

**Glidden-RalstonCommunity School
Board of Education Meeting
Conference Room
Wednesday, March 4, 2026 4:30 pm**

WHERE TOMORROW'S SUCCESS BEGINS TODAY

AGENDA OUTLINE

- | | |
|--------------------------------------------------------------------------|----------------------|
| 1. Call the meeting to order/Roll Call | Action Needed |
| 2. Review/Change/Approve Agenda | Action Needed |
| 3. Recognition of Visitors and Open Forum | |
| 4. Consent Agenda | |
| A. Previous Meeting Minutes | |
| B. Bills (General Fund, Activity Fund, Save Fund, Nutrition Fund) | |
| C. Financial Statements | |
| D. Fundraisers | |
| E. Open Enrollment Applications | |
| 6. Administrative Reports | |
| • Principals' Reports | |
| • Superintendent Report | |
| 7. Action Items | Action Needed |
| A. Approval of FY26 School Calendar | |
| B. Contract Approvals | |
| a. 3rd Grade Resignation | |
| b. Title I Resignation | |
| c. Jr. High coaches Resignations | |
| d. Head Football Coach | |
| e. Jr. High Track Coaches | |
| C. AEA Purchasing Agreement | |
| D. Approval of Iowa LGRP Program Agreement (Risk Pool) | |
| E. Closed Session Iowa Code § 21.5 | Action Needed |
| F. Financial adjustments to FY27 Budget | Action Needed |
| G. Negotiations | |
| 9. Next Meeting | |
| April 8, 2026 at 4:30 pm | |
| 10. Adjournment | Action Needed |

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| 1. Call the meeting to order/Roll Call | Action Needed |
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4. Consent Agenda

- A. Previous Meeting Minutes**
- B. Bills (General Fund, Activity Fund, Save Fund, Nutrition Fund)**
- C. Financial Statements**
- D. Fundraisers**
- E. Open Enrollment Applications**

We do have a few

6. Administrative Reports

- **Principal Report**
- **Superintendent Report**
 - **Bus inspections**

7. Action Items

Action Needed

A. Approval of FY26 School Calendar

After our calendar hearing last month, the board needs to approve the FY27 Calendar

B. Contract Approvals

a. 3rd Grade Resignation

Jessie Wittrock has resigned from her position as our 3rd grade teacher. Board approval is required.

b. Title I Resignation

Hannah Holzerland has resigned her position at our Title I teacher. Board approval is required.

c. Jr. High coaches Resignations

Tony Naperiela and Tony Whitaker have resigned their positions as Jr. High Coaches. Board approval required.

d. Head Football Coach

Tony Naperiela has agreed to be our Head Football Coach for the 2026 football season. Board approval required.

e. Jr. High Track Coaches

Jacob Irwin and Kristen Campbell have agreed to be our Jr. High Track Coaches for the 2026 spring season. Board approval Required.

C. AEA Purchasing Agreement

The board needs to approve the attached agreement with the AEA. This is an annual contract.

D. Approval of Iowa LGRP Program Agreement (Risk Pool)

This is another annual contract. The funds to pay for this pool come out of the management fund and natural gas expenses. Board approval required.

E. Closed Session Iowa Code § 21.5

Action Needed

The board will need to go into closed session to discuss financial adjustments.

F. Financial adjustments to FY27 Budget

Action Needed

The board will need to vote on approving financial adjustments for FY27.

G. Negotiations

Even though we are probably not giving the teachers a raise due to the switch to a 4 day week, we should meet with them to see if they have other concerns or requests. Recommend 2 board members meet with the teacher committee and myself in the near future.

9. Next Meeting

April 8, 2026 at 4:30 pm

10. Adjournment

Action Needed

Glidden-Ralston Community School
School Calendar Hearing
Conference Room
Wednesday , February 11, 2026 – 3:30 pm

Agenda

1. Call the meeting to order/Roll Call

President Schulze called the meeting to order at 3:30 pm. Roll call – Schulze, Rohrbeck, Koehler, Ball, Squibb. Also present Superintendent Ridder, Secretary Lee, Principal Napierala

2. Presentation of FY27 Calendar

Ridder presented the proposed FY27 Calendar. No action

3. Recognition of visitors and open form

The following were present Dawn Thielen, Kim Whitaker, Tom Borchers, Jim Beattie, Kristina Johnson, Seth Johnson

4. Adjournment

Koehler moved to adjourn. Second by Squibb. Carried with five ayes. Adjourned at 3:52 pm.

Glidden-Ralston Community School
School Board Meeting
Conference Room
Wednesday , February 11, 2026 – 3:40 pm

Agenda

1. Call the meeting to order/Roll Call

President Schulze called the meeting to order at 3:52 pm. Roll call – Schulze, Rohrbeck, Koehler, Ball, Squibb. Also present Superintendent Ridder, Secretary Lee, Principal Napierala.

2. Review/Change/Approve Agenda

Rohrbeck moved to approve agenda. Second by Ball. Carried with five ayes.

3. Recognition of visitors and open form

The following were present Dawn Thielen, Kim Whitaker, Tom Borchers, Jim Beattie, Kristina Johnson, Seth Johnson

4. Consent Agenda

A. Previous Meeting Minutes

B. Bills

C. Financial Statements

D. Fundraisers

E. Open Enrollment Applications

Squibb moved to approve the consent agenda. Second by Rohrbeck. Carried with five ayes.

5. Administration Reports

***Superintendent Report**

*Tom Borchers discussed changing the school to work program for FY27.
Will be through DMACC's program

*Kim Whitaker from Lil Wildcat Center presented and asked the board to use space in the school building

*Construction update – bids come in the 18th

***Principal Report**

*Mid term of 3rd quarter ended yesterday

*Extension office is going to offer babysitter certification

*Winter sports is winding down

*District wrestling Saturday

*Looking to create high school robotics team

6. Action Items

A. Budget Guarantee

Ball moved to approve. Second by Koehler. Carried with five ayes. Resolved, that the Board of Directors of the Glidden-Ralston Community School District, will levy property taxes for fiscal year 2026-2027 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa. Passed by the Board of Directors of the Glidden-Ralston Community School District this 11th day of February, 2026.

B. Budget Hearing Dates

Ball moved to hold the first budget hearing on April 8th, 2026 at 4:00 pm and the second budget hearing on April 8th, 2026 at 4:15 pm. Second by Rohrbeck. Carried with five ayes.

C. School to Work Program (DMACC Contract)

Ball moved to approve. Second by Koehler. Carried with five ayes

D. Exempt Session

The board went into exempt session at 4:40 pm and left exempt session at 6:16 pm

7. Next Meetings

February 25th at 4:30 exempt session

March 4th, 2026 at 4:30 – regular meeting

8. Adjournment

Rohrbeck moved to adjourn. Second by Squibb. Carried with five ayes. Adjourned at 6:20 pm.

col1	col2	col3
Activity Fund	02/08/2026 - 02/27/2026	
4 Seasons Fund Raising	fundraiser	1,947.25
Amazon.com	supplies	459.41
Comes Investments	Concession	449.61
Hy Vee Food Store	supplies	58.50
Iowa Wild	music	390.00
Krista Zavadil	ffa supply	103.95
Mastercard	esports	187.20
Mg Designes, LLC	ffa supplies	228.00
National FFA Organization	ffa supplies	1,678.60
Pepsi-Cola	Concession	637.69
Activity Fund	** BANK ACCOUNT TOTAL	6,140.21

col1	col2	col3
General Fund	02/08/2026 - 02/27/2026	
Amazon.com	supplies	502.92
Bomgaars	Supplies	73.25
CAM School District	OE tuition	7,919.14
Central Iowa Distributing	Supplies	2,169.00
Coon Rapids-Bayard CSD	SPED tuition	6,192.90
Curriculum Associates, LLC	supplies	88.53
Glidden Graphic	board minutes	696.00
Heartland AEA	flowthrough	8,969.86
Hy Vee Food Store	FCS suppli	168.29
Internal Revenue Service	withholding	60,614.38
Iowa State Center	play	93.00
IPERS	withholding	45,645.67
Mastercard	fees/supplies	820.04
Matheson Tri-Gas INC.	supplies	341.45
Presto-X	pest control	104.03
RelayHub LLC	medicaid	172.25
Robotics Education & Competition Foundation	fees	100.00
School Specialty	supplies	39.63
Mercer	insurance	36,260.44
Storey Kenworthy	office supplies	88.40
Su Insurance Company	insurance	7,568.25
Treasurer-State of Iowa	state withholding	7,080.00
Your Fleetcard Program	fuel	2,332.28
General Fund	** BANK ACCOUNT TOTAL	188,039.71

Nutrition Fund	02/08/2026 - 02/27/2026	
Anderson Erickson Dairy	supplies	2,873.15
Hy Vee Food Store	supplies	69.44
Nutrition Fund	** BANK ACCOUNT TOTAL	2,942.59
Schoolhouse Fund	02/08/2026 - 02/27/2026	
Cdw Government	tech	554.31
Drees Co.	actuators	866.58
Electronic Sound, INC.	sound system	710.50
Timothy Hielkema, AIA	construction	3,851.25
Wells Fargo Financial Leasing, Inc	copier lease	924.30
York Barbell	wegithroom	26.20
	** BANK ACCOUNT TOTAL	6,933.14
	** DISTRICT TOTAL **	204,055.65

DRAFT

2026-2027 School Calendar – Aug. 24 Start Glidden-Ralston CSD

Summary of Calendar:

Days in classroom:

First Semester 71 Days

Second Semester 87 Days

TOTAL DAYS/HRS 158 Days

CALENDAR LEGEND

Begin & End	
PD Days	
Quarter	
No Sch. (Mon)	
Holidays	
Vacation Days	

HOLIDAYS:

Labor Day	(9/7)
Thanksgiving Day	(11/26)
New Year's Day	(1/1)
Martin Luther King Jr. Day	(1/18)
President's Day	(2/15)
Memorial Day	(5/31)

Potential Snow Make Up Days:

Dec. 7	Apr. 5
Dec. 14	Apr. 12
Feb. 1	Apr. 26
Feb. 22	May 3
Mar. 8	May 17

Professional Development Days

Aug. 18-21	Feb. 15
Sept. 28	Mar. 15
Oct. 19	Apr. 19
Nov. 16	May 10
Jan. 4	May 27

Graduation May 16

August 2026					Student Days
M	T	W	Th	F	
17	18	19	20	21	
24	25	26	27	28	5
31					6
September 2026					
	1	2	3	4	10
7	8	9	10	11	14
14	15	16	17	18	19
21	22	23	24	25	24
28	29	30			26
October 2026					
			1	2	28
5	6	7	8	9	32
12	13	14	15	16	36
19	20	21	22	23	40
26	27	28	29	30	44
November 2026					
2	3	4	5	6	49
9	10	11	12	13	53
16	17	18	19	20	57
23	24	25	26	27	59
30					59
December 2026					
	1	2	3	4	63
7	8	9	10	11	67
14	15	16	17	18	71
21	22	23	24	25	71
28	29	30	31		71
January 2027					
				1	0
4	5	6	7	8	4
11	12	13	14	15	9
18	19	20	21	22	14
25	26	27	28	29	19
February 2027					
1	2	3	4	5	23
8	9	10	11	12	27
15	16	17	18	19	31
22	23	24	25	26	35
March 2027					
1	2	3	4	5	40
8	9	10	11	12	44
15	16	17	18	19	48
22	23	24	25	26	52
29	30	31			54
April 2027					
			1	2	56
5	6	7	8	9	60
12	13	14	15	16	64
19	20	21	22	23	68
26	27	28	29	30	72
May 2027					
3	4	5	6	7	76
10	11	12	13	14	80
17	18	19	20	21	84
24	25	26	27	28	87
31					
June 2027					
	1	2	3	4	

Aug. 18. New Teacher Training
 Aug. 19-21 PD Days
 Aug. 24 Begin 1st Semester

Sept. 7 Labor Day (No School)
 Sept. 28 PD Day (No School)

Oct. 19 PD Day (No School)
 Oct. 23 End 1st Qtr.

Nov. 2 Parent/Teacher Conferences
 Nov. 16 PD Day (No School)
 Nov. 25-27 Thanksgiving Holiday (No School)

Dec. 18 End 1st Semester
 Dec. 21-Jan. 2 Winter Break (No School)

Jan. 4 PD Day (No School)
 Jan. 5 Begin 2nd Semester
 Jan. 18 Martin Luther King Day

Feb. 15 President's Day (PD Day- No School)

Mar. 1 Parent/Teacher Conferences
 Mar. 12 End 3rd Qtr.
 Mar. 15 PD Day (No School)
 Mar. 26-29 Spring Break (No School)

Apr. 19 PD Day (No School)

May 10 PD Day (No School)
 May 16 Graduation
 May 26 End 4th Qtr.
 May 26 End 2nd Semester
 May 27 PD Day
 May 31 Memorial Day



Ridder, Tom <tridder@glidden-ralston.k12.ia.us>

Notice of Resignation

2 messages

Wittrock, Jessie <jwittrock@glidden-ralston.k12.ia.us>

Wed, Feb 18, 2026 at 2:25 PM

To: Eric Hjelle <ehjelle@glidden-ralston.k12.ia.us>, Tom Ridder <tridder@glidden-ralston.k12.ia.us>

Hi Eric and Tom,

I wanted to follow up and formally share that I have finalized my decision and accepted a position for the upcoming school year. As a result, I will not be returning to Glidden next year.

I am truly grateful for my time here and for the opportunities and support I've received. I care deeply about our students and staff, and I will do everything I can to ensure a smooth transition for the remainder of the year.

Thank you again for the experiences and growth I've had during my time at Glidden.

Sincerely,
Jessie Wittrock

--



Jessie Wittrock
Glidden-Ralston Elementary
Third Grade

This Email was sent by an educator in the Glidden-Ralston Community School District.

This message is intended only for the use of the Addressee and may contain information that is PRIVILEGED and CONFIDENTIAL. If you are not the intended recipient, dissemination of this communication is prohibited. If you have received this communication in error, please erase all copies of the message and its attachments and notify the sender immediately. Thank you.

Hjelle, Eric <ehjelle@glidden-ralston.k12.ia.us>

Wed, Feb 18, 2026 at 2:51 PM

To: "Wittrock, Jessie" <jwittrock@glidden-ralston.k12.ia.us>

Cc: Tom Ridder <tridder@glidden-ralston.k12.ia.us>

Thank you Jessie for all you've done for our kiddos. I wish you the best of luck in the future!

Eric

[Quoted text hidden]

--

Eric Hjelle
PK-8 Principal
HS Girls' Basketball Coach
Glidden-Ralston Community Schools
712-659-3411

[Quoted text hidden]

Hannah Holzerland
Resignation Letter

February 2026

To whom it concerns,

Kindly accept this letter as my formal resignation of my position as Title Reading, K-8 Special Education, and English as a Second Language Teacher at Glidden-Ralston Community School District. My last day will be May 22, 2026, at the completion of my 2025-2026 contract, due to family circumstances.

I truly appreciate the experience and opportunities I have been given in my position at Glidden-Ralston Community School District. I will take the knowledge with me as I continue to pursue my teaching career.

I want to thank the administration, school board, teachers, associates, and other school personnel for their support. The students, staff, and community will be greatly missed.

Let me know how I can help in making the transition of responsibilities as seamless as possible for everyone involved.

Best wishes,

Hannah Holzerland

Hannah Holzerland

AEA PURCHASING AGREEMENT 2026-2027

This purchasing agreement ("Agreement") is entered into by AEA Purchasing, an entity formed by a 28E Agreement filed on or about February 7, 2011 and the _____ School District/Customer (hereafter the "Eligible Member") located in Area Education Agency (hereafter the "AEA") _____ for the 2026-2027 school year.

SELECTION OF PROGRAMS

Eligible Member elects to participate in the program(s) checked below. Products available under these bids are for use in the Eligible Member's Child Nutrition Programs:

- A. AEA PURCHASING Food Bid _____ (To be Determined [TBD], both east & west zone)
- B. AEA PURCHASING Small Wares Bid _____ (Rapids Wholesale)
- C. AEA PURCHASING Ware Wash Bid _____ (TBD, both east & west zone)

COMMITMENT TO BUY AND PARTICIPATE

The Eligible Member agrees to purchase an aggregate monthly total of 60% of its food and supplies (excluding USDA Foods, milk, bread, small wares and ware wash) from the vendor selected by AEA Purchasing ("Prime Vendor").

Eligible Member agrees to respond to requests for information from AEA Purchasing, reporting any service, product, invoicing, or other problems that may arise between the Eligible Member and any Prime Vendor. Also, to be willing to serve on or provide input to committees, as established by AEA Purchasing, from time to time.

EFFECTIVE DATE

To be effective beginning July 1, 2026, this Agreement must be signed no later than June 30, 2026.

PRIME VENDOR RESPONSIBILITIES TO ELIGIBLE MEMBERS:

- Provide product data information (i.e. nutrition specifications, child nutrition documentation)
- Establish bi-weekly (or otherwise agreed upon schedule) salesperson visits and truck deliveries
- Establish, in conjunction with AEA Purchasing, food shows and seminars
- Provide monthly and weekly price reports
- Invoice and directly deliver products
- Provide computer ordering and inventory system support

AEA PURCHASING ADMINISTRATIVE FEE

AEA Purchasing administers a \$.50 per case and a \$.10 per broken case amount to help to cover the expenses of running the program. At the conclusion of this Agreement, after expenses are paid, the balance is refunded to Eligible Members on a pro rata basis. In school year 2024-2025, the amount sent back as a year-end food rebate was \$428,890.00. Eligible Member will return any such refund to the appropriate school meals account as required by the United States Department of Agriculture (USDA). Iowa's AEA, through the appointed representatives on the IAEEA Governing Board, will provide oversight and management for this program but no funding.

PAYMENT

Normal terms are net amount due in 30 days. (Net 30 days.)

Eligible Member will remit payment directly to Prime Vendor. Eligible Member will pay applicable administrative fees included on its invoices. These administrative fees will be paid to AEA Purchasing by Prime Vendor pursuant to the agreement between AEA Purchasing and Prime Vendor.

PRICE LISTS AND PRICE CHANGES

AEA Purchasing will transmit monthly and weekly price lists to Eligible Members. Firm prices will prevail for one calendar month with the exception of weekly price changes for fresh meat, dairy products and produce.

MINIMUM ORDER AND DELIVERY

Orders may be placed with Prime Vendor at any time during the term of this Agreement. The minimum order requirement for one Eligible Member for delivery to one building will be \$500.00 for food. The Prime Vendor will deliver and unload goods directly to Eligible Members during normal operating hours or at other mutually agreed upon times. Schools that order under \$500 will incur a \$15 service fee. There will be no fuel surcharge. There will be no minimum delivery requirement for the month of May or the three weeks prior to Winter break.

ELIGIBLE MEMBER RESPONSIBILITY

Eligible Member acknowledges their responsibility to comply with any and all applicable regulations of the USDA Food and Nutrition Service Department and the Iowa Department of Education Bureau of Nutrition and Health Services, including but not limited to, the retention of records and nonprogram revenue requirements. Eligible Member agrees to adhere to all provisions of the Standards of Conduct adopted by AEA Purchasing.

COMPLIANCE BY AEA PURCHASING

AEA Purchasing will comply with any and all applicable federal and state regulations related to the procurement of goods and services for Iowa school districts and area education agencies.

TERMINATION

Both Eligible Member and AEA Purchasing have the option to terminate this Agreement prior to June 30, 2027.

SIGNATURES

Eligible Member/School District

AEA Purchasing Signature

AEA Purchasing Foodservice Division

PHONE: 563-341-7948

EMAIL: megan@aeapurchasing.org

Name of School District/Customer

AEA Purchasing

Signature

Date

Title

Date

School District Phone Number

*** AEA Purchasing has the ability to share this document electronically allowing for completion and e-signature by the authorized person/persons. If your school district is interested in completing this agreement electronically, please email administrative assistant Barb Adams at barb@aeapurchasing.org .*

Superintendent email address: _____

Business Manager email address: _____

Foodservice Director email address: _____



Iowa Local Government Risk Pool Commission
1201 63rd Street
Des Moines, IA 50311
Phone: 1 (515) 251-5970

**Iowa Local Government Risk Pool Commission
Program Participation Agreement**

THIS PARTICIPATION AGREEMENT is entered into by and between Iowa Local Government Risk Pool Commission (“28E”), 1201 63rd Street, Des Moines, Iowa, 50311, and Glidden Ralston CSD (“District”), effective as of the 1st day of July, 2026.

WHEREAS, 28E has established a local government risk pool program called Education Energy Group Pool (the “Program”) to pool risks and stabilize gas prices for public entities in conjunction with Education Energy Group LLC to administer the Program in accordance with this agreement (“Program Administrator”), and other service providers including but not limited to WoodRiver Energy LLC as a Certified Natural Gas Provider (“CNGP”) and Iowa School Finance Information Services, Inc., an Iowa corporation (hereinafter collectively referred to as “Service Provider(s)”); and

WHEREAS, District is a member of the 28E pursuant to the Iowa Local Government Risk Pool Agreement (the “28E Agreement”), and has a need for such Program in connection with stabilization of natural gas costs within its budget;

NOW, THEREFORE, in consideration of mutual promises and warranties contained in this Agreement, the parties hereby agree to the following:

1) Services. District agrees to pay a premium to 28E for participation in Program for Enrolled Meters listed in Exhibit A of this Agreement, under the terms outlined herein. 28E agrees to meet natural gas requirements for Enrollment Meters listed in Exhibit A of this Agreement, under the terms outlined herein. District shall take title, possession, and control of gas delivered to each enrolled meter under the Program at the point of delivery.

2) Term. The term of this Agreement shall commence on the effective date listed above and shall be in effect until June 30, 2027.

3) Total Premium. The Total Premium shall be set as the sum of all District Enrolled Meters and is set forth in Exhibit B of this Agreement. Exceptions are also noted in Exhibit B of this Agreement. Premiums and any Premium Amendments shall be due and payable, within 30 days of receipt of invoice by the District to the 28E. Late charges may be assessed on Premiums not paid timely.

4) Limitation of Liability & Indemnification.

(a) District and 28E will fully indemnify and hold harmless one another and each of their respective officers, directors, agents, and employees, from and against all claims, actions, proceedings, or settlements based upon, arising out of, or sustained in connection with, any other program or service offered by District or 28E unrelated to this Agreement.

(b) Force Majeure – District shall fully indemnify 28E and Service Providers for acts of God, strikes, lock outs, pipeline explosions, pipeline maintenance, pipeline disturbances or other industrial disturbances, including those involving or affecting Service Providers producing or transporting gas on behalf of 28E.

5) 28E as Agent. Pursuant to the 28E Agreement, 28E has authority to enter into contracts and agreements to carry out the purposes of the 28E Agreement, including agreements with the Service Providers. District hereby assigns and grants 28E the right and discretion to contract with the Service Providers to administer and operate the Program, by and on behalf of the District, throughout the Term of this Agreement. The parties acknowledge that the 28E shall have no authority to undertake action on behalf of District that is beyond the scope of the authorization stated in the 28E Agreement and this Agreement. In no event shall 28E, in its capacity as agent or otherwise, take title to any gas purchased by and delivered to the District. Program Administrator has read and acknowledges the agency agreed to in this Agreement.

6) Assignment. The 28E may assign this Agreement to a designated Service Provider, upon notice to the District. Other assignments of this Agreement shall only be by mutual consent of the parties.

7) Severability. If any provision of this Agreement is held to be unenforceable, in whole or in part, such holding will not affect the validity of the other provisions of this Agreement.

8) Choice of Law. This Agreement will be governed and interpreted in accordance with the laws of the State of Iowa. The parties agree to venue and jurisdiction in the state court located in Polk County, Iowa.

9) Entire Agreement. This Agreement constitutes the complete and entire statement of all terms, conditions and representations of the Agreement between 28E and District with respect to its subject matter.

10) Modification, Waiver. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by the parties via an amendment to this Agreement. Waiver by a Party of any breach of any provision of this Agreement will not operate as a waiver of any other subsequent breach.

IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed by their officers designated below.

Iowa Local Government Risk Pool (28E)

Glidden Ralston CSD

Signature

Title

Date

Signature

Title

Date

Read and acknowledge:

Education Energy Group LLC "Program Administrator"

Athena Simpson
WoodRiver Energy
Date: 3/1/26

GLIDDEN RALSTON COMMUNITY SCHOOLS
JOB DESCRIPTION

Title: Building Secretary

- Qualifications:**
1. Physically and mentally able-bodies.
 2. Possess good work habits.
 3. Possess a high school diploma and are at least 18 years of age.
 4. Adaptable to working around children and staff.
 5. Courteous, personable, and have a cooperative attitude at all times.
 6. Knowledgeable of computers, copiers, intercom, and telephone.
 7. Possess the ability to communicate effectively with students, parents, staff, and administration.
 8. Possess the ability to maintain confidentiality.
 9. Possess the ability to originate ideas, sense problem areas, plan solutions, and anticipate office problems.

Reports To: Building Principal for building responsibilities. Business Manager or Superintendent for personnel responsibilities.

Essential Functions:

1. Maintain an attitude of cooperation and good public relations with the school district.
2. Prepare administrative correspondence, notices, filing, bulletins, daily announcements, phone messages, sort mail and other duties as assigned by the principal.
3. Determine that the office and telephone are staffed at all time.
4. Maintain inventories of office machines, equipment, supplies for the office. Do all purchase orders.
5. Organize and maintain student attendance register book, cumulative folders, schedules, mailing of student transfer records, and requests regarding new students.
6. Be knowledgeable of state and federal laws and regulations regarding student confidentiality requirements.
7. Handle immediate problems, which arise in the principal's absence in delegated areas of responsibility.
8. Print report cards, handbooks, parent notes and collate material for the faculty and the principal.

9. Maintain, record, and write receipts on all monies handled by the secretary. Assist with the lunch line as required.
10. Update student data system annually and class lists.
11. Be knowledgeable of and interpret and support school policies and regulations for the district and the building.
12. Be knowledgeable of current office practices, new procedures, and forms for office use.
13. Provide schedules and information to all substitutes for certified and classified staff.
14. Serve as receptionist.
15. Set up and hold registration at the beginning of the new school year.
16. Administer medication in school nurse's absence.
17. Track leave of absence records and substitute activity and report monthly to the Business Manager.
18. Process mail and packages received by the building, following procedures as specified by the Superintendent.
19. The secretary is directly responsible to the building principal and shall perform duties as assigned by the principal.

Conditions of Employment:

The secretary shall be under contract with the Glidden Ralston Community School Board of Directors and shall abide within and benefit from all directives, procedures, and policies developed by the Administration and Board of Directors.

Evaluation:

Performance of this position will be evaluated in accordance with the provisions of the Glidden Ralston's Board of Director's policy on evaluation of this job category.

Terms of Employment: 210 Day Contract

Reviewed:

GLIDDEN RALSTON COMMUNITY SCHOOLS
JOB DESCRIPTION

Title: Technology Director

Qualifications:

1. Physically and mentally able-bodies.
2. Possess good work habits.
3. Possess a high school diploma and are at least 18 years of age.
4. Adaptable to working around children and staff.
5. Courteous, personable, and have a cooperative attitude at all times.
6. Knowledgeable of computers, copiers, intercom, and telephone.
7. Possess the ability to communicate effectively with students, parents, staff, and administration.
8. Possess the ability to maintain confidentiality.
9. Possess the ability to originate ideas, sense problem areas, plan solutions, and anticipate office problems.

Reports To: Superintendent

Essential Functions:

1. Work with students in the uses of technology in classrooms and media centers.
2. Be responsible for infusing technology into the curriculum; work with teachers in developing technology uses in the classroom and assist them with technology resources to meet their needs.
3. Serve as district contact for technology staff development opportunities and provide information to staff; work with staff to determine staff development needs and develop programs to meet those needs; serve as trainer for staff development offerings when appropriate.
4. Preview new technology, show teachers how it can be used in classrooms, and make recommendations for purchase.
5. Work with the media specialist in the development of technology in the K-12 Media Center.
6. Coordinate the continued growth of technology in the district.
7. Load/update/maintain software on computers as needed.
8. Chair the technology committee with responsibility to continually develop, revise, and implement the district technology plan.
9. Serve as chief grant writer for technology needs.
10. Trouble-shoot problems, solve those that can be solved locally, and get appropriate help for the others.
11. Possess basic knowledge of hardware and software owned by the district.
12. Keep a current inventory of technology equipment, software, manuals, catalogs, etc.
13. Administer and manage iPads for the district, including software and hardware maintenance.

14. Teach sections of high school Computer Science courses.

15. Administer network including connectivity, server management, WIFI, and security. Phones, Firewall
Switches, Door Security, Cameras

Conditions of Employment: The Technology Director shall be under contract with the Glidden Ralston Community School Board of Directors and shall abide within and benefit from all directives, procedures, and policies developed by the Administration and Board of Directors.

Evaluation: Annually by the Superintendent

Terms of Employment: 220 Day Contract

Reviewed: