

**Attendees - voting members**

Kecia Hickman	President
Susan Rensink	Vice President
Jessica Brink	Board Member
Mark Brown	Board Member
Randy Merley	Board Member

**I. CALL TO ORDER - ROLL CALL**

At 5:00 PM, Board President Kecia Hickman called the meeting to order, with the following members present: Randy Merley, Jessica Brink, Kecia Hickman, Susan Rensink, and Mark Brown.

Superintendent Robin Spears and Board Secretary/Business Manager LaDonn Hartzell were also present.

Administrators: Jason Groendyke, Elementary Principal; Cindy Barwick, Middle School Principal; Sherrie Zeutenhorst, High School Principal; Justin Albers, Activities Director

Press: Tom Lawrence, Iowa Information

Visitors: Kathy Arnold, Shauna Jurrens, Brooklyn Jurrens, Braeden Mouw, Jonathan Cannoy, Ryan Cannoy, Trisha Cannoy, Emma Boone, Aaron Boone, Brittany Maae, Jacob Kollasch, Kaden Megason, Chase Oldenkamp, Mike Oldenkamp, Kristin Oldenkamp, Wendy Roder

**II. APPROVAL OF AGENDA**

Board President called for a motion to approve the agenda as published.

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

**III. COMMUNICATIONS**

**A. Citizens, Organization(s) in Attendance**

**1. Public Comment**

None.

**2. Recognition**

**a. Student**

Board Members received student lists of recognition and administration had no additions to the lists.

**b. Staff**

Superintendent Spears publicly congratulated Cindy Barwick, Middle School Principal, who was recently named Iowa Middle Level Principal of the Year, as well as the 2017 Outstanding Elementary/Middle School Principal by the Iowa Bandmaster's Association.

**c. Student Presentation - East Elementary**

Kathy Arnold and her third grade students, Emma Boone, Chase Oldenkamp, Kaden Megason, Braeden Mouw, Jonathan Cannoy, and Brooklyn Jurrens were present to share their LEAD21 projects, including posters depicting a famous hero and/or a subject pertaining to the earth.

**B. Correspondence**

**1. "The Board" Publication**

**a. "Paying for Performance; The Latest Research," Vol. 40, No. 23**

b. "Next Generation Teachers: How They are Different," Vol. 40, No. 24

**2. NW AEA Board Meeting Minutes - March Board Meeting**

Board Members received minutes from the 03.20.17 NWAEA board meeting.

**3. Receipt of "Thank You" Cards**

None.

Voting

Unanimously Approved

**C. Board Member Reports**

**1. NSBA Annual Conference**

Superintendent Spears and Jessica Brink shared highlights of the National School Board Association Convention they attended in Denver, CO March 25-27.

**IV. APPROVAL OF:**

**A. Minutes of Past Meeting(s)**

Board President called for a motion to approve the minutes of 03.13.17.

Motion made by: Randy Merley

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**B. Financial Reports**

Board Members received March financial reports, including Budget Monitor Report, Categorical Funding Report, 03.31.17 bank reconciliations, Cash & Investments, Activity, and Nutrition.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**C. Summary List of Bills**

Kecia Hickman reviewed the bills and recommended all bills for payment.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**V. PUBLIC HEARING(S)**

**A. 2017-18 Budget Public Hearing**

At 5:34 PM, Kecia Hickman called for a motion to enter the Public Hearing portion of the meeting for the purpose of consideration and adoption of the 2017-18 school district budget as published.

Motion made by: Randy Merley

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**1. Presentation of 2017-18 Budget**

Superintendent Spears began discussion of the 2017-18 proposed budget for the Sheldon Community School District. He reviewed the Aid & Levy worksheet and highlighted three-year comparisons for revenue and expenditures.

Mr. Spears reviewed the individual levies as compared to the current 2016-17 budget, resulting in the \$.46 total levy decrease.

2017-18 Budget Proposal: General Fund Levy -- \$11.06316; Management Levy -- \$ 1.42375; Voted PPEL Levy -- \$ .90111; Regular PPEL Levy -- \$ .33000 TOTAL LEVY -- \$13.71802

**2. Public Comments**

None.

**3. Consider Resolution for 101% Budget Adjustment for FY18**

Superintendent Spears recommended the Board adopt the following resolution to receive the 101% budget adjustment, formerly referred to as the One Percent Guarantee.

RESOLVED, that the Board of Directors of Sheldon Community School District, will levy property tax for fiscal year 2017-2018 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

**4. Adopt/Certify 2017-2018 Budget**

Following discussion of the proposed 2017-18 school district budget, Board President called for a motion to approve the budget as published and presented.

2017-18 Budget Proposal:

General Fund Levy -- \$11.06316

Management Levy -- \$1.42375

Voted PPEL Levy --\$0.90111

Regular PPEL Levy --\$.33000

**TOTAL LEVY - \$13.71802**

Motion made by: Randy Merley

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**5. Close Public Hearing**

Following approval of the 2017-18 budget, Board President called for a motion to close the public hearing.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**VI. REPORTS**

**A. Committee**

None.

**B. Special**

None.

**C. Administration**

**1. Elementary School Principal**

Jason Groendyke, Elementary Principal prepared and reviewed his written report for the board and was available for questions. He announced that 100% of the funds have been raised to complete the elementary playground project.

**2. Middle School Principal**

Cindy Barwick, Middle School Principal prepared and reviewed her written report for the board and was available for questions.

**3. High School Principal**

Sherrie Zeutenhorst, High School Principal prepared and reviewed her written report for the board and was available for questions.

**4. Activities Director**

Justin Albers, Activities Director prepared and reviewed his written report for the board and was available for questions.

**5. Superintendent**

**a. Review Soccer Program Information**

Superintendent Spears and Justin Albers, Activities Director, presented information regarding adding soccer to our extra-curricular activities schedule. Board Members recommended Mr. Albers conduct a survey of high school and middle school students to help determine the level of interest that exists. Board Members also asked Mr. Albers to investigate sharing with another district(s).

**b. Nurse's Report**

The March 2017 Nurse's Report was received for information.

**c. Transportation Report**

The March 2017 Transportation Report was received for information.

**VII. OLD BUSINESS**

**A. Board Policy Review (2nd Reading)**

Superintendent Spears recommended the board approve second reading for the following board policies:

605.6	District (Orabnet) Acceptable Use Policy
605.6R1	District Network (Orabnet) Acceptable Use Regulation
605.6E1	Orabnet Access Permission Letter To Parents
605.6E2	Orabnet Acceptable Use Violation Notice
605.6E3	Sheldon Community School District Network (Orabnet) Student Access Release And Authorization Form
605.6E4	Sheldon Community School District Network (Orabnet) District Employee Access Release And Authorization Form
605.7	School District Webpage
606.1	Class Size - Class Grouping

Motion made by: Randy Merley

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**VIII. NEW BUSINESS**

**A. Open Enrollment Application(s)**

Superintendent Spears presented the following applications for Open Enrollment for 2017-18:

- A. G.--11th gr. student from Boyden-Hull CSD to the Sheldon CSD
- C. R.--Kindergarten student from Sheldon CSD to Boyden-Hull CSD
- C. J.--5th gr student from Sheldon CSD to Sibley-Ocheyedan CSD
- M. J.--2nd gr student from Sheldon CSD to Sibley-Ocheyedan CSD
- C. J.--Kindergarten student from Sheldon CSD to Sibley-Ocheyedan CSD
- O. D.--Kindergarten student from Sheldon CSD to Sibley-Ocheyedan CSD
- K. K.--10th gr. student from Sheldon CSD to South O'Brien CSD
- K. B.--Kindergarten student from West Sioux CSD to Sheldon CSD

Board President called for a motion to approve Open Enrollment requests as presented.

Motion made by: Mark Brown

Motion seconded by: Randy Merley

Voting

Unanimously Approved

## **B. Resignation(s)**

### **1. Resignation--Groff**

Superintendent Spears recommended the Board approve the resignation and modified retirement stipend for Kris Groff, High School Teacher, Head Cross Country Coach, Head Girls Basketball Coach, and Head Girls Track Coach. Mr. Groff exceeded the deadline for application for early retirement, but Mr. Spears recommended the Board consider a modified stipend figuring his current teaching salary, less the BA base salary.

Motion made by: Randy Merley

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

### **2. Resignations--**

Superintendent Spears recommended the Board approve the following resignations:

- Kylee Cooper -- 9th Softball Coach (pending a suitable replacement can be found)
- Krystal Kooiker -- HS Teacher, Model Teacher, MS Volleyball Coach, MS Girls Basketball Coach
- Nancy Rosenboom -- East Elementary Secretary, effective June 1, 2017.
- Levi Ettleman -- Elementary/MS Physical Education Teacher

Susan Rensink recognized all staff retiring or resigning these positions and thanked them for their years of service.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

## **C. Contracts**

Superintendent Spears recommended the following employment contracts:

Brad Zeutenhorst, Head Baseball Coach -- \$5,438

Joe Zeutenhorst, Assistant Baseball Coach -- \$3,625

Matt Dykstra, 9th Baseball Coach -- \$2,719

Chris Walker, Middle School Baseball Coach -- \$2,066

Joe Zeutenhorst, Middle School Baseball Coach -- \$2,066

Carla Kleinwolverink, Head Softball Coach -- \$5,438

Erica Koedam, Middle School Softball Coach -- \$2,066

Heather Keizer, Head Volleyball Coach -- \$5,438

Jan Kinderknecht, K-12 Media Center Specialist with A/V stipend, 20-day extended contract -- \$59,100\*

Bailey Wollenburg, 2nd grade teacher -- \$47,185\*

Caitlin Hanson -- HS/MS vocal teacher with vocal supplemental -- \$46,263\*

\*Salaries based on 2016-17 Master Contract Salary Schedule

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

## **D. Approve Contract for Student Receiving Educational Services**

Superintendent Spears recommended the Board approve the following student service contract for a school district resident student receiving educational services in other school districts:

- Student "S.V." – Council Bluffs Community School District

Motion made by: Mark Brown  
Motion seconded by: Susan Rensink  
Voting  
Unanimously Approved

**E. Approve Elementary & Middle Summer School Programs for 2017**

Superintendent Spears recommended the Board approve both the Elementary Summer School Program and the Middle School Summer School Program, as outlined.

Motion made by: Randy Merley  
Motion seconded by: Susan Rensink  
Voting  
Unanimously Approved

**F. Set Non-Resident 2017 Summer Driver Education Tuition**

Superintendent Spears recommended the Board set the non-resident Summer Driver's Education Tuition fee of \$390 for the summer of 2017.

Motion made by: Mark Brown  
Motion seconded by: Randy Merley  
Voting  
Unanimously Approved

**G. Consider Iowa Association for Educational Purchasing Agreement**

Superintendent Spears recommended the Board approve the agreement with Iowa Area Education Agencies (IAEP) for cooperative food purchasing for the 2017-18 school year.

Motion made by: Jessica Brink  
Motion seconded by: Susan Rensink  
Voting  
Unanimously Approved

**H. Approve Agreement with DHS for Students in Foster Care**

Superintendent Spears recommended the Board approve the Memorandum of Agreement between the Department of Human Services and the Sheldon Community School district, as one of the requirements of Every Student Succeeds Act (ESSA).

Motion made by: Randy Merley  
Motion seconded by: Susan Rensink  
Voting  
Unanimously Approved

**I. Approve Fourth Amended & Restated Iowa Star Schools 28E Trust Agreement**

Superintendent Spears recommended the Board approve the Iowa Star Schools 28E Agreement for 2017-18.

Motion made by: Mark Brown  
Motion seconded by: Jessica Brink  
Voting  
Unanimously Approved

**J. Adopt Teacher Appreciation Week Proclamation**

Superintendent Spears recommended the Board adopt the following resolution in commemoration "Teacher Appreciation Week" May 1-5, 2017 and specifically, Teacher Appreciation Day on Tuesday, May 2, 2017.

**WHEREAS**, today's teachers mold our future citizens through their guidance and education, and  
**WHEREAS**, today's teachers encounter students of widely differing backgrounds and abilities, and  
**WHEREAS**, our society expects public education to provide quality education services to all children, no matter what their backgrounds or abilities, and

**WHEREAS**, our country's future depends, in large measure, upon the education our youth receive today, and  
**WHEREAS**, teachers spend countless hours outside their classrooms preparing lessons, evaluating progress, developing their own skills, counseling and coaching students and performing community service, and  
**WHEREAS**, our community recognizes that its teachers are providing quality education services to our children,  
**NOW, THEREFORE, BE IT PROCLAIMED THAT** the Sheldon Community School District Board of Education designates the week of May 1-5, 2017 as Teacher Appreciation Week in this community, and  
**BE IT FURTHER PROCLAIMED THAT** the Sheldon Community School District Board of Education calls on the community to join with it in personally expressing appreciation to our teachers for a "job well done."

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**K. Approve Class of 2017 Graduates**

Board Members reviewed the list of 71 potential graduates representing the Sheldon High School Class of 2017. High School Principal, Sherrie Zeutenhorst recommended the Board approve this list of graduates pending completion of all graduation requirements.

Motion made by: Randy Merley

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**L. Set Date and Time for FY17 Budget Amendment Hearing**

Superintendent Spears recommended the Board set the date and time for a potential Budget Amendment Hearing, should it be determined such an amendment is necessary.

Board Members agreed to schedule a Budget Amendment Hearing for the regular May board meeting, May 8 at 5:30 PM.

Motion made by: Jessica Brink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**M. 2017-18 East Elementary Volunteer Handbook (1st Reading)**

Board Members reviewed and approved the 2017-18 East Elementary Volunteer Handbook, for first reading.

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

**N. 2017-18 Staff Activity Handbook (1st Reading)**

Board Members reviewed and approved the 2017-18 Staff Activities Handbook, for first reading.

Motion made by: Jessica Brink

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**O. 2017-18 Substitute Teacher Handbook (1st Reading)**

Board Members reviewed and approved the 2017-18 Substitute Teacher's Handbook.

Motion made by: Randy Merley

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**P. 2017-18 Student Handbooks (1st Reading)**

Board Members reviewed and approved the 2017-18 Elementary Student/Parent Handbook, the 2017-18 Middle School Student/Parent Handbook, the 2017-18 High School Student/Parent Handbook, for first reading.

Motion made by: Jessica Brink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**Q. Board Policy Review (1st Reading)**

Board Members reviewed and approved first reading for the following Board Policies:

606.2	School Ceremonies and Observances
606.3	Animals in the Classroom
606.4	Student Production of Materials and Services
606.5	Student Field Trips and Excursions
606.6	Insufficient Classroom Space
606.7	Foreign Study
606.8	Homework
606.9	Outside Resource People
606.10	Performance Testing For Classroom Credit
607.1	Student Guidance and Counseling Program
607.2	Student Health Services
607.2R1	Student Health Services Regulation
506.1	Education Records Access
506.1E1	Request of Non-Parent for Examination or Copies of Education Records
506.1E2	Authorization for Release of Education Records
506.1E3	Request for Hearing on Correction of Education Records
506.1E4	Request for Examination of Education Records
506.1E5	Notification of Transfer of Education Records
506.1E6	Letter to Parent Regarding Receipt of a Subpoena
506.1E7	Juvenile Justice Agency Information Sharing Agreement
506.1E8	Annual Notice
506.1R1	Use of Education Records Regulation
506.2	Student Directory Information
506.2E1	Authorization for Releasing Student Directory Information
506.2R1	Use of Directory Information
710.1	School Nutrition Program
710.2	Free or Reduced Price Meals Eligibility
710.4	Meal Charges (New Policy)

Motion made by: Randy Merley

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**R. Set Date for Superintendent Quarterly Review**

Board Members set Wednesday, May 3, 2017, 9:00 AM, as the date and time for the Fourth Quarter/Final Superintendent Evaluation Session for 2016-17.



Motion made by: Susan Rensink  
Motion seconded by: Jessica Brink  
Voting  
Unanimously Approved

**IX. ANNOUNCEMENTS**

- A. IASB Navigating Collective Bargaining Through a Time of Change Conference, 9:00 a.m.- 3:00 p.m., Thursday, April 13, 2017, Altoona**
- B. IASB Fiscal Management Conference, Wed. July 19, 2017, Altoona, IA**
- C. IASB Employee Relations Conference, Tuesday, Oct. 17, 2017, Altoona, IA**
- D. IASB Annual Convention, Nov. 15-16, 2017, Des Moines, IA**
- E. Candidates Sought for IASB Officer Positions**

**X. ADJOURN**

There being no further business, Board President Kecia Hickman called for a motion to adjourn.  
Meeting adjourned at 7:21 PM.  
Motion made by: Randy Merley  
Motion seconded by: Mark Brown  
Voting  
Unanimously Approved

**XI. EXEMPT CLOSED SESSION (Collective Bargaining Strategy Session)**

Board Members entered an Exempt Session for the purpose of negotiation strategy and discussion. Exempt Session ended at 8:00 PM.

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Chairperson

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Secretary