



Prairie Lakes Area Education Agency

Monday, September 18, 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 August 21, 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. Approve First Reading of Board Policy 411.3, 602.4, 602.4R and 602.4D
9. Approve 2017-2018 28E Agreement Manson NW Webster CSD, Prairie Lakes AEA and Rabiner Treatment Center
10. Approve 2017-2018 28E Agreement First Amendment Iowa Online Professional Development System
11. Identify IASB Delegate Assembly Representative for the IASB Convention
12. Chief Administrator's Report
13. Upcoming Dates
14. Set Date, Time for Next Regular Board Meeting
15. Other
16. Adjournment



BOARD PREVIEW

for the Board Meeting - September 18, 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 August 21, 2017 Regular Board Meeting - Action Item**
5. **Staff Presentation - Information Item** - Teresa Alesch, Regional Administrator from the Spencer 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 - None at this time**
 - B. **New Hires**
 1. **Classified - Information Item**
 - a. Andrea Bollenbaugh, Communication Paraprofessional, Webster City Office, 180 day, Grade C, Step 3, \$15.15, start date September 7, 2017.
 - C. **Other - None at this time**

8. **Approve First Reading of Board Policy 411.3, 602.4, 602.4R and 602.4D - Action Item** - The first reading of policy changes for Board Policy 411.3, 602.4, 602.4R and 602.4D. Changes included in the preview materials. Note: 411.3, Acceptable Use of the Internet and 602.4, Acceptable Use of the Internet and Electronic Resources, have no changes; 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 first reading of policies 411.3, 602.4, 602.4R and 602.4D be approved as presented.

9. **Approve 2017-2018 28E Agreement Manson NW Webster CSD, Prairie Lakes AEA and Rabiner Treatment Center - Action Item** - This agreement is between Manson Northwest Webster CSD, Prairie Lakes AEA and Jerry Rabiner Treatment Center. The term of this agreement is from July 1, 2017 to June 30, 2018. There are no additional costs to Prairie Lakes AEA. By entering into this agreement Prairie Lakes AEA is agreeing to provide special education services for those students who are eligible under the Individuals with Disabilities Education Act (IDEA).

Administrator's Recommendation - It is recommended that the 2017-2018 28E Agreement between Manson NW Webster CSD, Prairie Lakes AEA and Rabiner Treatment Center be approved as presented.

10. **Approve 2017-2018 28E Agreement First Amendment Iowa Online Professional Development System - Action Item** - This First Amendment of the Iowa Online Professional Development System represents the renewal of the original agreement for an additional three year term effective July 1, 2018.

Administrator's Recommendation - It is recommended that the 2017-2018 28E Agreement First Amendment Iowa Online Professional Development System be approved as presented.

11. **Identify IASB Delegate Assembly Representative for the IASB Convention** - The 2017 IASB Annual Convention will be held November 15-16 at the Iowa Events Center in Des Moines. On Wednesday, November 15th from 9:00 a.m. to Noon the IASB Delegate Assembly & Annual Meeting will be held in the Grand Ballroom, 4th Floor of the Iowa Events Center. The IASB Delegate Assembly convenes annually for three important roles; Annual Meeting, Set the Legislative Platform, and convenes the nominating caucuses to select candidates for the IASB Board of Directors in selected regions. PLAEA's board will identify the Delegate Assembly Representative.

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

1. **Recognition of Excellence:**

- Jaymie Randel was recognized by Greene County Community School District for her facilitation of the Tregoe process; "Jaymie did a great job facilitating and the people walked away feeling appreciative of having a voice in the process, and felt like the work was meaningful and worth their time. Our AEA is fortunate to have someone like Jaymie with a background and expertise in this process."

2. **Board Member Development:**

- Brent Siegrist August Report
- Timeline for replacing Brent Siegrist and Bob Vittengal
 - August/September - Approve the Transition Strategy
 - October/November - Approve Job Description
 - December - Advertise/Decide Interview Team (Exec. Director & BOD Pres.)
 - February - Screen/Interview
 - March - Offer Contract & Approve by AEA BOD
 - June/July - Start Contract

3. **Advocacy:**

- Choice "in" schools vs. Choice "of" schools. Kevin Lein, our new Regional Administrator in the Jefferson office created some talking points for the policy makers in South Dakota and I have used it in a conversation with Senator Kraayenbrink from Fort Dodge. There is some thinking from our lobbying team that vouchers may come up again in the form of a pilot in one, or a small number of, district(s) and so I'm starting the conversation now as I don't think this is a good thing for our public schools. Check out the document that Kevin created and if we can use it in our language with policy makers here, it may help some people understand another side of the discussion.
- Another reminder, if you are interested in a service club presentation in your community, contact Jeff Herzberg or Connie Johnson to make it happen.

13. **Upcoming Dates - Informational Item**

- Employee Relations Task Force Mtg #2 - October 16th 1:30 to 3:30 in Pocahontas. Jeremy is our volunteer for this work. (First meeting on 9.12 we explained the information as we have it, in terms of the changes in the collective bargaining landscape, answered questions and set the next couple of meetings)
- 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. (I do have this on my calendar if anyone is interested in attending)

14. **Set Date and time for Next Board Meeting - Information Item**

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

15. **Other**

16. **Adjournment**

**Prairie Lakes Area Education Agency
Regular Board Meeting
Via Telephone Conference Call
Monday, August 21, 2017 - 4:00 p.m.
Fort Dodge, 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 board meeting was held via telephone conference call due to the shortness of the agenda and the large travel distances for Board members making an in person meeting impractical. The following board members were present: Gary Astor, Pat Brown, Sue Brown, Dawn Crane, Todd Lundgren and Jeremy Riesenberg.

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

On a motion by Jeremy Riesenberg, seconded by Dawn Crane, board approval was given to the minutes of the July 17, 2017 Regular Board Meeting. Motion carried unanimously.

On a motion by Gary Astor, 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 retirement/resignations in the classified and non-bargaining groups: Jane Jacobson, Communication Paraprofessional, Webster City Office, retirement effective end of 2016-2017 contract year; Tracy Wilkerson, Educational Paraprofessional, Lakes Partnership School, resignation effective end of 2016-2017 contract year; Mindy Miller, PEC Coordinator, Estherville Office, resignation effective end of 2016-2017 contract year.

On a motion by Sue Brown, seconded by Pat Brown, the board approved the following new hire in the licensed group: Jessica Ulrich, School Social Worker, Pocahontas Office, 193 day, MA/11 \$59,100, start date September 11, 2017; Shelby Krause, Special Education Teacher, Lakes Partnership School, 193 day, BA/4 \$48,984, start date August 7, 2017. Motion carried unanimously.

On a motion by Todd Lundgren, seconded by Dawn Crane, the board approved Kevin Lein and Jennifer Sammons as the 2017-2018 Level I Child Abuse Investigators. Motion carried unanimously.

On a motion by Sue Brown, seconded by Pat Brown, the board approved Josh Bader and Pam Stangeland as the 2017-2018 Harassment Coordinators. Motion carried unanimously.

On a motion by Pat Brown, seconded by Sue Brown, the board approved the Interim Superintendent service agreement between PLAEA and Manson Northwest Webster CSD. The agreement runs for 30 days, effective July 31, 2017. The contract is in the amount of \$400.00. Motion carried unanimously.

Chief Administrator's Report:

Board Recognition: Thank you to everyone who helped with the New Hire Orientation event and for making it a great day for our new staff.

Board Member Development: Brent Siegrist July report. Chief Herzberg shared his 2017-2018 goals with the Board: clearly define goals for staff's work; getting, and giving, feedback from the people we serve including internal staff and external partners (educators, parents, kids); building relationships; and communication is clear, consistent, ongoing and creates action. These goals are centered around the data collected from last year's Gallup poll survey results. Chief Herzberg will bring an update to the Board in November on how things are progressing.

Advocacy: Chief Herzberg reminded the Board to: send your local school district leaders, superintendents, principals, teacher leaders, coaches, board members a note to thank them for their service and wish them a great new school year, connect with one of your local boards throughout the course of the year, and give a service club presentation in your community.

Upcoming dates: Employee Relations Task Force Meeting, September 12th, 3:30 p.m. Pocahontas. 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 September board meeting is scheduled for Monday, September 18, 2017 - 4:00 p.m. Prairie Lakes AEA, 500 NE 6th Street, Pocahontas, Iowa.

There being no further business, on a motion by Sue Brown, seconded by Pat Brown, the Board adjourned at 4:41 p.m.

Board President

Board Secretary

Prairie Lakes AEA 8
Board Bills
September 18, 2017

2016-2017

Check	Check Date	Payable To	Description	Amount
82306	8/29/2017	Mississippi Bend AEA 9	Registration/D.McClain/G. Blomberg	\$ 761.90
82307	8/29/2017	Iowa Association of Area Education Agencies	16-17 State Mtg/H.Adams	\$ 125.00
82308	8/29/2017	Larsen Electric Motor Service, Inc	Repairs/Poky Office	\$ 35.59
				<u>\$ 922.49</u>
82329	9/6/2017	Tammy Delaney	PD Refund	\$ 360.00
82330	9/6/2017	Jamie Ehlert	PD Refund	\$ 360.00
82331	9/6/2017	Sara Fitzgerald	PD Refund	\$ 360.00
82332	9/6/2017	Tyson Leiss	PD Refund	\$ 360.00
82333	9/6/2017	Bob Munson	PD Refund	\$ 360.00
82334	9/6/2017	School Specialty Inc	Supplies/Webster City Office	\$ 25.56
82335	9/6/2017	Michelle Sunner	Honorarium PD/Autism Class	\$ 1,044.06
82336	9/6/2017	Dave Vickery	Refund PD	\$ 360.00
				<u>\$ 3,229.62</u>

Check	Check Date	Payable To	Description	Amount
82305	8/24/2017	Benefits, Inc.	Claims paid 8/21-8/25	\$ 179.14
82309	8/29/2017	Algona Municipal Utilities	Internet/Algona	\$ 250.00
82310	8/29/2017	Algona Public Library	Rent/September 2017	\$ 750.00
82311	8/29/2017	Alliant Energy	Telephone/Jefferson	\$ 403.48
82312	8/29/2017	CenterPoint Energy Services Retail, Inc.	Utilities/SL Office	\$ 110.58
82312	8/29/2017	CenterPoint Energy Services Retail, Inc.	Utilities/FD Office	\$ 47.63
82313	8/29/2017	Century Link	Telephone	\$ 93.42
82314	8/29/2017	COUNSEL	Copier Maintenance/LPS	\$ 3.99
82314	8/29/2017	COUNSEL	Copier Maintenance	\$ 320.40
82315	8/29/2017	Crisis Prevention Institute	Registration Fee/P.Stangeland	\$ 2,995.00
82316	8/29/2017	Culligan Water Conditioning	Water/Fort Dodge Office	\$ 54.87
82317	8/29/2017	Culligan - Storm Lake	Softener Rent/Poky	\$ 26.00
82318	8/29/2017	Culligan Water Conditioning (S)	Cooler Rental/Spencer	\$ 8.35
82319	8/29/2017	Estherville Industrial Development Corporatio	Estherville Rent/September 2017	\$ 735.00
82320	8/29/2017	Frontier	Telephone/Agency	\$ 1,532.61
82321	8/29/2017	Frontier Communications Of Ia	Telephone/Agency	\$ 281.04
82322	8/29/2017	Iowa Communications Network	Bandwidth	\$ 21,669.00
82322	8/29/2017	Iowa Communications Network	Telephone/AEA008	\$ 4,208.54
82322	8/29/2017	Iowa Communications Network	Telephone	\$ 153.11
82323	8/29/2017	Iowa Schools Employee	Health Insurance September 201	\$ 231,973.73
82324	8/29/2017	Pitney Bowes Global Financial Services, Inc.	Postage Meter Leases	\$ 1,267.83
82325	8/29/2017	School Specialty Inc	Supplies/Webster City	\$ 170.40
82326	8/29/2017	Staples Advantage	Supplies/Poky/Media	\$ 196.67
82327	8/29/2017	Verizon Wireless	Cellular Service	\$ 330.75
				<u>\$ 267,582.40</u>
82328	9/5/2017	Benefits, Inc.	Calims paid 8/28-9/1	\$ 1,371.68
82337	9/6/2017	Amazon.com	Apple USB-C Adapters/Technology	\$ 1,580.44
82337	9/6/2017	Amazon.com	Lending Library Supplies	\$ 133.11
82337	9/6/2017	Amazon.com	Literacy Team Supplies	\$ 225.50
82337	9/6/2017	Amazon.com	Supplies/Behavior Department	\$ 1,282.24
82337	9/6/2017	Amazon.com	Supplies/E.Zimmerle	\$ 186.64
82337	9/6/2017	Amazon.com	Supplies/J.Randel	\$ 65.72
82337	9/6/2017	Amazon.com	Supplies/J.Sundblad	\$ 35.81
82337	9/6/2017	Amazon.com	Supplies/L.Spencer	\$ 62.75
82337	9/6/2017	Amazon.com	Supplies/New Conference Room	\$ 455.88
82337	9/6/2017	Amazon.com	Supplies/Poky Conf. Room	\$ 211.63
82337	9/6/2017	Amazon.com	Technology Supplies	\$ 160.95
82338	9/6/2017	BRW	Water/FD Office	\$ 8.00
82339	9/6/2017	City of Jefferson	Water/Garbage	\$ 26.16
82340	9/6/2017	City of Pocahontas	Water/Garbage/Utilities	\$ 3,137.47
82341	9/6/2017	Fort Dodge Water Department	Water/FD Office	\$ 65.34
82342	9/6/2017	Jefferson Telecom	Telephone/Jefferson	\$ 718.24
82343	9/6/2017	Midamerican Energy Company	Utilities/FD Office	\$ 1,465.10
82344	9/6/2017	Pitney Bowes Purchase Power	Postage/Estherville Office	\$ 429.20
82344	9/6/2017	Pitney Bowes Purchase Power	Postage/Poky	\$ 1,000.00

Check	Check Date	Payable To	Description	Amount
82345	9/6/2017	Spencer Municipal Utilities	Internet/Spencer	\$ 135.00
82346	9/6/2017	United Parcel Service	Postage/Media Production	\$ 10.57
82347	9/6/2017	Wallace's Water Condition Inc	Water/Estherville	\$ 47.50
82348	9/6/2017	The Water Connection	Cooler Rent/Algona	\$ 22.00
82349	9/6/2017	Wells Fargo	Meals/Professional Supplies	\$ 138.00
82350	9/6/2017	Wex Bank	Fuel/Media/Maintenance	\$ 669.56
82351	9/6/2017	WINDSTREAM	Telephone/North Region	\$ 95.37
82352	9/6/2017	WINDSTREAM	Telephone/SL Office	\$ 645.38
82353	9/6/2017	Woolstock Mutual Telephone Assn.	Telephone/Webster City	\$ 125.00
82354	9/6/2017	Shannon DeMoss	Travel expense July 2017	\$ 179.49
				<u>\$ 13,318.05</u>
82509	9/14/2017	Benefits, Inc.	Claims paid 9/11 to 9/15	<u>\$ 8,612.22</u>
1	9/18/2017	Harriet Adams	AUGUST 2017 TRAVEL EXPENSES	\$ 100.26
2	9/18/2017	Kris Ahrens	AUGUST 2017 TRAVEL EXPENSES	\$ 526.07
3	9/18/2017	Teresa Alesch	AUGUST 2017 TRAVEL EXPENSES	\$ 312.51
4	9/18/2017	Felicia Anderson	AUGUST 2017 TRAVEL EXPENSES	\$ 128.96
5	9/18/2017	Linda Ankeny	AUGUST 2017 TRAVEL EXPENSES	\$ 120.30
6	9/18/2017	Tracy Baak	AUGUST 2017 TRAVEL EXPENSES	\$ 28.83
7	9/18/2017	Josh Bader	AUGUST 2017 TRAVEL EXPENSES	\$ 170.50
8	9/18/2017	Valerie K. Baker	AUGUST 2017 TRAVEL EXPENSES	\$ 91.14
9	9/18/2017	Amy Barber	AUGUST 2017 TRAVEL EXPENSES	\$ 167.40
10	9/18/2017	Yvette Bardole	AUGUST 2017 TRAVEL EXPENSES	\$ 102.71
11	9/18/2017	Gloria Bartelt	AUGUST 2017 TRAVEL EXPENSES	\$ 97.96
12	9/18/2017	Lori Beltran	AUGUST 2017 TRAVEL EXPENSES	\$ 407.96
13	9/18/2017	Stacy Bezoni	AUGUST 2017 TRAVEL EXPENSES	\$ 6.82
14	9/18/2017	Beth Borchartt	AUGUST 2017 TRAVEL EXPENSES	\$ 236.22
15	9/18/2017	Scott Boughey	AUGUST 2017 TRAVEL EXPENSES	\$ 285.82
16	9/18/2017	Kathy Broek	AUGUST 2017 TRAVEL EXPENSES	\$ 18.60
17	9/18/2017	Cheri C. Brown	AUGUST 2017 TRAVEL EXPENSES	\$ 97.96
18	9/18/2017	Gretchen Brown	AUGUST 2017 TRAVEL EXPENSES	\$ 291.09
19	9/18/2017	Carrie Buddenhagen	AUGUST 2017 TRAVEL EXPENSES	\$ 8.99
20	9/18/2017	Rebecca Bunnell	AUGUST 2017 TRAVEL EXPENSES	\$ 95.48
21	9/18/2017	Sarah Burke	AUGUST 2017 TRAVEL EXPENSES	\$ 165.85
22	9/18/2017	Patricia Burma	AUGUST 2017 TRAVEL EXPENSES	\$ 263.19
23	9/18/2017	Rachel Burns	AUGUST 2017 TRAVEL EXPENSES	\$ 252.34
24	9/18/2017	Susan Burnside	AUGUST 2017 TRAVEL EXPENSES	\$ 471.51
25	9/18/2017	Tracey E Carlson	AUGUST 2017 TRAVEL EXPENSES	\$ 74.09
26	9/18/2017	Lori Caron	AUGUST 2017 TRAVEL EXPENSES	\$ 4.34
27	9/18/2017	Amy Johnson Champagne	AUGUST 2017 TRAVEL EXPENSES	\$ 8.37
28	9/18/2017	Tricia Christopher	AUGUST 2017 TRAVEL EXPENSES	\$ 202.74
29	9/18/2017	Rebecca Coffelt	AUGUST 2017 TRAVEL EXPENSES	\$ 345.96
30	9/18/2017	Patricia Connors	AUGUST 2017 TRAVEL EXPENSES	\$ 265.67
31	9/18/2017	Shelley Conover	AUGUST 2017 TRAVEL EXPENSES	\$ 301.94
32	9/18/2017	Michelle Conrad	AUGUST 2017 TRAVEL EXPENSES	\$ 403.59
33	9/18/2017	Elaine Cook	AUGUST 2017 TRAVEL EXPENSES	\$ 21.08
34	9/18/2017	Elizabeth Cooper	AUGUST 2017 TRAVEL EXPENSES	\$ 252.65
35	9/18/2017	Amanda DeLancey	AUGUST 2017 TRAVEL EXPENSES	\$ 116.87

Check	Check Date	Payable To	Description	Amount
36	9/18/2017	Tabitha DeMey	AUGUST 2017 TRAVEL EXPENSES	\$ 261.74
37	9/18/2017	Shannon DeMoss	AUGUST 2017 TRAVEL EXPENSES	\$ 408.27
38	9/18/2017	Shelley Donovan	AUGUST 2017 TRAVEL EXPENSES	\$ 437.41
39	9/18/2017	Michelle Dowd	AUGUST 2017 TRAVEL EXPENSES	\$ 91.14
40	9/18/2017	Mary Dunlay	AUGUST 2017 TRAVEL EXPENSES	\$ 51.15
41	9/18/2017	Lynn Eby	AUGUST 2017 TRAVEL EXPENSES	\$ 292.33
42	9/18/2017	Becky Eglund	AUGUST 2017 TRAVEL EXPENSES	\$ 27.90
43	9/18/2017	Janie Eischen	AUGUST 2017 TRAVEL EXPENSES	\$ 282.75
44	9/18/2017	Jacqueline Eisenbarth	AUGUST 2017 TRAVEL EXPENSES	\$ 21.70
45	9/18/2017	Molly Elston	AUGUST 2017 TRAVEL EXPENSES	\$ 70.06
46	9/18/2017	Melanie Fisher	AUGUST 2017 TRAVEL EXPENSES	\$ 197.13
47	9/18/2017	Scott Fosseen	AUGUST 2017 TRAVEL EXPENSES	\$ 132.37
48	9/18/2017	Leslie Franzmeier	AUGUST 2017 TRAVEL EXPENSES	\$ 311.20
49	9/18/2017	Emily Frostestad	AUGUST 2017 TRAVEL EXPENSES	\$ 35.96
50	9/18/2017	Brent Gerzema	AUGUST 2017 TRAVEL EXPENSES	\$ 133.92
51	9/18/2017	Brianne Goings	AUGUST 2017 TRAVEL EXPENSES	\$ 185.43
52	9/18/2017	Julie Graber	AUGUST 2017 TRAVEL EXPENSES	\$ 156.18
53	9/18/2017	Nichole Gustafson	AUGUST 2017 TRAVEL EXPENSES	\$ 21.70
54	9/18/2017	Joan R. Hansen	AUGUST 2017 TRAVEL EXPENSES	\$ 16.43
55	9/18/2017	Linda Harms	AUGUST 2017 TRAVEL EXPENSES	\$ 69.75
56	9/18/2017	Angela Harvey	AUGUST 2017 TRAVEL EXPENSES	\$ 416.33
57	9/18/2017	Jessica Hawkins	AUGUST 2017 TRAVEL EXPENSES	\$ 95.48
58	9/18/2017	Brenda Hebert	AUGUST 2017 TRAVEL EXPENSES	\$ 99.20
59	9/18/2017	Jill Heinen	AUGUST 2017 TRAVEL EXPENSES	\$ 29.14
60	9/18/2017	Jenny Henscheid	AUGUST 2017 TRAVEL EXPENSES	\$ 364.31
61	9/18/2017	Cari Hepperle	AUGUST 2017 TRAVEL EXPENSES	\$ 322.09
62	9/18/2017	Jeff Herzberg	AUGUST 2017 TRAVEL EXPENSES	\$ 220.41
63	9/18/2017	Maddisen Heun	AUGUST 2017 TRAVEL EXPENSES	\$ 64.79
64	9/18/2017	Dawn Higgins	AUGUST 2017 TRAVEL EXPENSES	\$ 329.53
65	9/18/2017	Nicole Hinrichs	AUGUST 2017 TRAVEL EXPENSES	\$ 184.45
66	9/18/2017	Tina Hoben	AUGUST 2017 TRAVEL EXPENSES	\$ 32.86
67	9/18/2017	Kristy Hughett	AUGUST 2017 TRAVEL EXPENSES	\$ 255.75
68	9/18/2017	Coletta Jaeger	AUGUST 2017 TRAVEL EXPENSES	\$ 82.15
69	9/18/2017	Radina Jansen	AUGUST 2017 TRAVEL EXPENSES	\$ 98.89
70	9/18/2017	Connie Johnson	AUGUST 2017 TRAVEL EXPENSES	\$ 181.50
71	9/18/2017	Kimberly Johnson	AUGUST 2017 TRAVEL EXPENSES	\$ 381.30
72	9/18/2017	Carrie Kee	AUGUST 2017 TRAVEL EXPENSES	\$ 156.73
73	9/18/2017	Jason Kehoe	AUGUST 2017 TRAVEL EXPENSES	\$ 284.27
74	9/18/2017	Claire King	AUGUST 2017 TRAVEL EXPENSES	\$ 33.48
75	9/18/2017	Shelby Krause	AUGUST 2017 TRAVEL EXPENSES	\$ 164.30
76	9/18/2017	Kathy Jo Kruse	AUGUST 2017 TRAVEL EXPENSES	\$ 133.92
77	9/18/2017	Tiffany Lammers	AUGUST 2017 TRAVEL EXPENSES	\$ 76.26
78	9/18/2017	Joanna Lange	AUGUST 2017 TRAVEL EXPENSES	\$ 204.29
79	9/18/2017	Kevin Lein	AUGUST 2017 TRAVEL EXPENSES	\$ 462.68
80	9/18/2017	Addy Leistikow	AUGUST 2017 TRAVEL EXPENSES	\$ 109.74
81	9/18/2017	Allyson Leners	AUGUST 2017 TRAVEL EXPENSES	\$ 148.18
82	9/18/2017	Marcie Lentsch	AUGUST 2017 TRAVEL EXPENSES	\$ 190.96
83	9/18/2017	Lauren Leonard	AUGUST 2017 TRAVEL EXPENSES	\$ 161.82
84	9/18/2017	Kristy Liechti	AUGUST 2017 TRAVEL EXPENSES	\$ 201.81

Check	Check Date	Payable To	Description	Amount
86	9/18/2017	Annette Louk	AUGUST 2017 TRAVEL EXPENSES	\$ 553.66
87	9/18/2017	Laura Lucchesi	AUGUST 2017 TRAVEL EXPENSES	\$ 94.86
88	9/18/2017	Denise Lundell	AUGUST 2017 TRAVEL EXPENSES	\$ 93.62
89	9/18/2017	Kris Manteufel	AUGUST 2017 TRAVEL EXPENSES	\$ 260.40
90	9/18/2017	Heidi McGuire	AUGUST 2017 TRAVEL EXPENSES	\$ 171.74
91	9/18/2017	Tammy McKimney	AUGUST 2017 TRAVEL EXPENSES	\$ 70.06
92	9/18/2017	Julie Meyer	AUGUST 2017 TRAVEL EXPENSES	\$ 326.85
93	9/18/2017	Rachel Montag	AUGUST 2017 TRAVEL EXPENSES	\$ 137.33
94	9/18/2017	Rachael Mooney	AUGUST 2017 TRAVEL EXPENSES	\$ 166.16
95	9/18/2017	Dr. Leslie Moore	AUGUST 2017 TRAVEL EXPENSES	\$ 278.38
96	9/18/2017	Melissa Mulder	AUGUST 2017 TRAVEL EXPENSES	\$ 85.56
97	9/18/2017	Jann Murphy	AUGUST 2017 TRAVEL EXPENSES	\$ 137.64
98	9/18/2017	Julie Nadrchal	AUGUST 2017 TRAVEL EXPENSES	\$ 442.99
99	9/18/2017	Katie Nelson	AUGUST 2017 TRAVEL EXPENSES	\$ 181.04
100	9/18/2017	Haley Offerman	AUGUST 2017 TRAVEL EXPENSES	\$ 99.82
101	9/18/2017	Jackie Ohl	AUGUST 2017 TRAVEL EXPENSES	\$ 137.64
102	9/18/2017	Kelly Olson	AUGUST 2017 TRAVEL EXPENSES	\$ 9.61
103	9/18/2017	Lynae Otten	AUGUST 2017 TRAVEL EXPENSES	\$ 96.72
104	9/18/2017	Rainie Perry	AUGUST 2017 TRAVEL EXPENSES	\$ 28.52
105	9/18/2017	Amy Peterson	AUGUST 2017 TRAVEL EXPENSES	\$ 86.80
106	9/18/2017	Cassady Peterson	AUGUST 2017 TRAVEL EXPENSES	\$ 119.35
107	9/18/2017	Nicole Peter	AUGUST 2017 TRAVEL EXPENSES	\$ 106.64
108	9/18/2017	Brianna Pille	AUGUST 2017 TRAVEL EXPENSES	\$ 367.66
109	9/18/2017	Martha Poland	AUGUST 2017 TRAVEL EXPENSES	\$ 183.83
110	9/18/2017	Jennifer Prentice	AUGUST 2017 TRAVEL EXPENSES	\$ 290.36
111	9/18/2017	Amy Profit	AUGUST 2017 TRAVEL EXPENSES	\$ 81.84
112	9/18/2017	Erin Pullen	AUGUST 2017 TRAVEL EXPENSES	\$ 118.42
113	9/18/2017	Gale Randall	AUGUST 2017 TRAVEL EXPENSES	\$ 202.74
114	9/18/2017	Jaymie Randel	AUGUST 2017 TRAVEL EXPENSES	\$ 472.09
115	9/18/2017	Kristine Randell	AUGUST 2017 TRAVEL EXPENSES	\$ 20.46
116	9/18/2017	Susan Rasmussen	AUGUST 2017 TRAVEL EXPENSES	\$ 106.56
117	9/18/2017	Kathy L. Rhode	AUGUST 2017 TRAVEL EXPENSES	\$ 45.57
118	9/18/2017	Lisa Richter	AUGUST 2017 TRAVEL EXPENSES	\$ 72.85
119	9/18/2017	Sharon Richardson	AUGUST 2017 TRAVEL EXPENSES	\$ 63.86
120	9/18/2017	Carol Riedesel-Bauer	AUGUST 2017 TRAVEL EXPENSES	\$ 52.08
121	9/18/2017	Marian Riner	AUGUST 2017 TRAVEL EXPENSES	\$ 155.00
122	9/18/2017	Maureen Salinas	AUGUST 2017 TRAVEL EXPENSES	\$ 181.35
123	9/18/2017	Jennifer Sammons	AUGUST 2017 TRAVEL EXPENSES	\$ 385.83
124	9/18/2017	Marta Sandoval	AUGUST 2017 TRAVEL EXPENSES	\$ 234.77
125	9/18/2017	Nicholas Schelle	AUGUST 2017 TRAVEL EXPENSES	\$ 103.54
126	9/18/2017	Travis Schlenger	AUGUST 2017 TRAVEL EXPENSES	\$ 103.23
127	9/18/2017	Michael Schmidt	AUGUST 2017 TRAVEL EXPENSES	\$ 218.55
128	9/18/2017	Nancy L. Schofield	AUGUST 2017 TRAVEL EXPENSES	\$ 62.00
129	9/18/2017	Julie Schubert	AUGUST 2017 TRAVEL EXPENSES	\$ 21.70
130	9/18/2017	Denise Schwery	AUGUST 2017 TRAVEL EXPENSES	\$ 62.00
131	9/18/2017	Mary Kay Sharkey	AUGUST 2017 TRAVEL EXPENSES	\$ 306.48
132	9/18/2017	Deb Shelton	AUGUST 2017 TRAVEL EXPENSES	\$ 43.71
133	9/18/2017	Jill Siefken	AUGUST 2017 TRAVEL EXPENSES	\$ 311.86
134	9/18/2017	Amanda Sigler	AUGUST 2017 TRAVEL EXPENSES	\$ 104.16

Check	Check Date	Payable To	Description	Amount
135	9/18/2017	Rebecca Singer	AUGUST 2017 TRAVEL EXPENSES	\$ 203.36
136	9/18/2017	Shelbi Slack	AUGUST 2017 TRAVEL EXPENSES	\$ 119.35
137	9/18/2017	LuAnn Slayton	AUGUST 2017 TRAVEL EXPENSES	\$ 106.02
138	9/18/2017	Melissa Smith	AUGUST 2017 TRAVEL EXPENSES	\$ 115.32
139	9/18/2017	Loreda K. Spanjers	AUGUST 2017 TRAVEL EXPENSES	\$ 30.07
140	9/18/2017	Linda Spencer	AUGUST 2017 TRAVEL EXPENSES	\$ 307.53
141	9/18/2017	Pamela Stangeland	AUGUST 2017 TRAVEL EXPENSES	\$ 234.24
142	9/18/2017	Patricia Stauter	AUGUST 2017 TRAVEL EXPENSES	\$ 49.60
143	9/18/2017	Janet Stremel	AUGUST 2017 TRAVEL EXPENSES	\$ 60.14
144	9/18/2017	Donna Sump McClain	AUGUST 2017 TRAVEL EXPENSES	\$ 330.46
145	9/18/2017	Jill Sundblad	AUGUST 2017 TRAVEL EXPENSES	\$ 324.99
146	9/18/2017	Briana Swanson	AUGUST 2017 TRAVEL EXPENSES	\$ 116.87
147	9/18/2017	Janelle L. Swanson	AUGUST 2017 TRAVEL EXPENSES	\$ 196.23
148	9/18/2017	Kris Taphorn	AUGUST 2017 TRAVEL EXPENSES	\$ 217.00
149	9/18/2017	Teresa Teague	AUGUST 2017 TRAVEL EXPENSES	\$ 271.56
150	9/18/2017	Jane Thilges	AUGUST 2017 TRAVEL EXPENSES	\$ 254.82
151	9/18/2017	Melissa Thilges	AUGUST 2017 TRAVEL EXPENSES	\$ 1.24
152	9/18/2017	Amy Thompson	AUGUST 2017 TRAVEL EXPENSES	\$ 26.35
153	9/18/2017	Joni Trammell	AUGUST 2017 TRAVEL EXPENSES	\$ 95.48
154	9/18/2017	Lynn Vaught	AUGUST 2017 TRAVEL EXPENSES	\$ 84.32
155	9/18/2017	Karen Waid	AUGUST 2017 TRAVEL EXPENSES	\$ 106.95
156	9/18/2017	Karissa Walburg	AUGUST 2017 TRAVEL EXPENSES	\$ 55.18
157	9/18/2017	Jodi Ward	AUGUST 2017 TRAVEL EXPENSES	\$ 21.08
158	9/18/2017	Susan Wedel	AUGUST 2017 TRAVEL EXPENSES	\$ 39.06
159	9/18/2017	Deb Weir	AUGUST 2017 TRAVEL EXPENSES	\$ 128.96
160	9/18/2017	Christine Wells	AUGUST 2017 TRAVEL EXPENSES	\$ 710.36
161	9/18/2017	Lynn Weringa	AUGUST 2017 TRAVEL EXPENSES	\$ 100.13
162	9/18/2017	Sara Westhoff	AUGUST 2017 TRAVEL EXPENSES	\$ 30.38
164	9/18/2017	Jennifer Woodruff	AUGUST 2017 TRAVEL EXPENSES	\$ 281.48
165	9/18/2017	Melissa K. Wurth	AUGUST 2017 TRAVEL EXPENSES	\$ 379.75
166	9/18/2017	Timothy Youngdahl	AUGUST 2017 TRAVEL EXPENSES	\$ 172.98
167	9/18/2017	Tiffanie Zaugg	AUGUST 2017 TRAVEL EXPENSES	\$ 196.54
82365	9/18/2017	Kathy Behrens	AUGUST 2017 TRAVEL EXPENSES	\$ 45.88
82367	9/18/2017	Debra S. Bennett	AUGUST 2017 TRAVEL EXPENSES	\$ 66.96
82369	9/18/2017	Regina Blomberg	AUGUST 2017 TRAVEL EXPENSES	\$ 185.69
82377	9/18/2017	Diane Capesius	AUGUST 2017 TRAVEL EXPENSES	\$ 37.20
82378	9/18/2017	Heather Carr	AUGUST 2017 TRAVEL EXPENSES	\$ 30.68
82382	9/18/2017	David Cole	AUGUST 2017 TRAVEL EXPENSES	\$ 94.86
82390	9/18/2017	Katherine Darby	AUGUST 2017 TRAVEL EXPENSES	\$ 120.28
82401	9/18/2017	Deb Gade	AUGUST 2017 TRAVEL EXPENSES	\$ 47.12
82414	9/18/2017	Vanessa Jorgensen	AUGUST 2017 TRAVEL EXPENSES	\$ 98.58
82420	9/18/2017	Sheila King	AUGUST 2017 TRAVEL EXPENSES	\$ 115.94
82423	9/18/2017	Diane Krause	AUGUST 2017 TRAVEL EXPENSES	\$ 67.58
82430	9/18/2017	Patti Meyer	AUGUST 2017 TRAVEL EXPENSES	\$ 7.44
82435	9/18/2017	Jean Mohr	AUGUST 2017 TRAVEL EXPENSES	\$ 84.01
82439	9/18/2017	Diane Twait Nelsen	AUGUST 2017 TRAVEL EXPENSES	\$ 417.57
82455	9/18/2017	Leslie Pralle Keehn	AUGUST 2017 TRAVEL EXPENSES	\$ 283.34
82460	9/18/2017	Melissa Rucker	AUGUST 2017 TRAVEL EXPENSES	\$ 155.00
82462	9/18/2017	Julie Saul	AUGUST 2017 TRAVEL EXPENSES	\$ 202.43

Check	Check Date	Payable To	Description	Amount
82469	9/18/2017	Anna Speers	AUGUST 2017 TRAVEL EXPENSES	\$ 83.70
82476	9/18/2017	Julie Tolliver	AUGUST 2017 TRAVEL EXPENSES	\$ 12.81
82477	9/18/2017	Jennifer L. Traub	AUGUST 2017 TRAVEL EXPENSES	\$ 103.23
82485	9/18/2017	Joy Weier	AUGUST 2017 TRAVEL EXPENSES	\$ 45.26
				<u>\$ 30,868.16</u>
36	9/18/2017	Tabitha DeMey	Supplies/T.DeMey	\$ 19.45
85	9/18/2017	Angie Lockey	Supply Reimbursement	\$ 180.00
114	9/18/2017	Jaymie Randel	Supplies/J.Randel	\$ 68.10
123	9/18/2017	Jennifer Sammons	Reimbursement/Office Equipment	\$ 230.04
141	9/18/2017	Pamela Stangeland	Conf. Fee Registration Reimbursement	\$ 89.00
160	9/18/2017	Christine Wells	Supplies/C.Wells	\$ 96.09
163	9/18/2017	Maria Weydert	Supplies/Youth Shelter	\$ 126.63
82355	9/18/2017	A&M Laundry Inc	Laundry Service/Media	\$ 154.86
82356	9/18/2017	Central Rivers Area Education Agency	Membership 2017-18	\$ 185.00
82357	9/18/2017	Ahlers & Cooney, P.C.	Legal Fees/Alta-Aurelia Reorga	\$ 15.00
82358	9/18/2017	Americinn Hotel & Suites	Lodging/H.Adams	\$ 72.80
82358	9/18/2017	Americinn Hotel & Suites	Lodging/J.Meyer	\$ 218.40
82358	9/18/2017	Americinn Hotel & Suites	Lodging/K.Ahrens	\$ 68.90
82359	9/18/2017	AmericInn Lodge & Suites	Lodging/C.Wells	\$ 61.60
82360	9/18/2017	Kaia Morgan Anderson	Interpreting Service/July 201	\$ 24.30
82361	9/18/2017	APBS	Registration Fee/K.Leveke	\$ 100.00
82362	9/18/2017	ArborPro Tree Service	Tree Removal/Trim/Grind Stump FD	\$ 1,825.00
82363	9/18/2017	Isbelia Arzola	Meals/VTS	\$ 111.75
82364	9/18/2017	Donna Bachman	Contracted OT Services	\$ 1,270.96
82366	9/18/2017	Benefits, Inc.	Claims Paid 9/4 to 9/8	\$ 806.28
82366	9/18/2017	Benefits, Inc.	PSF Fees	\$ 1,470.00
82368	9/18/2017	B & H Photo Video	Shredder/Estherville office	\$ 749.99
82370	9/18/2017	Books By the Bushel LLC	books for baby book bags for	\$ 315.00
82371	9/18/2017	Brown Services	Janitorial Service/Jefferson	\$ 100.00
82372	9/18/2017	BRW	Water/FD Office	\$ 69.75
82373	9/18/2017	Buddy Berry	PD Services	\$ 3,500.00
82374	9/18/2017	Buena Vista University	PD Registration	\$ 130.00
82375	9/18/2017	Bunjes Landscaping & Lawncare, Inc.	Lawn Care/SL Office	\$ 90.00
82376	9/18/2017	Burch Manufacturing	US Flag Repairs	\$ 177.09
82379	9/18/2017	CDW Government, Inc.	Media Production Supplies	\$ 123.68
82380	9/18/2017	City of Storm Lake	Water/SL Office	\$ 242.98
82381	9/18/2017	CMI	Registration/R.Engeldinger	\$ 199.00
82383	9/18/2017	Compass Pointe	Honorarium/PD Class Instructo	\$ 900.00
82384	9/18/2017	Continental Fire Sprinkler Co	Quarterly Inspection/SL Offic	\$ 153.75
82385	9/18/2017	COUNSEL	Copier maintenance	\$ 3,081.37
82386	9/18/2017	Crisis Prevention Institute	Registration Fee/K.Lein	\$ 2,850.00
82387	9/18/2017	Culligan Water Conditioning, Inc. - Boone	Water/Jefferson Office	\$ 20.24
82388	9/18/2017	Diane Daniels	Interpreting Service/July 201	\$ 112.50
82389	9/18/2017	Daniel Tire Company	Maintenance Van Repair	\$ 185.60
82391	9/18/2017	Iowa Department of Education	Licensures/VTS	\$ 2,420.00
82392	9/18/2017	Division on Career Deveopment & Transition	Registration/TQPD/E.Cook/D.Ne	\$ 830.00
82393	9/18/2017	Doors, Inc.	Maintenance Supplies/Poky	\$ 420.00
82394	9/18/2017	Ecolab Pest Elimination Division	Pest Control/SL Office	\$ 159.52

Check	Check Date	Payable To	Description	Amount
82395	9/18/2017	Edge Enterprises	KU Training Materials/J.Meyer	\$ 467.50
82396	9/18/2017	Engel Law Office	Legal Services	\$ 166.25
82397	9/18/2017	Estherville Daily News	Director District Publication	\$ 27.00
82398	9/18/2017	Fairfield Inn & Suites	Lodging/C.Johnson	\$ 72.80
82399	9/18/2017	Farm & Home True Value	Custodial Supplies/Poky Offic	\$ 22.07
82399	9/18/2017	Farm & Home True Value	Maintenance Supplies/Poky	\$ 96.49
82400	9/18/2017	Fick's Ace Hardware	Supplies/Estherville Office	\$ 14.99
82401	9/18/2017	Deb Gade	Coffee Maker Reimbursement	\$ 200.48
82401	9/18/2017	Deb Gade	Supply Reimbursement	\$ 37.50
82402	9/18/2017	Garbage Hauling Service	Garbage Hauling/SL Office	\$ 198.00
82403	9/18/2017	Heartland Backflow Inc.	Service Call/Poky Office	\$ 195.00
82404	9/18/2017	Ruby Herrera	Presenter/VTS	\$ 900.00
82405	9/18/2017	Holiday Inn - Downtown	Lodging/B.Goings/LPS	\$ 190.40
82405	9/18/2017	Holiday Inn - Downtown	Lodging/SAI Conf.	\$ 1,618.40
82406	9/18/2017	Hope Haven, Inc.	Janitorial Service/Estherville	\$ 33.25
82407	9/18/2017	Hy-Vee Food Stores (StL)	Supplies/NTC Workshop	\$ 420.00
82408	9/18/2017	Iowa Association of School Business Officials	Fall Conf. Reg./M.Dowd	\$ 178.00
82408	9/18/2017	Iowa Association of School Business Officials	Fall Conf. Reg/B.Hebert	\$ 178.00
82408	9/18/2017	Iowa Association of School Business Officials	Fall Conf. Reg/J.Murphy	\$ 178.00
82408	9/18/2017	Iowa Association of School Business Officials	Membership Renewal/M.Dowd	\$ 175.00
82409	9/18/2017	Iowa Communications Network	Bandwidth/AEA028	\$ 13,211.30
82409	9/18/2017	Iowa Communications Network	Telephone/AEA08	\$ 4,221.93
82409	9/18/2017	Iowa Communications Network	Telephone/FTDGAEAO1	\$ 247.06
82410	9/18/2017	Iowa Department of Human Services	Medicaid Part C	\$ 52.76
82410	9/18/2017	Iowa Department of Human Services	Medicaid Part B	\$ 101.08
82411	9/18/2017	ISCA	Conf.Reg./K.Leveke	\$ 125.00
82412	9/18/2017	ISPRA	Membership/C.Johnson	\$ 50.00
82413	9/18/2017	Catherine Joenks	Independent Educational Eval.	\$ 1,102.82
82415	9/18/2017	Kakacek's Lawn Care	Lawn Care/Poky	\$ 180.00
82416	9/18/2017	Susan Kane	Guided Reading Training	\$ 600.00
82417	9/18/2017	Kim Kazmierczak	Contracted Service/IPLA	\$ 665.10
82418	9/18/2017	Kelmar Catering, LLC	Meals/New Hire Day	\$ 334.00
82418	9/18/2017	Kelmar Catering, LLC	Meals/Superintendent Mtg	\$ 245.00
82419	9/18/2017	Kendall-Hunt Publishing	Supplies/J.Meyer	\$ 1,878.90
82421	9/18/2017	Kyle Kinne	PD Refund	\$ 55.00
82422	9/18/2017	Kossuth Regional Health Ctr	July Services/ECNCI	\$ 4,350.00
82424	9/18/2017	Brady L. Krischel	Contracted Service/Media	\$ 882.00
82425	9/18/2017	KU-CRL	KU Training Materials/J.Meyer	\$ 1,188.00
82426	9/18/2017	The Laurens House of Print	Media Production Supplies	\$ 45.00
82427	9/18/2017	Little Mustangs	September Tuition/ECNCI	\$ 130.00
82428	9/18/2017	Maynard Kuhnes Cleaning Servicers LLC	Janitorial Service/SL Office	\$ 1,927.20
82429	9/18/2017	Menards	Maintenance Supplies/Agency	\$ 244.33
82429	9/18/2017	Menards	Maintenance Supplies/FD	\$ 56.93
82429	9/18/2017	Menards	SPED Supplies	\$ 21.93
82429	9/18/2017	Menards	Supplies/Blackhawk Conf. Room	\$ 157.30
82429	9/18/2017	Menards	Supplies/FD Office	\$ 70.99
82431	9/18/2017	Midamerican Energy Company	Utilities/SL Office	\$ 1,775.23
82432	9/18/2017	Midwest Special Instruments	Calibrate hearing Booth/Algona	\$ 1,121.50
82433	9/18/2017	Midwest Symposium for Leadership in Behavior	Registration/T.Alesch/B.Going	\$ 590.00

Check	Check Date	Payable To	Description	Amount
82434	9/18/2017	MJCare, Inc.	Medicaid Part C/July 2017	\$ 1,755.25
82436	9/18/2017	Kelly Moline	Guided Reading Training	\$ 600.00
82437	9/18/2017	Morningside College	PD Registration	\$ 2,200.00
82438	9/18/2017	National Business Furniture	Furniture/Black Hawk conf rm Poky	\$ 869.00
82440	9/18/2017	Heather Nicholls	Interpreting Service/August 2017	\$ 72.93
82440	9/18/2017	Heather Nicholls	Interpreting Service/July 2017	\$ 74.82
82441	9/18/2017	North Light Color	Media Production Supplies	\$ 1,724.00
82442	9/18/2017	NSS (Northern Speech Services)	Supplies/S.Rasmussen	\$ 42.00
82443	9/18/2017	On-Site Information Destruction, Inc.	Shredding Service/FD Office	\$ 443.84
82444	9/18/2017	Otis Elevator Company	Elevator Maintenance Sept-Nov.	\$ 1,050.00
82445	9/18/2017	Palo Alto Community Health	July Services/ECNCI	\$ 2,043.00
82446	9/18/2017	Pearson Education	Supplies/J.Meyer	\$ 1,604.04
82447	9/18/2017	Pederson Sanitation	Garbage/FD	\$ 100.00
82448	9/18/2017	Perfection Learning Corp	Lending Library Supplies	\$ 4,148.20
82449	9/18/2017	Performance Matters, LLC	PD Registration	\$ 4,260.84
82450	9/18/2017	Pioneer Valley Educational Press	Instructional Supplies/LPS	\$ 6,570.00
82451	9/18/2017	Plunkett's Pest Control	Pest Control/Poky	\$ 49.69
82452	9/18/2017	Pocahontas Ford Lincoln Mercury	Media Van Maintenance	\$ 60.48
82453	9/18/2017	Lori Porsch	Contracted Service/IPLA	\$ 3,938.72
82454	9/18/2017	Powhatan Travel Service	Airline Ticket/A.Leners/TQPD	\$ 852.20
82455	9/18/2017	Leslie Pralle Keehn	Supplies/L.Pralle-Keehn	\$ 49.27
82456	9/18/2017	Ramada Northwest Inn & Suites	Lodging/J.Prentice	\$ 288.96
82456	9/18/2017	Ramada Northwest Inn & Suites	Lodging/J.Sundblad	\$ 72.80
82456	9/18/2017	Ramada Northwest Inn & Suites	Lodging/L.Spencer	\$ 145.60
82456	9/18/2017	Ramada Northwest Inn & Suites	Lodging/M.Conrad	\$ 72.80
82456	9/18/2017	Ramada Northwest Inn & Suites	Lodging/VTS	\$ 3,333.04
82457	9/18/2017	Really Good Stuff	Supplies/T.Christopher	\$ 116.81
82458	9/18/2017	Ries's Water Service	Water/Poky Office	\$ 264.00
82459	9/18/2017	Rosalez Lock & Key	Keys/SL Office	\$ 12.00
82461	9/18/2017	School Administrators of Iowa	Registration Fee/J.Graber	\$ 220.00
82463	9/18/2017	Scholastic, Inc.	Instructional Supplies/LPS	\$ 892.50
82464	9/18/2017	School Specialty	Supplies/LPS	\$ 131.94
82465	9/18/2017	The Sherwin Williams Co.	Paint/Agency Wide	\$ 29.64
82466	9/18/2017	Solar Winds	Bandwidth 2 Services	\$ 642.00
82467	9/18/2017	Solution Tree, LLC	Supplies/L.Beltran	\$ 38.95
82468	9/18/2017	Southwest Binding & Laminating	Media Production Supplies	\$ 1,754.60
82470	9/18/2017	StayOnline	Technology Supplies/Agency Wide	\$ 208.04
82471	9/18/2017	Stenhouse Publishers	Supplies/J.Siefken	\$ 37.00
82472	9/18/2017	Storey Kenworthy	Furniture Poky Black Hawk Conf	\$ 33,805.60
82473	9/18/2017	Stratus Audio, Inc.	Interpreting Fee/July 2017	\$ 50.00
82474	9/18/2017	Super 8 Motel-Jefferson	Lodging/J.Randel	\$ 72.80
82475	9/18/2017	Paul Tedesco	Contracted Service/IPLA	\$ 1,137.71
82478	9/18/2017	Thomas Tyrrell	Interpreting Service/August 2017	\$ 289.80
82478	9/18/2017	Thomas Tyrrell	Interpreting Service/July 2017	\$ 175.80
82479	9/18/2017	University Of Iowa Hospitals & Clinics	Independent Educational Evalu	\$ 479.00
82480	9/18/2017	Upper Des Moines Opportunity	July Services/ECNCI	\$ 3,840.00
82481	9/18/2017	Veritiv	Media Production Supplies	\$ 1,829.84
82481	9/18/2017	Veritiv	Paper/Agency Wide	\$ 2,260.00
82482	9/18/2017	Vista Paints	Paint/SL Office	\$ 42.75

Prairie Lakes AEA 8
 Board Bills
 September 18, 2017

2017-2018

Check	Check Date	Payable To	Description	Amount
82483	9/18/2017	The Water Connection	Water/Algona	\$ 19.50
82484	9/18/2017	Webster County Health Department	July Services/ECNCI	\$ 1,273.75
82486	9/18/2017	Westone Laboratories, Inc.	Earmolds/Audiology	\$ 95.35
82487	9/18/2017	Wild Rose Resort	Lodging/J.Graber	\$ 65.00
82488	9/18/2017	WINDSTREAM	Telephone/North Region	\$ 1,480.60
82489	9/18/2017	Winnebago County Public Health	July Services/ECNCI	\$ 4,408.03
82490	9/18/2017	Wood's Super Market	Supplies/Poky	\$ 28.54
82491	9/18/2017	Xerox	Meter Usage/Media Production	\$ 8,267.86
				<u>\$ 165,415.01</u>
Total September Bills				<u>\$ 219,585.12</u>

Prairie Lakes AEA 8
 September 18, 2017
 Budget Summary for
 June 30, 2017

Final

REVENUE SUMMARY

	Budget	YTD	Balance
Special Education Support	18,621,391.00	18,415,221.72	206,169.28
Media Services	2,599,164.00	2,522,429.45	76,734.55
Educational Services	2,881,550.00	2,859,945.00	21,605.00
Special Education Instruction	1,188,312.00	1,188,312.38	(0.38)
Other Income	-	184,499.88	
Self Partial Fund Health Ins.	-	43,849.25	
Interfund Transfer	-	147,576.97	
Totals	25,290,417.00	25,361,834.65	71,417.65

EXPENDITURE SUMMARY

	Budget	Admin.	YTD	Balance
Administration	-	1,200,000.00	1,159,954.79	40,045.21
Sp Educ Support	18,621,391.00	(948,000.00)	17,459,415.68	213,975.32
Media Services	2,599,164.00	(120,000.00)	1,924,025.28	555,138.72
Educational Services	2,881,550.00	(120,000.00)	2,744,678.37	16,871.63
Sp Educ Instruction	1,188,312.00	(12,000.00)	1,188,312.38	(12,000.38)
Self Partial Fund Health Ins.	-	-	166,890.00	
Interfund Transfer	-	-	147,576.97	
Totals	25,290,417.00	-	24,790,853.47	499,563.53

Net income (loss) 570,981.18

Prairie Lakes AEA 8
Balances as of closing
June 30, 2017

	Special Education	Media	Ed Services	Total
Unassigned Fund Balance	\$ 1,801,176.93	\$ 494,051.24	\$ 51,369.84	\$ 2,346,598.01
15-16	\$ 1,509,727.53	\$ 8,826.81	\$ 45,857.79	\$ 1,564,412.13
Committed:				
Accrued Vacation	\$ 25,947.27	\$ 18,028.12	\$ 3,623.32	\$ 47,598.71
Early Retirees	\$ 310,382.97	\$ 13,964.06	\$ -	\$ 324,347.03
Committed	\$ 336,330.24	\$ 31,992.18	\$ 3,623.32	\$ 371,945.74
15-16	\$ 429,274.05	\$ 25,756.93	\$ 2,009.81	\$ 457,040.79
Nonspendable/Restricted:				
Nonspendable Inventory	\$ 3,774.60	\$ 26,434.37	\$ 419.40	\$ 30,628.37
Restricted for Self Partial Funding	\$ 190,154.56	\$ 23,769.32	\$ 23,769.32	\$ 237,693.20
Restricted for TQ ICC - 3373	\$ 34,941.57	\$ 4,367.70	\$ 4,367.70	\$ 43,676.97
Restricted for TQ PD - 3376	\$ 14,451.03	\$ 1,806.38	\$ 1,806.38	\$ 18,063.79
Nonspendable/Restricted	\$ 243,321.76	\$ 56,377.77	\$ 30,362.80	\$ 330,062.33
15-16	\$ 343,199.98	\$ 70,195.05	\$ 42,880.23	\$ 456,275.26
General Fund Totals	\$ 2,380,828.93	\$ 582,421.19	\$ 85,355.96	\$ 3,048,606.08
15-16	\$ 2,282,201.56	\$ 104,778.79	\$ 90,747.83	\$ 2,477,728.18
Debt Service Fund Totals	\$ 93,686.53	\$ 45,127.89	\$ 10,409.59	\$ 149,224.01
15-16	\$ 93,640.06	\$ 45,076.25	\$ 10,404.43	\$ 149,120.74
Grand Total	\$ 2,474,515.46	\$ 627,549.08	\$ 95,765.55	\$ 3,197,830.09
15-16	\$ 2,375,841.62	\$ 149,855.04	\$ 101,152.26	\$ 2,626,848.92

Begin Fund Balance	\$ 2,626,848.92
Net income(loss)	\$ 570,981.17
Ending Fund Balance	\$ 3,197,830.09

Solvency Ratio at June 30, 2017 9.78%
Solvency Ratio at June 30, 2016 6.15%

Prairie Lakes AEA 8
 September 18, 2017
 Budget Summary for
 August 31, 2017

REVENUE SUMMARY

	Budget	August	YTD	Balance
Special Education Support	19,461,124.00	1,392,926.49	1,509,319.74	17,951,804.26
Media Services	2,599,164.00	15,536.64	55,314.85	2,543,849.15
Educational Services	2,881,550.00	69,295.59	108,657.94	2,772,892.06
Special Education Instruction	348,579.00	28,048.84	28,048.84	320,530.16
Other Income	-	492.26	1,011.76	
Self Partial Fund Health Ins.	-	-	-	
Totals	25,290,417.00	1,506,299.82	1,702,353.13	23,588,063.87

EXPENDITURE SUMMARY

	Budget	Admin.	August	YTD	Balance
Administration		1,200,000.00	81,975.73	266,599.21	933,400.79
Sp Educ Support	19,461,124.00	(948,000.00)	307,649.53	488,305.55	18,024,818.45
Media Services	2,599,164.00	(120,000.00)	119,459.17	281,474.04	2,197,689.96
Educational Services	2,881,550.00	(120,000.00)	111,652.35	173,512.45	2,588,037.55
Sp Educ Instruction	348,579.00	(12,000.00)	22,887.18	22,980.82	313,598.18
Self Partial Fund Health Ins.	-	-	13,378.77	19,609.49	
Totals	25,290,417.00	-	657,002.73	1,252,481.56	24,057,544.93

Net income (loss) 849,297.09 449,871.57

Percentage of budget spent 5%
 Percentage of budget unspent 95%

Prairie Lakes AEA 8
 September 19, 2016
 Budget Summary for
 August 30, 2016

REVENUE SUMMARY

	Budget	August	YTD	Balance
Special Education Support	20,273,157.69	160,936.56	160,936.56	20,112,221.13
Media Services	2,556,346.46	62,620.04	62,635.04	2,493,711.42
Educational Services	2,816,495.32	30,513.63	43,636.97	2,772,858.35
Special Education Instruction	355,000.00	-	-	355,000.00
Other Income	-	3,556.00	3,556.00	
Self Partial Fund Health Ins.	-	3,622.47	7,244.94	
Totals	26,000,999.47	261,248.70	278,009.51	25,730,234.90

EXPENDITURE SUMMARY

	Budget	Admin.	August	YTD	Balance
Administration		1,200,000.00	80,599.60	252,650.15	947,349.85
Sp Educ Support	20,273,157.69	(948,000.00)	295,409.42	506,747.65	18,818,410.04
Media Services	2,556,346.46	(120,000.00)	119,638.21	298,002.74	2,138,343.72
Educational Services	2,816,495.32	(120,000.00)	72,925.79	111,579.05	2,584,916.27
Sp Educ Instruction	355,000.00	(12,000.00)	3,134.01	3,209.97	339,790.03
Self Partial Fund Health Ins.	-	-	24,218.73	32,805.48	
Totals	26,000,999.47	-	595,925.76	1,204,995.04	24,828,809.91

Net income (loss) (334,677.06) (926,985.53)

Percentage of budget spent 5%
 Percentage of budget unspent 95%

CASH SUMMARY		2017	2016
Checking Account Balance-Book balance at	08/31/17	\$ 2,837,641.58	\$ 729,068.02
Checking Account Balance-Bank Statement balance at	08/31/17	\$ 3,249,245.64	\$ 1,002,995.86
Less: Outstanding Checks		\$ (411,604.06)	\$ (273,927.84)
Bank statement reconciled to book balance:	08/31/17	\$ 2,837,641.58	\$ 729,068.02
Less: Monthly bills	09/18/17	\$ (222,814.74)	\$ (327,201.56)
Less: Monthly Payroll	09/20/17	\$ (1,583,093.26)	\$ (1,592,528.47)
Adjusted Checking Account Balance		\$ 1,031,733.58	\$ (1,190,662.01)
Add: Deposits	09/01/17 to 09/15/17	\$ 403,621.77	\$ 28,260.73
Pending - State Aide/TSS/TQ/Juv Home		\$ -	\$ 1,374,613.00
Cash balance		\$ 1,435,355.35	\$ 212,211.72
		Bank Balance 8/31/2017	Bank Balance 8/31/2016
<u>Wells Fargo Bank, N.A.:</u>			
Commercial Checking account		\$ 3,006,334.49	\$ 999,393.23
Merchant account		\$ 5,222.95	\$ 3,602.63
Commercial Checking account - PSF		\$ 237,688.20	\$ -
		\$ 3,249,245.64	\$ 1,002,995.86

Staff Personnel
Series 400

Policy Title Acceptable Use of the Internet,

Code No. 411.3

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges.

Prairie Lakes AEA administration shall develop rules and regulations governing the use of the Internet for agency employees.

See related policy 602.4R and Rules and Regulations.

Date of Adoption:
December 16, 2002

Legal Reference: (Code of Iowa)

Amended: March 21, 2011

Related Administrative Rules & Regulations 602.4R; Rules & Regulations

Educational Program
Series 600

Policy Title Acceptable Use of the Internet
and Electronic Resources

Code No. 602.4

The Board expects that all employees will learn to use electronic resources and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The AEA reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system. Courts have ruled that old messages may be subpoenaed and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

Prairie Lakes AEA employees are expected to communicate in a professional manner consistent with all state laws governing the behavior of agency employees, federal laws governing copyright and requirements set forth by the Children's Internet Protection Act. In compliance with CIPA, Prairie Lakes AEA employs Internet filters on its network systems. Any filters or policies relating to CIPA will remain in effect for a minimum of five years after funding from E-rate or CIPA has ceased.

The training of students in regard to appropriate online behavior, including interaction on social networking sites and chat rooms, and cyberbullying awareness and response is undertaken by individual districts and schools. Prairie Lakes AEA will assist districts and schools in providing educational resources toward such end. If minors are allowed to utilize AEA networks, the AEA will provide required monitoring of student use.

The Board encourages staff to make use of electronic resources including, but not limited to exploring educational topics, conducting research and contacting others in the educational world. The board expects that electronic communications systems will expedite the sharing of effective practices and will help staff stay on the leading edge of practice by forming partnerships with others.

Date of Adoption:

Legal Reference: (Code of Iowa)

Dec. 12, 2002

Amended: June 18, 2012

Related Administrative Rules & Regulations 411.3

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 5th 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.

2017/2018 28E AGREEMENT

MANSON NORTHWEST WEBSTER

RABINER TREATMENT CENTER

This Agreement is made this **July 19, 2017**, by and between the Manson Northwest Webster Community School District in the Counties of Calhoun, Pocahontas and Webster (hereinafter the "District"), Prairie Lakes Area Education Agency 8 (hereinafter the "AEA") and the Rabiner Treatment Center (hereinafter "RTC").

1. **Statutory Authority.** This agreement is made pursuant to Iowa Code Chapter 28E.
2. **School District.** The District is a school corporation as defined by and operating pursuant to Iowa Code Chapter 274.
3. **AEA.** The AEA is an area education agency established and operating pursuant to Iowa Code Chapter 273.
4. **Rabiner.** RTC is a private Iowa not-for-profit corporation licensed to operate as a residential child foster care facility under Iowa Code Chapter 237 (2001).
5. **Term.** The term of this agreement shall be from July 1, 2017 until June 30, 2018.
6. **Purpose.** The parties shall cooperatively establish and operate an educational program for RTC residents, including school facilities located at RTC for the education of those residents who have been determined to be eligible for special education under the Individuals with Disabilities Education Act (IDEA).

Residents of Rabiner Treatment Center who are enrolled in the RTC educational program shall be enrolled in and attend Manson Northwest Webster Community School District's public school only after the transition team has received and approved an evaluation of the individual(s). The transition team will then make a recommendation that the student is best served in the public school setting. Transportation will be provided by RTC Treatment Center.
7. **Description of Program.**
 - a. **Eligible Youth.**

1) Residents. Youths who will participate in the educational program provided under this agreement will be persons placed in RTC's residential child foster care facility by court order or by voluntary placement.

2) District Students. District high school and middle school students who participate in the educational program at RTC will do so only at the direction of the student's IEP team or of the MNW administration.

3) Non-resident Other Students. The educational program at RTC may be made available to selected students from other public school districts that are members of the Rabiner School Consortium.

4) All residential students participating in the educational program at RTC shall be enrolled in and students of Manson Northwest Webster Community School District. Day students will be enrolled in their home districts.

b. **Facilities.** RTC shall provide appropriate school facilities, including classrooms, furnishings and fixtures for the proper conduct of the RTC School's educational program. Classroom furniture and fixtures shall include but not be limited to: lighting, chalkboards, bathroom facilities, playground/exercise facilities, administrative and guidance counselor offices.

c. **Educational Materials and Supplies.** The District shall supply all workbooks and textbooks for the students' courses that have been approved by the District and meet their standards and benchmarks. The District shall provide consumable educational materials and supplies for the educational program. The District shall also supply computers, calculators and any required assistive technology for the use of RTC faculty and students. All District textbooks and equipment shall remain the property of the District and shall be returned to the District upon the student's transfer out or completion of his/her education at RTC.

d. **Teaching Staff.** MNW will provide all classroom staff necessary for the school's operation. Classroom staff that are shared between RTC and the District may be contracted by either the District or RTC and a portion of that contract purchased by the other entity. The District will provide the services of a program administrator and such ancillary staff as the District deems necessary. Requirements for educational program teachers include:

1) All professionals educators must have proper certification, a copy of which shall be placed on file with the District.

2) Performance of education program employees shall be evaluated at least annually.

8. **Financing.** The District shall pay RTC the cost of fair market rent for the educational facilities. Payments to RTC shall be monthly. The actual costs of educating students residing at RTC who are served in a District facility shall be paid directly to the District by the student's resident district. Payment for the education of regular education students residing at RTC shall be made to the District pursuant to Iowa law.

9. **Special Education Students.** RTC agrees the education of all residential special education students involved in the education program at RTC will comply with all federal and state laws and regulations and specifically agrees to indemnify and hold the District and the AEA harmless from any damages, claims and attorney fees resulting from any act or omission affecting special education students by RTC, its employees and agents. The AEA and District shall have the right to provide such monitoring of student Individual Education Programs (IEP's) and RTC as they deem necessary.

10. **Department of Education Approval.** The parties agree to work together to ensure that the Iowa Department of Education approves the education program at RTC contemplated by this Agreement. Although the parties do not believe that specific approval of the Department is required, the parties will cooperate to ensure compliance with federal and state standards.

11. **Governing Committee.** RTC Education Program Committee will be formed by the parties for the purpose of managing and overseeing the education program at RTC School and resolving issues arising out of this Agreement. The Committee shall consist of one representative each of the District, the AEA, and RTC. The RTC Education Program Committee will meet as needed to make recommendations to the Board of Directors of the parties on issues arising out of the interpretation and operation of this Agreement.

12. **Program Evaluation.** The RTC Education Program Committee shall meet at least annually and determine the appropriate content and scope of the educational program for residential students; except that the educational program must meet the requirements of the Individual Education Programs (IEP's) of each of the students. The Committee shall meet quarterly to review the operation of the program. They will monitor and provide such evaluation of curriculum and student performance as is necessary to ensure that the program meets federal and state requirement.

13. **Administrator.** The Administrator of this Agreement shall be the Superintendent of the District or his or her designee who remains responsible under Iowa law for the education of all RTC residents.

14. **Insurance.** RTC shall also provide proof to the District of insurance which covers the acts, errors, omissions and general liability of the RTC employees and agents in an amount not less than \$500,000.

RTC hereby agrees to indemnify and hold harmless the District from any claims by employees of RTC which result from the actions of the students in the program.

15. **Dispute Resolution.** If, after submission of any dispute to the RTC Education Program Committee and consideration of the dispute in a joint meeting of the Boards of Directors of the parties, the parties are unable to agree on a resolution, a mediator shall be selected to assist in resolution of the dispute. If the parties are unable to agree upon the selection of a mediator, the parties shall ask the Iowa Association of School Boards to appoint a mediator.

16. **Separability.** Should any paragraph or provision of this agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this agreement to the extent it violates the law. Such deletion shall not affect any other paragraph or provisions of this agreement. Should the parties deem it advisable, they may mutually agree to enter into negotiations to replace the invalid provision.

17. **Termination.** Upon the termination of this Agreement, RTC, the AEA and the District shall each retain ownership of their individual property. Within a reasonable time after such termination the District and the AEA shall remove all of their property from RTC.

MANSON NORTHWEST WEBSTER COMMUNITY SCHOOL DISTRICT


By: Duane Paterson, President


By: Erin Schroeder, Board Secretary

Signed this 16th day of August, 2017.

PRAIRIE LAKES AEA

By: Rick Morain, Board President

By: Michelle Dowd, Board Secretary

Signed this _____ day of _____, 2017.

RABINER TREATMENT CENTER

By: Brad Klug, CEO

Board Member

Signed this _____ day of _____, 2017.

**28E AGREEMENT
FIRST AMENDMENT
IOWA ONLINE PROFESSIONAL DEVELOPMENT SYSTEM**

THIS FIRST AMENDMENT (“AMENDMENT”) TO THE IOWA ONLINE PROFESSIONAL DEVELOPMENT SYSTEM AGREEMENT ("AGREEMENT") is made and entered into effective as of the 1st day of July 2018 by and among Heartland Area Education Agency 11 (the "Host AEA"), and each of the other area education agencies set forth on the signature pages to this Amendment (collectively, the "Non-Host AEAs"). The Iowa Online Professional Development System is also referred to as AEA PD Online and AEA Learning Online. The Host AEA and the Non-Host AEAs are hereinafter sometimes referred to individually as a "Party" and collectively as the "Parties.”

WHEREAS, the Parties entered into the AGREEMENT effective July 1, 2015 for the Iowa Online Professional Development System.

WHEREAS, pursuant to section 5(a) of the AGREEMENT the Parties desire to renew the AGREEMENT for an additional three year renewal term effective July 1, 2018.

NOW, THEREFORE, in consideration of the recitals and mutual covenants contained in the AGREEMENT, the Parties hereto agree as follows:

1. The current Governance Council members are reflected in revised Schedule 2.
2. The current addresses for notices are reflected in revised Schedule 4.
3. Except as specifically modified herein, all of the terms and conditions of the AGREEMENT shall continue in full force and effect.

IN WITNESS WHEREOF, the Host AEA has executed this Amendment as of the date first above written.

HOST AEA

Heartland Area Education Agency 11

By: _____
_____, Board President

By: _____
_____, Board Secretary

STATE OF IOWA, COUNTY OF _____, ss:

On this ___ day of _____, 20___, before me, the undersigned, a Notary Public in and for said County and said State, personally appeared _____ and _____ to me personally known, who being by me duly sworn, did say that they are the President and Secretary respectively, of Area Education Agency 11, the Area Education Agency executing the within and foregoing instrument to which this is attached; that the instrument was signed on behalf of said Area Education Agency by authority of its Board of Directors; and that _____ and _____ as such officers acknowledged the execution of the foregoing instrument to be the voluntary act and deed of the Area Education Agency, by it and by them voluntarily executed.

Notary Public in and for said State

IN WITNESS WHEREOF, the undersigned Non-Host AEA has executed this Amendment as of the date first above written.

NON-HOST AEA

By: _____
_____, Board President

By: _____
_____, Board Secretary

STATE OF IOWA, COUNTY OF _____, ss:

On this ___ day of _____, 20__, before me, the undersigned, a Notary Public in and for said County and said State, personally appeared _____ and _____ to me personally known, who being by me duly sworn, did say that they are the President and Secretary respectively, of Area Education Agency ____, the Area Education Agency executing the within and foregoing instrument to which this is attached; that the instrument was signed on behalf of said Area Education Agency __ by authority of its Board of Directors; and that _____ and _____ as such officers acknowledged the execution of the foregoing instrument to be the voluntary act and deed of the Area Education Agency, by it and by them voluntarily executed.

Notary Public in and for said State

Schedule 2

GOVERNANCE COUNCIL MEMBERS

<u>Name</u>	<u>Selection Criterion</u>
Beverly Berns	School Improvement Consultant, Keystone AEA
Julie Davies	Educational Service Director, Central Rivers AEA
Jeff Herzberg	Chief Administrator, Prairie Lakes AEA
Kim Hofmann	Special Education Director, Mississippi Bend AEA
Joe Crozier	Chief Administrator, Grant Wood AEA
Kurt Subra	Chief Financial Officer, Heartland AEA
Katy Evenson	Educational Service Director, Northwest AEA
Lane Plugge	Chief Administrator, Green Hills AEA
Lisa Jacobs	Instructional Technology Consultant, Great Prairie AEA
Evan Abbey	Program Director, AEA PD Online (Ex Officio)
Jeff Weinberg	Director of Technology, Heartland AEA (Ex Officio)
Brent Siegrist	(Ex Officio)
Tom Lane	(Ex Officio)

Schedule 4

ADDRESSES FOR NOTICES

Keystone AEA
Julie Tschirgi, Board Secretary
1400 Second Street N.W.
Elkader, IA 52043

Central Rivers AEA
Lori Thomas, Board Secretary
1521 Technology Pkwy
Cedar Falls, IA 50613

Prairie Lakes AEA
Michelle Dowd, Board Secretary
500 N.E. Sixth Street
P.O. Box 802
Pocahontas, IA 50574

Mississippi Bend AEA
Cheryl Oake, Board Secretary
729 21st Street
Bettendorf, IA 52722

Grant Wood AEA
Kim Martin, Board Secretary
4401 Sixth Street S.W.
Cedar Rapids, IA 52404

Heartland AEA
Jennifer Ugolini, Board Secretary
6500 Corporate Drive
Johnston, IA 50131

Northwest Area Education Agency
Gloria Miller, Board Secretary
1520 Morningside Avenue
Sioux City, IA 51106

Green Hills Area Education Agency
Linda Perdue, Board Secretary
24997 Highway 92
P.O. Box 1109
Council Bluffs, IA 51502

Great Prairie Area Education Agency
Jen Woodley, Board Secretary
2814 N. Court Street
Ottumwa, IA 52501

Executive Director Report-August, 2017

August moves us into the new school year and things really begin to pick up. Starting with the annual SAI conference and ending with the first football games, there is no doubt that school and the AEA's are back hard at work.

As always, the SAI conference was a good start to the month and a great opportunity to network. We had the IAAEA, AEA Purchasing and AEA PD Online booths all together and we enjoyed a constant flow of people. It is always a good opportunity to visit with people about our services as well as maintaining friendships.

I dealt with our legal counsel several times during August. I was subpoenaed to provide evidence about the PD Online Mandatory Reporter training. We were willing to provide what was asked, but we wanted to make sure that we didn't violate any privacy rules. It took several meetings, but we eventually got everything taken care of and presented. We also had a request from the Communication group concerning regulations for using people's pictures in media projects. We will have legal counsel approved guidelines shortly. Then we will have a template for the IAAEA system. Another small step forward in a unified system.

I spent time during August making sure that contracts and letters were prepared and signed. The contract with CAREI for the AEA Efficiency study was revised and signed after consultation with our Fiscal Agent. I provided a good deal of information to the auditors as they prepared for the IAAEA audit. I also had to sign several letters for them to gather the information needed. I also had to sign a couple of documents for the Ed Services and Media Director groups.

I had a ZOOM session with the AESA State Leaders group. We had several items to discuss including efficiency studies that other states have attempted. Pretty informative.

I chaired the IPTV Board meeting and also attended a meeting of my subcommittee of the Future Ready Iowa Alliance. That group continues to move forward and the full meeting in September will be an important meeting as we move toward a final report in November.

We had our normal agenda planning meeting and we are charting the course for a new meeting format. That is a work in progress, but it shows great promise. I also attended the AEA PD Online Governance Council meeting. Things continue to be moving smoothly and the amount of people using our resources continues to grow. We also had a meeting with David Tilly concerning money the DE pays to PD Online for resources we provide the DE. David didn't fully understand exactly what we provided for the money, but Evan Abbey and Jeff Herzberg did a great job informing David about what we do. With money, extremely tight at the DE, Tilly was looking for places to save money. I think when he left he understood that we are providing a great service to the DE, and I think he will do his best to continue the funding stream.

I spent time on the Executive Director transition process. I worked with Bob Vittengl to make sure we have a good understanding of what his work load with AEA Purchasing entails so we can plan accordingly. Working with the Chiefs Executive Committee, we laid out several options for the whole group to consider as we move forward with the timeline.

I spent some time with a couple of legislators as well as staff at the Capitol trying to foresee what we may expect to see in the next several months. Speaking of the Capitol, I have also begun trying to arrange for Congressional visits next month for the AESA Call to Action Conference in Washington DC. With Congress still on a "working recess", it is a challenge to find someone to work with in scheduling appointments. I believe that we have five Chiefs attending this year as well as several superintendents. This is always a valuable trip.

I also spent about four hours with the Communications Committee (along with Dr. Plugge) discussing a variety of issues including naming the media portal (sigh....).

Of course, there were other things occurring during the month, but with my daughter leaving for college and experiencing an empty nest for the first time in 22 years, my mind is a bit boggled and disrupted. Nonetheless, August was a busy month and September promises even more challenges and hopefully positive results.

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