto:dennis.guth@legis.iowa.gov">dennis.guth@legis.iowa.gov</a>	641-430-0424	Republican
5	Senator	Tim Kraayenbrink	1561 National Ave.	Fort Dodge, IA	50501	<a href="mailto:tim.kraayenbrink@legis.iowa.gov">tim.kraayenbrink@legis.iowa.gov</a>	515-408-4770	Republican
6	Senator	Mark Segebart	1820 - 350th St	Vail, IA	51465	<a href="mailto:mark.segebart@legis.iowa.gov">mark.segebart@legis.iowa.gov</a>	712-269-4519	Republican
9	Senator	Jason Schultz	611 Cedar St.	Schleswig, IA	51461	<a href="mailto:jason.schultz@legis.iowa.gov">jason.schultz@legis.iowa.gov</a>	712-269-2178	Republican
24	Senator	Jerry Behn	1313 Quill Ave	Boone, IA	50036	<a href="mailto:jerry.behn@legis.iowa.gov">jerry.behn@legis.iowa.gov</a>	515-432-7327	Republican
25	Senator	Bill Dix	P.O. Box 220	Shell Rock, IA	50670	<a href="mailto:bill.dix@legis.iowa.gov">bill.dix@legis.iowa.gov</a>	319-269-3664	Republican