

Des Moines Area Community College

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Board of Directors Meeting Minutes

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12-5-1968

### **Board of Directors Meeting Minutes (December 5, 1968)**

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DES MOINES AREA COMMUNITY COLLEGE  
315 WALNUT STREET  
ANKENY, IOWA 50021

REGULAR MEETING

DECEMBER 5, 1968 The regular monthly meeting of the Des Moines Area Community College was held at the Goode Motor Lodge Restaurant, 5020 NE 14th Street, Des Moines, Iowa, on Thursday, December 5, 1968. The meeting was called to order by the Board President, Rolland Grefe, at 5:00 P.M.

ROLL CALL Members Present: Rolland Grefe  
Harry Bloomquist  
Ross Cramlet  
Max Kreager  
William Price  
Dwight Mater  
James Maggert  
Robert Lounsberry  
Harold Welin

Members Absent: None

Others Present: Paul Lowery, Superintendent  
Irv Steinberg, Business Manager  
Amos Emery, Architect  
Ralph Carpino, Architect  
Frank Bunker, Architect

APPROVAL OF MINUTES A motion was made by R. Lounsberry, seconded by W. Price, that the minutes of the board meeting held November 11, 1968 be approved as presented. Motion passed.

PRESENTATION BY ARCHITECTS Amos Emery presented to the Board for their review and approval completed plans and specifications of Phase I, Part A, of the building program. The specifications were included in five separate contracts for the construction of three instructional buildings, two load centers and site improvement work in connection with these buildings.

Frank Bunker explained what approvals are needed prior to letting of bids, which has been tentatively set for March 13, 1969.

To allow the Board to consider these plans to a further extent, action on approval of the plans was deferred at this time.

PERSONNEL A motion was made by R. Lounsberry, seconded by R. Cramlet, that employment be offered to Harold Gamm as Agri-business instructor at an annual salary of \$11,000, effective December 9, 1968; and to Leonard Meinhold as Librarian at an annual salary of \$10,000, effective February 10, 1969. Motion passed.

REPORT ON R. Cramlet reported on items covered at the Iowa Association of  
IASB School Boards Convention which was held in Des Moines during November.  
CONVENTION

ELECTION OF A motion was made by R. Lounsberry, seconded by R. Cramlet, that the  
ISBA DIRECTOR Des Moines Area Community College cast its vote for Dr. O. N. Emerson  
as delegate on the Iowa School Board Association Board. Motion passed.

RECESS At 6:35 P.M. Board President, R. Grefe, announced that the meeting would  
recess until after dinner and conference with the Self Study Evaluation  
team.

RECONVENE At 9:45 P.M. the meeting reconvened. All who were present prior to  
OF the recess were present at this time, with the exception of James  
MEETING Maggert.

FURTHER Architects Emery, Carpino and Bunker reviewed in some detail the plans  
REVIEW OF and specifications of Phase I, Part A, of the permanent building  
ARCHITECTS program which were previously presented to the Board.  
PLANS

APPROVAL OF A motion was made by R. Lounsberry, seconded by D. Mater, that the  
PHASE I, plans and specifications for Phase I, Part A, of the permanent  
PART A, PLANS building program as presented by the architects, be approved with an  
AND alternate specification on terrazzo as floor covering in lieu of  
SPECIFICATIONS vinyl tile in the health occupation and data processing building.  
Motion passed.

APPROVAL OF A motion was made by R. Lounsberry, seconded by D. Mater, that the  
ADULT Adult Education Advisory Committee as submitted by Superintendent  
EDUCATION Lowery, a copy of which is hereto attached and made a part hereof,  
ADVISORY be approved and that the personnel so named be appointed to this  
COMMITTEE committee. Motion passed.

APPROVAL OF A motion was made by M. Kreager, seconded by R. Cramlet, that the  
NEW PROGRAMS following twelve new programs be approved for the fall quarter,  
subject to financing:

- |  |                              |
|--|------------------------------|
| Air Conditioning, Heating<br>and Refrigeration | Drafting, Electrical         |
| Building Trades                                | Industrial Safety Specialist |
| Job Shop Machinist                             | General Transfer (Ankeny)    |
| Medical (Ward) Clerk                           | Law Enforcement              |
| Child Care Development                         | Educational Aid              |
| Auto Parts                                     | Fire and Safety Science      |

Motion passed.

AUTHORIZATION A motion was made by W. Price, seconded by H. Welin, that a  
OF BANK depository of funds not to exceed \$500,000 be authorized at the  
DEPOSITORY Iowa-Des Moines National Bank. Motion passed.

CLAIMS AND  
ACCOUNTS

A motion was made by H. Welin, seconded by D. Mater, that the claims and accounts as presented be approved. Motion passed.

STATUS OF  
PHASING  
CAMPUS

Superintendent Lowery reported that the phasing campus buildings are expected to be ready for occupancy as follows:

Buildings No. 4 and 5 - December 16th  
Buildings No. 2 and 3 - January 15th  
Building No. 1 - February 15th.

BUDGET  
ESTIMATE  
FOR  
1969-70

Budget estimates for fiscal year 1969-70 were reported by Superintendent Lowery as approximating 4 million dollars, or about one million dollars over the current year's budget.

ADJOURNMENT

A motion was made by H. Welin, seconded by D. Mater, that the meeting be adjourned. Motion passed and the meeting adjourned at 10:30 P.M.

The next regular meeting was scheduled for January 13, 1969.



ROLLAND E. GREFE, President

  
\_\_\_\_\_  
IRV STEINBERG, Secretary

December 4, 1968

TO: Mr. Lowery  
FROM: Phil Langerman  
SUBJECT: Adult Education Advisory Committee

I would like to recommend the following persons to be appointed to an Advisory Committee for the Adult Education Division.

COUNTY	NAME AND TITLE	ADDRESS
Warren	Mr. James Allen, Consultant	Batten, Batten, Hudson & Swab 6th and High Streets Des Moines, Iowa
Polk	Mr. Roy Cottier, Vice-President	Massey Ferguson 1901 Bell Avenue Des Moines, Iowa
Polk	Mr. Peter Downie, Coordinator	Mobilization and Defense Iowa Employment Security Comm. 1000 East Grand Avenue Des Moines, Iowa 50319
Polk	Mr. John Estes, Jr.	Estes Funeral Home 811 14th Street Des Moines, Iowa 50314
Warren	Mrs. Ann Fleming (housewife)	Carlisle, Iowa
Marion	Mr. Dick Freeman, County Ext. Director	Marion County Extension Office 112 E. Robinson Knoxville, Iowa
Boone	Reverend Walter R. Grimes	Central Church of Christ 803 Greene Street Boone, Iowa 50036
Story	Mr. Glenn Holmes, Professor of Education	Cooperative Extension Service 230 Curtiss Hall Iowa State University Ames, Iowa 50010
Story	Mr. LeRoy Kruskop, Principal	Gilbert Community Schools Gilbert, Iowa
Marion	Mr. Carl Miles, Superintendent	Knoxville Community Schools Knoxville, Iowa
Polk	Mr. Robert Parks	Des Moines Savings & Loan 6th and Mulberry Streets Des Moines, Iowa

Continued--

Polk	Mrs. Susan Textrum (housewife)	Ankeny, Iowa 50021
Dallas	Mr. John Turner, Director of Adult Education	Perry Community Schools Perry, Iowa
Madison	Mrs. Elinor Walters (housewife and teacher)	109 W. Buchanan Street Winterset, Iowa 50273
Polk	Mr. George C. Whitmer (former Mayor of Des Moines)	3104 John Patterson Road Des Moines, Iowa

DES MOINES AREA COMMUNITY COLLEGE

AGENDA FOR REGULAR MEETING OF THE BOARD OF EDUCATION

Thursday, December 5, 1968

Goode Restaurant  
5020 N.E. 14th St.  
Des Moines, Iowa

1. CALL TO ORDER - 5:00 P.M. ✓
2. APPROVAL OF MINUTES OF PREVIOUS MEETING
3. PERSONNEL:
  - A. Employment of Harold Gamm as Agri-Business instructor <sup>\$11,000<sup>00</sup></sup>  
*LIBRARIAN* *Meinhold* — *10M*
4. ADMINISTRATIVE REPORTS:
  - A. Receipt of \$142,952.13 for General School State Aid
  - B. Report of Dr. Spathelf, NCAA Consultant
  - C. Superintendent's Advisory Committee Meeting
  - D. General Advisory Committee Meeting
5. CORRESPONDENCE: *Robert Beacher (14)* <sup>*Area*</sup> *Emerson (5)* <sup>*Area*</sup>
6. REPORTS OF SPECIAL COMMITTEES:
  - A. Delegate to IASB convention — *Crank*
  - B. Iowa Council of Area School Boards — *Kreaser*  
(formerly Steering Committee of the Area Schools) — ~~Area~~
- 7. CLAIMS AND ACCOUNTS:
8. RESIGNATIONS:
  - A. Roy E. Reeves
  - B. Edwin M. Billings
9. UNFINISHED BUSINESS:
10. NEW BUSINESS:
  - A. Budget for 1969-70
  - B. Authorize maximum deposit of \$500,000 at Iowa-Des Moines National Bank  
*Prue 2d Welton*  
*Parsey*
11. OTHER BUSINESS:

→  $\begin{array}{r} 150 \text{ GF} \\ 100 \text{ SH} \\ \hline 250 \text{M deposit Nov} \\ 100 \text{M in Dec} \end{array}$
12. ADJOURNMENT.

GENERAL FUND:

Bank Balance Nov. 1, 1968		\$173,651.94	
Receipts:			
Taxes	\$131,323.03		
Tuition and Fees	33,961.12		
Reimbursement for CEP	25,000.00		
State Aid	142,952.13		
Insurance	139.75		
Federal	7,000.00		
Other	19.19	<u>340,395.22</u>	\$514,047.16
November Disbursements			<u>280,826.84</u>
Bank Balance Nov. 30, 1968			\$233,220.32
Certificates of Deposit -- (Iowa Des Moines National Bank)			<u>150,000.00</u>
			\$383,220.32

GENERAL FUND BALANCE, NOV 30, 1968

SCHOOLHOUSE FUND

Bank Balance Nov. 1, 1968		\$141,160.99	
Receipts (Taxes)		<u>132,368.70</u>	
			\$273,529.69
<u>November Disbursements:</u>			
City of Ankeny (water service)	\$ 1,095.00		
Certificate of Deposit (Ia-DM Natl Bank)	100,000.00		
Crees Ent., Phasing Campus Site Improvement	13,681.80		
F.L. Warren Const. Co.- Phasing Campus Site Imp.	<u>33,491.79</u>		
			<u>\$148,268.59</u>
Bank Balance Nov. 30, 1968			\$125,261.10
Certificate of Deposit-Ankeny State Bank			350,000.00
Certificate of Deposit-Ia-DM Natl. Bank			<u>100,000.00</u>
			\$575,261.10

SCHOOLHOUSE FUND BALANCE, NOV. 30, 1968



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SCHOOLHOUSE FUND BALANCE, NOV. 30, 1968

PENDING BILLINGS FOR PAYMENT

December 2, 1968

Agriculture Extension Service	Educational material	\$ 1.02
Ahern Pershing	Administration equipment	25.70
American Assn. of Jr. Colleges	Educational material	5.43
American Institute of CPA	Educational material	45.00
American Optical Co.	Educational equipment	61.00
American Rubber Stamp Co.	Maintenance	4.50
American Society of Metals	Educational material	65.81
Ames Fruit & Grocery	Educational supplies	19.75
Audio Visual Service	Educational material	1.06
Auto Re Nu Inc.	Equipment expense	100.00
Beaverdale Photo Supply	Publicity Expense	16.62
Beaverdale Photo	Educational material	52.58
Beaverdale Photo	Educational material	17.14
Eobb Office Supplies	Administration supplies	243.67
Eobb Office Supplies	Administration supplies	75.00
Boston Technical Publishers, Inc.	Educational material	22.20
Burroughs Corporation	Administration equipment	395.00
California Test Bureau	Educational material	97.92
Capital Sanitary Supply	Maintenance Equipment	13.96
Central Scientific Co.	Educational equipment	297.39
Coast to Coast	Edu. & Maint. equipment	38.03
Coast to Coast	Edu. & Maint. equipment	11.03
Coast to Coast	Edu. & Maint. equipment	9.37
Co-Ed Better Buymanship Books	Educational material	3.00
Commerce Clearing House	Administration material	455.00
Conard Freight Lines, Inc.	Delivery expense	14.66
Communication Szrv. Corp.	Administration material	5.75
Consulting Psychologists Press	Educational material	29.86
Des Moines Independent Schools	Equipment rental	3.00
Des Moines News Agency	Educational material	20.00
Des Moines Photo Copy Co.	Educational material	4.62
Des Moines Photo Copy Co.	Educational material	2.35
Des Moines Photo Copy Co.	Educational material	5.95
A B Dick	Educational supplies	127.85
Doane Agr. Serv., Inc.	Educational material	14.50
Dunn & Co.	Administration equipment	65.00
Eastman Kocak	Administration supplies	108.65
Edwards Brothers Inc.	Educational material	13.37
Encyclopedia Britannica Press, Inc.	Educational material	10.35
Fairchild Publications	Educational material	14.67
Feedstuffs	Educational material	8.00
Follet Publishing Co.	Educational material	36.02
Follett Publishing Co.	Educational material	51.20
GED Testing Serv. of the Am. Coun. on Edu.	Educational material	10.72
General Electric Supply	Educational equipment	118.88
Graybar Electric Co., Inc.	Building Maintenance	30.48
Harper & Row Publishers.	Educational material	4.93
G. M. Hicklin	Educational material	5.70
Holley School Supply Co.	Educational material	6.80
Houghton Mifflin Co.	Administration material	2.41
Hwlett Chevrolet Co.	Maintenance	3.75
Iland Laboratories	Educational material	150.00
IBM	Administration equipment	16.92
IBM	Educational supplies	65.10

IBM	Educational supplies	275.84
IBM	Maint. & Machine Serv.	2874.87
IBM	Educational supplies	16.35
IBM	Administration equipment	680.00
IBM	Maintenance on equipment	12.50
IBM	Educational equipment	4745.00
IBM	Educational equipment	9.00
IBM	Maintenance expense	14.20
IBM	Administration equipment	710.00
Iltis H. M. Lumber Co.	Educational material	55.94
Iltis Lumber Co.	Building Maint.	272.27
Iltis Lumber Co.	Building Maint.	497.34
Instructional Materials Lab.	Educational material	1.25
International Business Machines	Educational equipment	50.07
Interstate Printers & Publishers, Inc.	Educational material	42.88
Iowa Assn. of School Boards, Dr.	Convention expense	3.00
Iowa Audio Visual	Educational material	53.96
Iowa Paint	Maintenance supplies	7.03
Iowa Safety Equipment Co.	Educational equipment	14.40
Iowa State Agency for Surplus Property	Equipment	119.75
Juhl Insurance	Insurance	737.46
Keystone View Co.	Educational equipment	595.80
Koch Brothers	Educational equipment	82.71
Koch Brothers	Educational supplies	25.00
Koch Brothers	Educational supplies	81.70
Koch Brothers	Educational supplies	118.69
Latta & Son	Administration supplies	17.50
Latta's School Supply	Educational equipment	48.37
Latta's School Supplies	Educational equipment	167.67
Latta's School Supply	Educational equipment	64.22
Lea & Febiger Publishing	Educational material	23.15
Leslie Paper	Administration supplies	11.50
Leslie Paper	Administration supplies	29.20
Leslie Paper	Administration supplies	123.75
Leslie Paper	Administration supplies	29.25
J. B. Lippincott	Educational material	12.48
J. B. Lippincott	Educational material	9.20
McCurdy Sales	Equipment	25.00
McGraw-Hill	Educational material	4.50
McGraw-Hill	Educational material	3.22
McGraw-Hill	Educational material	54.36
McGraw-Hill	Educational material	83.10
McGraw-Hill	Educational Material	120.96
McGraw-Hill	Educational material	289.02
McGraw-Hill	Educational material	31.74
McMillan Oil Co.	Maintenance expense	6.50
M & M Sales	Administration supplies	143.10
M & M Sales	Maintenance Expense	48.90
M & M Sales	Administration supplies	171.55
Merchants Transfer & Storage Co.	Storage expense	16.50
Merchants Transfer	Storage & Handling charges	4.00
Metropolitan Supply Co.	Educational equipment	16.53
Metropolitan Supply	Administration equipment	220.86
Metropolitan	Administration equipment	54.98
Midwest Visual Education Serv.	Educational material	29.50
Midwest Visual	Educational equipment	691.95
Midwestern Paper	Administration supplies	57.40

Midwest Visual	Educational material	143.30
Midwest Visual	Educational material	369.00
Mosler	Equipment	10.10
National Cash Register	Administration expense	470.97
National Cash Register	Maintenance Agreement	424.00
NEA Publications Sales	Educational material	9.00
News for You	Educational material	50.40
Office Supplies & Equipment	Administration equipment	365.92
Office Supplies	Administration equipment	10.20
Office Supplies	Administration supplies	27.92
Office Supplies	Administration supplies	8.80
Office Supplies	Administration supplies	69.04
Office Supplies	Administration equipment	12.00
Office Supplies	Administration equipment	5.28
Office Supplies	Administration equipment	35.16
Olson Graphics	Administration equipment	375.18
Ora Visual Company	Educational equipment	68.35
Petty Cash	All departments	22.75
Prentice-Hall, Inc.	Educational material	4.84
Professional Budget Plan	Educational material	37.30
Psychometric Affiliates	Educational material	7.85
Publication of the APHP	Educational material	33.25
Radio Trade Supply	Maintenance & supplies	42.25
REA Express	Delivery Charge	22.16
Remington Rand Office Machines	Maintenance expense	14.60
Frank Richards	Educational material	63.15
W. B. Saunders	Educational material	26.55
Science Research Associates, Inc.	Educational material	120.10
Science Research Associates	Educational material	8.75
Scientific Products	Educational supplies	325.00
66 Service Center	Educational expense	19.89
Service Photoprint	Educational material	39.40
Service Photoprint	Educational material	73.68
Jim Sherman Photography	Publicity	16.20
Stech-Vaughn Co.	Educational material	18.74
Story City Herald	Election expense	60.55
Successful Farming	Educational material	130.00
Time-Life Books	Educational material	19.49
UARCO	Educational supplies	752.19
University of Northern Iowa	Educational material	176.00
University Microfilms, Inc.	Educational material	25.00
Vocational Edu. Productions	Educational material	9.75
Wallace Farmer	Educational material	12.00
Wallace Homestead Co.	Educational material	19.00
Geo H. Weyer, Inc.	Educational supplies	140.53
John Wiley & Sons	Educational material	35.80
Williams & Wilkins	Educational material	11.00
Year Book Medical Pub.	Educational material	23.75
Zep Manufacturing	Maintenance supplies	170.80

TOTAL

\$ 22,572.89

SCHOOL HOUSE FUND:

Des Moines Photo Copy Co.	\$ 58.03
Emery Prall & Associates	6193.15
Montgomery Signs	238.45
	<hr/>
	\$ 6489.63

ITEMS PAID PRIOR TO BOARD APPROVAL

SCHOOL HOUSE FUND:

F. L. Warren Const.	\$ 33,491.79
Crees Enterprises	13,681.80
	<hr/>
Total	\$ 47,173.59

RENT:

W. J. Reed (2020 Grand)	\$ 1,916.66
Miracle Mile (2501 Grand)	1,452.75
Masonic Temple (Ankeny)	175.00
Orville Ballard (Ames)	150.00
Methodist Church	1,268.25
Bell Ave Realty (MDTA)	4,604.16
	<hr/>
Total	\$ 9,566.82

UTILITIES:

N.W. Bell	\$ 539.68
N.W. Bell	17.77
Iowa Power & Light Co.	1,749.68
Iowa Power & Light Co.	22.52
N.W. Bell	248.31
	<hr/>
Total	\$ 2,577.96

POSTAGE:

Postmaster of Ankeny	30.00
Postmaster of Ankeny	10.00
Postmaster of Ankeny	60.00
Postmaster of Ankeny	90.00
Postmaster of Ankeny	30.00
	<hr/>
Total	\$ 220.00

SERVICES FOR CANCELLED ADULT ED COURSES:

F. Amdahl	\$ 6.00	R. Bittner	\$ 6.00
K. Eldredge	6.00	J. Teget	6.00
L. Parker	6.00	R. Spidle	6.00
C. Piekems	6.00	C. Lamson	6.00
C. Armstrong	6.00	J. Standefer	6.00
M. Taylor	6.00	J. Niland	6.00
R. Shaw	6.00	J. Johnson	6.00
K. Kennedy	6.00	M. Knaphus	6.00
J. Kyle	12.00	M. Thompson	6.00
E. Meier	6.00	R. Braun	6.00
		<b>Total</b>	<b>\$126.00</b>

TRAVEL EXPENSES:

John Wilson	\$ 79.41	R. Arrowood	\$ 8.40
Kelly Morgan	12.00	C. Bennett	113.24
Paul Lowery	289.90	E. Billings	32.80
Roy Reeves	20.10	J. Cain	24.00
Charles Baugous	65.90	M. Cutlip	39.80
L. Benston	76.25	J. Daniels	26.00
D. Gilliland	7.50	D. Faber	62.98
T. Dart	61.21	B. Hamilton	26.50
R. McClurg	13.00	K. Hoff	13.80
N. Bellizzi	119.75	R. Jacobson	7.40
L. Gailey	99.85	A. Keating	49.55
N. Hammond	6.00	A. Leffler	21.36
L. Hein	6.40	M. Macumber	108.10
W. Johnson	43.50	J. Manning	38.10
P. Langerman	73.10	D. Marten	41.15
J. Rolinger	76.90	L. Martin	13.35
R. Wilson	84.27	S. Moore	5.45
M. Hansen	25.00	B. Moravek	89.10
W. Ramey	25.00	S. Muehlenthaler	230.78
C. Roush	25.00	J. Rosauer	15.50
G. Nichols	25.00	J. Sheets	25.20
M. Strutz	8.50	D. Sielert	4.20
M. Thompson	10.00	O. Shadle	106.45
I. Steinberg	11.75	B. Stewart	60.00
D. Bellairs	25.90	C. Wastell	116.70
E. Hanson	62.05	R. Reeves	25.14
		<b>Total</b>	<b>\$2,658.29</b>

REFUNDS TO STUDENTS:

S. Bruce	\$130.00
S. Sautter	26.00
G. Overton	54.16
D. Hamilton	3.50
C. Everman	41.25
M. Suckow	67.20
L. Walden	88.93
	<b>\$ 411.04</b>

MISC.:

IBM	Repair Typewriter	\$	20.93
Pitney Bowes	Postage Machine Rent		27.84
F. Daugherty	Snow Removal		60.00
J. Sheets	Vo Rehab Student Dues		5.00
Val Lanes Bowl	Adult Ed Bowling Fees		45.00
Rush Ceramics	Adult Ed Services		63.00
Natl. School Bd.	Subscription		5.00
Lutheran Brotherhood	T.S. Annuity		73.22
J. C. Penny	Uniforms (Vo Rehab)		16.54
Art Press	Brochures		147.50
Lamar Gailey	Audio tapes		3.00
G. Whitlock	Testing Services		28.80
Indust. Towel	Services		487.95
Clean Towel	Services		228.19
Corwin Cleaners	Services		9.01
Plemone DX Servc	Gas and Oil		6.84
Carlson Oil Co	Gasoline		45.22
Ia. DM Natl. Bank	Certif. of Deposit	150,000.00	
Supt. of Documents	Publication		4.50
Pitney Bowes	Service Agreement		56.00
Speedy Way Disposal	Trash Disposal		73.00
Special Libraries Assn.	Subscription		2.00
Dept. of Public Inst	Refund of Overpayment		381.25
S. Phillips	Equal Opportunity Grand		87.50
North Central Assn	Consultant Fee		500.00
Revolving Fund	Transfer of Funds		2,000.00
Iowa H. S. Insurance Co.	Student Insurance		74.75
Iowa H.S. Insurance Co.	Student Insurance		13.00

\$ 154,465.04

FREIGHT CHARGES:

Merchants Transfer	\$22.00
Western Transp.	23.20
Admiral Merchants	60.72
Kirkwood Warehs. Co.	44.00
Admiral Merchants	60.72
Tech Ed, & mfg. Co.	139.19
Merchants Transfer	183.45
Western Transp.	23.20
Admiral Merchants	34.64
Merchants Transfer	46.20

Total \$637.32

PAYMENTS FOR DES MOINES COMPREHENSIVE FACILITY

Addressograph Multigraph	\$ 73.87
Ahern Pershing	29.00
Air Products	534.55
American Technical	6.44
Ash Tool & Stamping	75.00
Brodhead-Garrett	47.55
Bruce Motor Freight	7.99
California Test Bureau	99.93
Carr Glass & Paint	21.78
Cassady Refrigeration Co.	76.29
Delmar Publishers	128.16
DM Indep Comm. School	7.50
D.M. Stationery Co.	17.10
D.M. Water Works	85.68
DuBois Chemicals	138.84
Elec. Pump & Tool Sv.	17.15
IBM	29.61
Indust. Education Dept.	12.45
Iowa Audio Visual	269.44
Iowa Industrial products	28.41
Koch Brothers	25.00
National Paper Co.	90.83
N.W. Bell Tele. Co.	114.13
Norwood Tech School	83.75
Office Supplies	163.74
Olivetti Underwood	15.00
Peerless Supply	96.12
Saxe-Freeman Co.	9.95
SCM Corp	15.00
Scholastic Book Svcs.	48.30
Sidles Co.	53.21
Snap On Tools	65.00
South Western Pub. Co.	106.59
Standard Bearings Co.	44.90
U. of Missouri	16.50
Petty Cash Reimbursement	49.12

Total \$ 2,703.88



PENDING BILLINGS FOR PAYMENT

December 2, 1968

Agriculture Extension Service	Educational material	\$ 1.02
Ahern Pershing	Administration equipment	25.70
American Assn. of Jr. Colleges	Educational material	5.43
American Institute of CPA	Educational material	45.00
American Optical Co.	Educational equipment	61.00
American Rubber Stamp Co.	Maintenance	4.50
American Society of Metals	Educational material	65.81
Ames Fruit & Grocery	Educational supplies	19.75
Audio Visual Service	Educational material	1.06
Auto Re Nu Inc.	Equipment expense	100.00
Beaverdale Photo Supply	Publicity Expense	16.62
Beaverdale Photo	Educational material	52.58
Beaverdale Photo	Educational material	17.14
Bobb Office Supplies	Administration supplies	243.67
Bobb Office Supplies	Administration supplies	75.00
Boston Technical Publishers, Inc.	Educational material	<del>22,202.50</del> 45
Burroughs Corporation	Administration equipment	395.00
California Test Bureau	Educational material	97.92
Capital Sanitary Supply	Maintenance Equipment	13.96
Central Scientific Co.	Educational equipment	297.39
Coast to Coast	Edu. & Maint. equipment	38.03
Coast to Coast	Edu. & Maint. equipment	11.03
Coast to Coast	Edu. & Maint. equipment	9.37
Co-Ed Better Buymanship Books	Educational material	3.00
Commerce Clearing House	Administration material	455.00
Conard Freight Lines, Inc.	Delivery expense	14.66
Communication Szrv. Corp.	Administration material	5.75
Consulting Psychologists Press	Educational material	29.86
Des Moines Independent Schools	Equipment rental	3.00
Des Moines News Agency	Educational material	20.00
Des Moines Photo Copy Co.	Educational material	4.62
Des Moines Photo Copy Co.	Educational material	2.35
Des Moines Photo Copy Co.	Educational material	5.95
A B Dick	Educational supplies	127.85
Doane Agr. Serv., Inc.	Educational material	14.50
Dunn & Co.	Administration equipment	65.00
Eastman Kocak	Administration supplies	108.65
Edwards Brothers Inc.	Educational material	13.37
Encyclopedia Britannica Press, Inc.	Educational material	10.35
Fairchild Publications	Educational material	14.67
Feedstuffs	Educational material	8.00
Follet Publishing Co.	Educational material	36.02
Follett Publishing Co.	Educational material	51.20
GED Testing Serv. of the Am. Coun. on Edu.	Educational material	10.72
General Electric Supply	Educational equipment	18.88
Graybar Electric Co. Inc.	Building Maintenance	30.48
Harper & Row Publishers	Educational material	4.93
M. Hicklin	Educational material	5.70
Holley School Supply Co.	Educational material	6.80
Houghton Mifflin Co.	Administration material	2.41
Howlett Chevrolet Co.	Maintenance	3.75
Hyland Laboratories	Educational material	150.00

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*Row C. C. Smith*  
BOARD MEMBER

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IBM	Administration equipment	16.92
IBM	Educational supplies	65.10
IBM	Educational supplies	275.84
IBM	Maint. & Machine Serv.	2874.87
IBM	Educational supplies	16.35
IBM	Administration equipment	680.00
IBM	Maintenance on equipment	12.50
IBM	Educational equipment	4745.00
IBM	Educational equipment	9.00
IBM	Maintenance expense	14.20
IBM	Administration equipment	710.00
Iltis H. M. Lumber Co.	Educational material	55.94
Iltis Lumber Co.	Building Maint.	272.27
Iltis Lumber Co.	Building Maint.	497.34
Instructional Materials Lab.	Educational material	1.25
International Business Machines	Educational equipment	50.07
Interstate Printers & Publishers, Inc.	Educational material	42.88
Iowa Assn. of School Boards, Dr.	Convention expense	3.00
Iowa Audio Visual	Educational material	53.96
Iowa Paint	Maintenance supplies	7.03
Iowa Safety Equipment Co.	Educational equipment	14.40
Iowa State Agency for Surplus Property	Equipment	119.75
Juhl Insurance	Insurance	737.46
Keystone View Co.	Educational equipment	595.80
Koch Brothers	Educational equipment	82.71
Koch Brothers	Educational supplies	25.00
Koch Brothers	Educational supplies	81.70
Koch Brothers	Educational supplies	118.69
Latta & Son	Administration supplies	17.50
Latta's School Supply	Educational equipment	48.37
Latta's School Supplies	Educational equipment	167.67
Latta's School Supply	Educational equipment	64.22
Lea & Febiger Publishing	Educational material	23.15
Leslie Paper	Administration supplies	11.50
Leslie Paper	Administration supplies	29.20
Leslie Paper	Administration supplies	123.75
Leslie Paper	Administration supplies	29.25
J. B. Lippincott	Educational material	12.48
J. B. Lippincott	Educational material	9.20
McCurdy Sales	Equipment	25.00
McGraw-Hill	Educational material	4.50
McGraw-Hill	Educational material	3.22
McGraw-Hill	Educational material	54.36
McGraw-Hill	Educational material	83.10
McGraw-Hill	Educational Material	120.96
McGraw-Hill	Educational material	289.02
McGraw-Hill	Educational material	31.74
McMillan Oil Co.	Maintenance expense	6.50
M & M Sales	Administration supplies	143.10
M & M Sales	Maintenance Expense	48.90
M & M Sales	Administration supplies	171.55
Merchants Transfer & Storage Co.	Storage expense	16.50
Merchants Transfer	Storage & Handling charges.	4.00
Metropolitan Supply Co.	Educational equipment	16.53
Metropolitan Supply	Administration equipment	220.86
Metropolitan	Administration equipment	54.98

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*[Signature]*  
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Midwest Visual Education Serv.  
Midwest Visual  
Midwestern Paper

Educational material  
Educational equipment  
Administration supplies

29.50  
691.95  
57.40

Midwest Visual  
Midwest Visual  
Mosler  
National Cash Register  
National Cash Register  
NEA Publications Sales  
News for You  
Office Supplies & Equipment  
Office Supplies  
Office Supplies  
Office Supplies  
Office Supplies  
Office Supplies  
Office Supplies  
Olson Graphics  
Ora Visual Company  
Petty Cash  
Prentice-Hall, Inc.  
Professional Budget Plan  
Psychometric Affiliates  
Publication of the APHP  
Radio Trade Supply  
REA Express  
Remington Rand Office Machines  
Frank Richards  
W. B. Saunders  
Science Research Associates, Inc.  
Science Research Associates  
Scientific Products  
66 Service Center  
Service Photoprint  
Service Photoprint  
Jim Sherman Photography  
Stech-Vaughn Co.  
Story City Herald  
Successful Farming  
Time-Life Books  
UARCO  
University of Northern Iowa  
University Microfilms, Inc.  
Vocational Edu. Productions  
Wallace Farmer  
Wallace Homestead Co.  
Geo H. Weyer, Inc.  
John Wiley & Sons  
Williams & Wilkins  
Year Book Medical Pub.  
Zep Manufacturing

Educational material  
Educational material  
Equipment  
Administration expense  
Maintenance Agreement  
Educational material  
Educational material  
Administration equipment  
Administration equipment  
Administration supplies  
Administration supplies  
Administration supplies  
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Administration equipment  
Administration equipment  
Educational equipment  
All departments  
Educational material  
Educational material  
Educational material  
Educational material  
Maintenance & supplies  
Delivery Charge  
Maintenance expense  
Educational material  
Educational material  
Educational material  
Educational material  
Educational supplies  
Educational expense  
Educational material  
Educational material  
Publicity  
Educational material  
Election expense  
Educational material  
Educational material  
Educational supplies  
Educational material  
Educational material  
Educational material  
Educational material  
Educational material  
Educational supplies  
Educational material  
Educational material  
Educational material  
Educational material  
Maintenance supplies

143.30  
369.00  
10.10  
470.97  
424.00  
9.00  
50.40  
365.92  
10.20  
27.92  
8.80  
69.04  
12.00  
5.28  
35.16  
375.18  
68.35  
22.75  
4.84  
37.30  
7.85  
33.25  
42.25  
22.16  
14.60  
63.15  
26.55  
120.10  
8.75  
325.00  
19.89  
39.40  
73.68  
16.20  
18.74  
60.55  
130.00  
19.49  
752.19  
176.00  
25.00  
9.75  
12.00  
19.00  
140.53  
35.80  
11.00  
23.75  
170.80

APPROVED  
*Robert S. Lousbery*  
BOARD MEMBER  
BOARD MEMBER

TOTAL

\$ 22,572.<sup>59</sup>~~80~~ 45

SCHOOL HOUSE FUND:

Des Moines Photo Copy Co.  
Emery Prall & Associates  
Montgomery Signs

\$ 58.03  
6193.15  
238.45  

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\$ 6489.63

*Handwritten notes:*  
1-50  
1-50  
1-50  
1-50  
1-50  
1-50

ITEMS PAID PRIOR TO BOARD APPROVAL

SCHOOL HOUSE FUND:

F. L. Warren Const.  
Crees Enterprises

\$ 33,491.79  
13,681.80  

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Total \$ 47,173.59

RENT:

W. J. Reed (2020 Grand)  
Miracle Mile (2501 Grand)  
Masonic Temple (Ankeny)  
Orville Ballard (Ames)  
Methodist Church  
Bell Ave Realty (MDTA)

\$ 1,916.66  
1,452.75  
175.00  
150.00  
1,268.25  
4,604.16  

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Total \$ 9,566.82

UTILITIES:

N.W. Bell  
N.W. Bell  
Iowa Power & Light Co.  
Iowa Power & Light Co.  
N.W. Bell

\$ 539.68  
17.77  
1,749.68  
22.52  
248.31  

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Total \$ 2,577.96

POSTAGE:

Postmaster of Ankeny  
Postmaster of Ankeny  
Postmaster of Ankeny  
Postmaster of Ankeny  
Postmaster of Ankeny

30.00  
10.00  
60.00  
90.00  
30.00  

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Total \$ 220.00

**APPROVED**  
*[Signature]*  
BOARD MEMBER  
  
BOARD MEMBER

SERVICES FOR CANCELLED ADULT ED COURSES:

<del>P. Amdahl</del>	\$ 6.00	<del>R. Bittner</del>	\$ 6.00
<del>K. Eldredge</del>	6.00	<del>J. Teget</del>	6.00
<del>E. Parker</del>	6.00	<del>R. Spidle</del>	6.00
<del>C. Piekems</del>	6.00	<del>G. Lamson</del>	6.00
<del>C. Armstrong</del>	6.00	<del>J. Standefer</del>	6.00
<del>M. Taylor</del>	6.00	<del>J. Niland</del>	6.00
<del>R. Shaw</del>	6.00	<del>J. Johnson</del>	6.00
<del>R. Kennedy</del>	6.00	<del>M. Knaphus</del>	6.00
<del>J. Kyle</del>	12.00	<del>M. Thompson</del>	6.00
<del>E. Meier</del>	6.00	<del>R. Braun</del>	6.00
		Total	\$126.00

TRAVEL EXPENSES:

<del>John Wilson</del>	\$ 79.41	<del>R. Arrowood</del>	\$ 8.40
<del>Kelly Morgan</del>	12.00	<del>C. Bennett</del>	113.24
<del>Paul Lowery</del>	289.90	<del>E. Billings</del>	32.80
<del>Roy Reeves</del>	20.10	<del>J. Gain</del>	24.00
<del>Charles Baugous</del>	65.90	<del>M. Cutlip</del>	39.80
<del>L. Benston</del>	76.25	<del>J. Daniels</del>	26.00
<del>D. Gilliland</del>	7.50	<del>D. Faber</del>	62.98
<del>T. Dart</del>	61.21	<del>B. Hamilton</del>	26.50
<del>R. McClurg</del>	13.00	<del>K. Hoff</del>	13.80
<del>N. Bellizzi</del>	119.75	<del>R. Jacobson</del>	7.40
<del>L. Gailey</del>	99.85	<del>A. Keating</del>	49.55
<del>N. Hammond</del>	6.00	<del>A. Leffler</del>	21.36
<del>K. Hein</del>	6.40	<del>M. Macumber</del>	108.10
<del>W. Johnson</del>	43.50	<del>J. Manning</del>	38.10
<del>P. Langerman</del>	73.10	<del>D. Marten</del>	41.15
<del>J. Rolinger</del>	76.90	<del>L. Martin</del>	13.35
<del>R. Wilson</del>	84.27	<del>S. Moore</del>	5.45
<del>M. Hansen</del>	25.00	<del>B. Moravek</del>	89.10
<del>W. Ramey</del>	25.00	<del>S. Muehlenthaler</del>	230.78
<del>C. Roush</del>	25.00	<del>J. Rosauer</del>	15.50
<del>G. Nichols</del>	25.00	<del>J. Sheets</del>	25.20
<del>M. Strutz</del>	8.50	<del>D. Sielert</del>	4.20
<del>M. Thompson</del>	10.00	<del>O. Shadle</del>	106.45
<del>I. Steinberg</del>	11.75	<del>H. Stewart</del>	60.00
<del>B. Bellairs</del>	25.90	<del>C. Wastell</del>	116.70
<del>E. Hanson</del>	62.05	<del>R. Reeves</del>	25.14
		Total	\$2,658.29

REFUNDS TO STUDENTS:

<del>S. Bruce</del>	\$130.00
<del>S. Sautter</del>	26.00
<del>G. Overton</del>	54.16
<del>D. Hamilton</del>	3.50
<del>C. Everman</del>	41.25
<del>M. Suckow</del>	67.20 <sup>AS</sup>
<del>L. Walden</del>	88.93
	\$ 411.04 <sup>AS</sup>

**APPROVED**  
  
 BOARD MEMBER  
 BOARD MEMBER

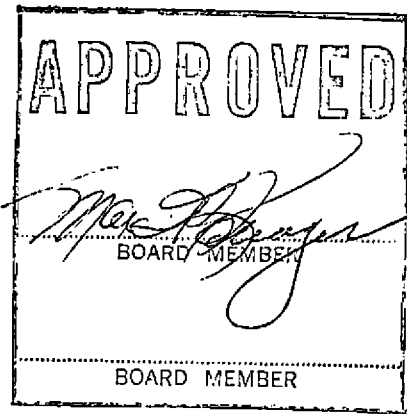
MISC.:

IBM	Repair Typewriter	\$	20.93
Pitney Bowes	Postage Machine Rent		27.84
F. Daugherty	Snow Removal		60.00
J. Sheets	Vo Rehab Student Dues		5.00
Val Lanes Bowl	Adult Ed Bowling Fees		45.00
Rush Ceramics	Adult Ed Services		63.00
Natl. School Bd.	Subscription		5.00
Lutheran Brotherhood	T.S. Annuity		73.22
J. C. Penny	Uniforms (Vo Rehab)		16.54
Art Press	Brochures		147.50
Lamar Gailey	Audio tapes		3.00
G. Whitlock	Testing Services		28.80
Indust. Towel	Services		487.95
Clean Towel	Services		228.19
Corwin Cleaners	Services		9.01
Plemone DX Servc	Gas and Oil		6.84
Carlson Oil Co	Gasoline		45.22
Ia. DM Natl. Bank	Certf. of Deposit	150,000.00	✓
Supt. of Documents	Publication		4.50
Pitney Bowes	Service Agreement		56.00
Speedy Way Disposal	Trash Disposal		73.00
Special Libraries Assn.	Subscription		2.00
Dept. of Public Inst	Refund of Overpayment		381.25
S. Phillips	Equal Opportunity Grand		87.50
North Central Assn	Consultant Fee		500.00
Revolving Fund	Transfer of Funds		2,000.00
Iowa H. S. Insurance Co.	Student Insurance		74.75
Iowa H.S. Insurance Co.	Student Insurance		13.00
			<hr/>
			\$ 154,465.04

FREIGHT CHARGES:

Merchants Transfer	\$22.00
Western Transp.	23.20
Admiral Merchants	60.72
Kirkwood Warehs. Co.	44.00
Admiral Merchants	60.72
Tech Ed, & mfg. Co.	139.19
Merchants Transfer	183.45
Western Transp.	23.20
Admiral Merchants	34.64
Merchants Transfer	46.20
	<hr/>

Total \$637.32



PAYMENTS FOR DES MOINES COMPREHENSIVE FACILITY

Addressograph Multigraph	\$ 73.87
Ahern Pershing	29.00
Air Products	534.55
American Technical	6.44
Ash Tool & Stamping	75.00
Brodhead-Garrett	47.55
Bruce Motor Freight	7.99
California Test Bureau	99.93
Carr Glass & Paint	21.78
Cassady Refrigeration Co.	76.29
Delmar Publishers	128.16
DM Indep Comm. School	7.50
D.M. Stationery Co.	17.10
D.M. Water Works	85.68
DuBois Chemicals	138.84
Elec. Pump & Tool Sv.	17.15
IBM	29.61
Indust. Education Dept.	12.45
Iowa Audio Visual	269.44
Iowa Industrial products	28.41
Koch Brothers	25.00
National Paper Co.	90.83
N.W. Bell Tele. Co.	114.13
Norwood Tech School	83.75
Office Supplies	163.74
Olivetti Underwood	15.00
Peerless Supply	96.12
Saxe-Freeman Co.	9.95
SCM Corp	15.00
Scholastic Book Svcs.	48.30
Sidles Co.	53.21
Snap On Tools	65.00
South Western Pub. Co.	106.59
Standard Bearings Co.	44.90
U. of Missouri	16.50
Petty Cash Reimbursement	49.12

Total

\$ 2,703.88

