

Attendees - voting members

Kecia Hickman	President
Susan Rensink	Vice President
Mark Brown	Board Member
Glen Goedken	Board Member

I. CALL TO ORDER - ROLL CALL

At 6:00 PM, Board President Kecia Hickman called the meeting to order. The following board members were present: Susan Rensink, Mark Brown, Glen Goedken, Kecia Hickman. Randy Merley was absent.

Superintendent Robin Spears and Board Secretary LaDonn Hartzell were present.

Administrators present: Cindy Barwick, MS Principal; Matt Meendering, HS Principal; Jason Groendyke, Elementary Principal; Justin Albers, Activities Director.

Members of the media present: Mark Mahoney

Visitors: Beth Bunkers, Kathy Kuyper, Kathy Arnold, LuAnn Snyder, Jen Van Wyk, Ann Jansen, Deb Haning, Becky McCuddin, Kelsey McCuddin, Larie DeGroot, Kristie Simonsen, Denny Armantrout, Ken Ksiazek, Lisa Johnson, Claire Johnson, Jason Johnson, Heather Honkomp, Hailey Honkomp, Hannah Honkomp, Monica Honkomp, Brianna Honkomp, Luan McQuown.

II. APPROVAL OF AGENDA

There were no changes to the published agenda.

Motion made by: Susan Rensink

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

III. COMMUNICATIONS

A. Citizens, Organization(s) in Attendance

1. Public Comment

None.

2. Recognition

a. Student

Mrs. Barwick made special mention of the Math Bee participants and will include specific names at the June meeting.

b. Student Presentation - East Elementary

Third grade students, Heather, Hailey & Hannah Honkomp gave a presentation on "Making a Difference", including the Soles for Souls program. Mrs. Van Wyk and two fourth grade students, Claire Johnson and Kelsey McCuddin presented Creative Writing entries which placed in the Northwest Region, as well as one of the two entries placing first at the State level. The students read their entries to the board members and guests.

c. Board Recognition

Superintendent Spears recognized two district retirees:

Kathy Kuyper, food service employee for 27 years

Beth Bunkers, elementary teacher for 30 years

During this School Board Recognition Week, Superintendent Spears also recognized school board members for the service they provide to the Sheldon Community School District.

B. Correspondence

1. "The Board" Publication

a. The Board "Who Is Responsible for Making Meetings Successful?," Vol. 39 No. 1

b. The Board "Data, Diagnosis, Decisions, and Determination," Vol. 39, No. 2

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

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

The board received "thank you" cards from Elizabeth Calhoun, one of the DE Site Visit team members and also from the Sheldon Civic Music Association for use of district facilities.

C. **Board Member Reports**

1. **IASB Conference**

Kecia Hickman, Susan Rensink and Superintendent Spears attended the IASB ABLE meeting on April 21, 2015. They shared information and ideas from that session.

To observe School Board Recognition Week, board members and guests enjoyed refreshments during a 15-minute break.

IV. **APPROVAL OF:**

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

Board members reviewed minutes of the regular April 8, 2015 meeting, as well as special meetings from April 15, April 22 and May 5, 2015.

Motion made by: Susan Rensink

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

B. **Financial Reports**

Board members reviewed financial reports, including the Budget Monitoring History report as of April 30, as well as the Activity Report and bank reconciliations for all funds.

Motion made by: Glen Goedken

Motion seconded by: Mark Brown

Voting

Unanimously Approved

C. **Approve Bills**

Susan Rensink reviewed bills this month and stressed the importance of purchasing locally when possible.

Motion made by: Susan Rensink

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

V. **PUBLIC HEARING(S)**

VI. **REPORTS**

A. **Committee**

None.

B. **Special**

1. **Tax Increment Financing (T.I.F.)**

Scott Wynja, Sheldon City Manager, was present to discuss the Tax Increment Financing (TIF) program. He shared history of TIF in the district, as well as the current TIF status. He shared a map illustrating current TIF districts. Mr. Wynja shared that many of the TIF districts currently have no "sunset" on their current TIF distinction, but the State may implement changes in the future that could impact those distinctions. Mr. Wynja shared information on the current TIF amendment and added that the City could consider amendments more often in the future. Whenever the City considers additional properties, an amendment will be necessary.

Board members had opportunity to ask Mr. Wynja questions regarding TIF.

2. **Technology Audit Report - Heartland Business Services**

Denny Armantrout, General Manager & Ken Ksiazek, with Heartland Business Services, were present to share their findings of the technology audit they conducted in our district this spring. They monitored the technology system for several days and reviewed R & D invoices for the last two years.

Mr. Armantrout referred to our system as a "poor network design." The network is over-run and not performing well. "Risk Network" program gave us a letter grade of "D" in the area of access points, firewall security, server & storage infrastructure, and the phone system. Several of these pieces are outdated and performing poorly.

Mr. Ksiazek addressed the Current network design regarding flat network where everyone in the district sees everything/everyone. He added the majority of our district technology environment is old and out-of-date. The district has a poor design with aging hardware. The average life expectancy of a core switch is five years, yet many of our switches "end of life" was 2008. He reminded those present that 1:1 initiatives and adding tablets, etc., create stress on switches.

Heartland Business Services recommends replacing all out-of-date switches. (those with end-of-life/support), move to 10GB for faster speeds. Separate logical network per their instruction/maps. Their recommendation would be to continue with MERAKI wireless network, due to the simplicity and manageability. HBS also recommends putting into place a storage solution and replacing phone system. HBS would recommend using as much of the "not end-of-life" equipment as possible. The phone system needs to converge into the network, so the technician who administers the network has knowledge of the phone system as well.

HBS illustrated a wireless design to enhance network performance. They recommend hiring a local technician to manage the day-to-day technology needs and discontinue paying mileage for menial tasks. They added this would not necessarily be a high-skill level position, but could require a technical degree, estimating \$35-50,000 salary. HBS suggests hiring a technician with a career path for that individual to turn into your district Director of IT. This type of position could Mr. Armantrout suggested the district keep a company like R & D for the networking and server issues.

In closing, Mr. Armantrout recommended the following: (1)standardize and create a technology plan, keeping a technology firm for the high-skill issues. (2)invest in a technician to protect your investment. Start with "knowing where you are" and decide "where you want to go" now decide "how to get there." The firewall is a major concern. HBS will provide a priority list, as well as a long-term plan. Adding more devices, means improving all the infrastructure behind the scenes.

If the district expects a high-performing environment, we need to make the right investments. A three to five-year plan is feasible, focused around learning & student achievement.

C. Administration

1. Elementary School Principal

Jason Groendyke, Elementary Principal, reviewed his written report for board members and was available for questions.

2. Middle School Principal

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

3. High School Principal

Matt Meendering, High School Principal, reviewed his written report for board members and was available for questions.

Mr. Meendering announced this is his last board meeting and thanked the board for the opportunities offered to him as Sheldon High School Principal. He will be accompanying the Spanish Club students to Guatemala in June, prior to making the move to Des Moines to become the Dowling High School Principal.

4. Activities Director

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

5. Superintendent

Superintendent Spears gave board members information received today from Osceola County Board of Supervisors regarding upcoming TIF meetings in their county/Sheldon Community School District.

Mr. Spears also commented on the Heartland Business Systems presentation.

a. Ball Fields/Recreation Area Project Update

Superintendent Spears updated the board on the Ball Fields/Recreation Area Project, which is near completion.

b. Department of Education Site Visit Preliminary Findings

Board members received copies of the Department of Education Site Visit Overview and non-compliance items, from the Site Visit conducted April 14-16, 2015.

c. Nurse's Report

The April 2015 Nurse's Report was received for information.

d. Transportation Report

The April 2015 Transportation Report was received for information.

VII. OLD BUSINESS

A. 2015-16 East Elementary Volunteer Handbook (2nd Reading)

Board members considered the second reading of the 2015-16 East Elementary Volunteer Handbook.

Motion made by: Susan Rensink

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

B. 2015-16 Staff Activity Handbook (2nd Reading)

Superintendent Spears recommended board members approve the 2015-16 Staff Activity Handbook (second reading).

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

C. 2015-16 Staff Handbook (2nd Reading)

Superintendent Spears recommended the board approve the second reading of the 2015-16 Staff Handbook.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

D. 2015-16 Substitute Teacher Handbook (2nd Reading)

Superintendent Spears recommended the board approve the 2015-16 Substitute Teacher's Handbook (second reading).

Motion made by: Glen Goedken

Motion seconded by: Mark Brown

Voting

Unanimously Approved

E. 2015-16 Student Handbooks (2nd Reading)

1. Elementary School Student/Parent Handbook
2. Middle School Student/Parent Handbook
3. High School Student/Parent Handbook

Superintendent Spears recommended the board approve the second reading for 2015-16 Student Handbooks for Elementary, Middle School and High School.

Motion made by: Mark Brown

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

F. Board Policy Review (2nd Reading)

Superintendent Spears recommended the Board adopt the section of Board Policy 413.5 through 414.9, as well as 503.4R1 and 503.4R2. (second reading)

Motion made by: Glen Goedken

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

VIII. NEW BUSINESS

A. Open Enrollment Application(s)

1. (c) Open Enrollment Application

Superintendent Spears recommended the board approve four Open Enrollment "IN" applications for 2015-16:

Two students from HMS CSD to Sheldon Community School District

One student from MOC-FV CSD to Sheldon Community School District

One student from GLR CSD to Sheldon Community School District

Motion made by: Glen Goedken

Motion seconded by: Mark Brown

Voting

Unanimously Approved

B. Resignation(s)

Superintendent recommended the Board approve the resignations submitted by the following:

Katie Triplett--elementary Special Education teaching position for the 2015-16 school year.

Lindsi Franzen--elementary Special Education teaching position for the 2015-16 school year.

Mary Seehusen--school nurse for the 2015-16 school year.

Ben Peake--HS Language Arts teaching position for the 2015-16 school year.

Becky Anderson--HS custodial position, effective June 1, 2015.

Kathy Kuyper--elementary food service position for 2015-16 school year.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

C. Contracts

Superintendent Spears recommended the Board approve the following contracts:

<u>NAME</u>	<u>POSITION</u>	<u>LANE/STEP</u>	<u>SALARY</u>
Kevin White	Guidance/At-Risk	MA/3	\$44,200*
Megan Tonderum	KG Teacher	BA/2	\$40,000*
Brittany Boerhave	4th Grade Teacher	BA/3	\$41,050*
Danielle Walder	4th Grade Teacher	BA/2	\$40,000*

* = Salary amount will be updated after negotiations have been completed.

Guidance/At-Risk

Kevin White has accepted the high school/middle school At-Risk Counselor position. Kevin is originally from Kingsley, Iowa and graduated from UNI in 2010 with a Bachelor's in Elementary/Early Childhood Education and in 2012 with a Master's in School Counseling K-12. He has been the middle school counselor at Estherville-Lincoln Central since 2013. Prior to that, he did a school counseling practicum, school counseling internship and substitute teaching.

Kindergarten:

Ms. Megan Tonderum will be joining our Kindergarten team for the 2015-2016 school year. Megan graduated from Minnesota State University, Mankato, MN. with a K-12 P.E. major in May 2011. She decided this past fall that she wanted to pursue her K-6 Elementary Education degree. Megan attended Northwestern College to complete this degree, she completed her student teaching at Boyden Hull Elementary (kindergarten classroom) in March of 2015. Currently Megan is employed as a long-term kindergarten substitute here at East Elementary. We are excited to see what contributions Megan will bring to our kindergarten team.

4th Grade Reading:

Ms. Brittany Boerhave will be joining our 4th grade team filling our reading position. Brittany is a 2013 graduate from the University of Iowa where she majored in elementary education. She currently holds a license in K-6 Elementary Classroom, with endorsements in K-8 Reading and K-8 Social Studies, as well as K-12 Athletic Coach. Brittany is currently working towards earning her Middle School endorsement through Morningside College and is expected to complete this in August 2015. We are excited to have Brittany join our 4th grade team, she brings two years of teaching experience to East Elementary; 2013-2014 Brittany taught 6th and 8th grade reading at Odebolt Arthur MS. Currently Brittany is teaching at St. Patrick's Catholic School where she teaches MS religion, social studies, and K-8 P.E.

4th Grade Science and Social Studies:

Ms. Danielle Walder will be joining our 4th grade team filling our science and social studies position. Danielle is a 2014 graduate of SDSU and currently holds degrees in Early Childhood (Pre K-3) and Elementary Education (K-6), as well as K-12 Athletic Coach. Danielle is currently teaching in the Brookings South Dakota School District at Camelot Intermediate School as a 4th grade science and social studies teacher. Along with her teaching duties Danielle will also serve as our head coach for the Orab volleyball team. We are very excited to have Danielle join our staff here at East and the HS, she will do great things for our district.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

D. Consider FY16 Budget Guarantee Resolution

Superintendent Spears recommended the Board adopt the Budget Guarantee Resolution: "RESOLVED, that the Board of Directors of Sheldon Community School District, will levy property tax for fiscal year 2015-2016 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa."

If the State Supplemental Aid remains at zero, the Sheldon CSD budget will increase by 0.9% or approximately \$62,000. The budget guarantee is set at 1.0%. In order to obtain permission to levy property tax for the difference between 0.9% and 1.0% (\$6,996) the Board needs to adopt a Budget Adjustment (Guarantee) Resolution.

Motion made by: Glen Goedken

Motion seconded by: Mark Brown

Voting

Unanimously Approved

E. School Breakfast and Lunch Prices for 2015-16 School Year

Superintendent Spears recommended the board approve the meal increases as outlined below for the 2015-16 school year:

- Student Breakfast: from \$1.50 to \$1.55, \$0.05 increase;
- Adult Breakfast from \$2.00 to \$2.10, \$0.10 increase;
- Student Lunch: from \$2.35 to \$2.45, \$0.10 increase;
- Adult Lunch: from \$3.40 to \$3.50, \$0.10 increase;
- Special Milk: \$0.30 per Carton/\$27.00 per Semester/\$54.00 per Year
- Special Juice: \$0.30 per Carton/\$27.00 per Semester/\$54.00 per Year

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

- F. Approve IA STAR Trust 28E Agreement**
Superintendent Spears recommended the Board approve the IA STAR 28E Trust Agreement. Mrs. Rensink inquired whether or not the 28E Agreement had been reviewed by legal counsel and the State Auditor's Office. Motion made to approve contingent on legal review.
Motion made by: Glen Goedken
Motion seconded by: Mark Brown
Voting
Unanimously Approved
- G. Approve License Agreements Between CIC and the Sheldon Community School District**
Superintendent Spears recommended the Board approve the 2015-16 Infinite Campus License Agreement and Terms of the Contract.
Motion made by: Mark Brown
Motion seconded by: Susan Rensink
Voting
Unanimously Approved
- H. Consider Practicums and Students Teaching Agreement Between the University of Northern and the Sheldon Community School District**
Superintendent Spears recommended the Board approve the Cooperative Agreement with the University of Northern Iowa, for 2015-16 Student Teaching.
Motion made by: Susan Rensink
Motion seconded by: Glen Goedken
Voting
Unanimously Approved
- I. Consider Alternative High School Cooperative Agreement With NCC**
Superintendent Spears recommended the board approve the 2015-16 Alternative High School Cooperative Agreement with Northwest Iowa Community College.
Motion made by: Susan Rensink
Motion seconded by: Glen Goedken
Voting
Kecia Hickman - Yes
Susan Rensink - Yes
Mark Brown - Abstain
Glen Goedken - Yes
- J. Approve Contracts for Students Receiving Educational Services in Another School District**
Superintendent Spears recommended the Board approve the education service contract for one school district resident student, "C.B." receiving educational services from the Council Bluffs Community School District.
Motion made by: Mark Brown
Motion seconded by: Glen Goedken
Voting
Unanimously Approved
- K. Designate John & Irene Bowers Scholarship Recipients**
Superintendent Spears recommended the Board approve the John N. and Irene E. Bowers Scholarship recipients as presented. Each of the four recipients will receive a \$3,000 scholarship.
Nursing: Kelsey Den Hartog and Shayla Van Meeteren
Teaching: Emma Beahler and Samantha Kleinwolterink
Motion made by: Susan Rensink
Motion seconded by: Mark Brown
Voting
Unanimously Approved
- L. Board Policy Review**

Board members reviewed first reading for the following board policies to include language changes regarding school calendar, Affordable Care Act and "homeless youth."

BP 302.1 - Superintendent Qualifications, Recruitment, Appointment

BP 303.2 - Administrator Qualifications, Recruitment, Appointment

BP 406.5 - Licensed Employees Group Insurance Benefits

BP 412.3 - Classified Employee Group Insurance Benefits

BP 501.16 - Homeless Children and Youth

BP 601.01 - School Calendar

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

IX. ANNOUNCEMENTS

Superintendent Spears announced the board would be meeting in exempt session for purposes of negotiation strategies and discussion.

X. ADJOURN

There being no further business, Board President Kecia Hickman called for a motion to adjourn. Meeting adjourned at 9:14 PM.

Board members entered Exempt Session at 9:16 PM for the purpose of negotiations discussion.

The Exempt Session ended at 9:25 PM.

Motion made by: Glen Goedken

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

Chairperson

Secretary