
Attendees

Voting Members

Kecia Hickman, President
Susan Rensink, Vice President
Jessica Brink, Board Member
Lori Richards, Board Member

I. CALL TO ORDER - ROLL CALL

At 5:03 PM, Board President Kecia Hickman called the regular meeting to order. The following board members were present: Jessica Brink, Susan Rensink, Lori Richards and Kecia Hickman. Mark Brown was absent. Superintendent Robin Spears and Board Secretary/Business Manager LaDonn Hartzell were present.

Administrators Present: Sherrie Zeutenhorst, High School Principal; Cindy Barwick, Middle School Principal, Jason Groendyke, Elementary Principal; Eric Maassen, Activities Director;

Press: Tom Lawrence, Iowa Information

Visitors: Deb Haning, Jennifer Van Beek, Emily Ney, Amanda Noteboom, Sarah Michels, Jim Gude, Tami Van Meeteren, Cindy Prewitt, Jan Kinderknecht, Danielle Nasers, Olivia Prewitt, Samuel Nissen, Sadie Dietrick, Kinsley Rector, Kolton Roos, Ethan deBoer, Bella Michels, Jonathan Cannoy, Alexis Cannoy, Ryan & Trisha Cannoy, Amber Van Voorst, Aftyn and Ashley Dietrick

II. APPROVAL OF AGENDA

There being no additions to the agenda, Board President called for a motion to approve the agenda as published.

Motion made by: Susan Rensink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

III. COMMUNICATIONS

A. Citizens, Organization(s) in Attendance

1. Public Comment

None.

2. Recognition

a. Student

Board Members received student recognition items from high school and middle school. Administrators had no additions to the lists.

b. Student Presentation - East Elementary

Danielle Nasers, fourth grade teacher, along with several of her students, shared a skit they had created and presented at the elementary in March. The skit featured Super Mario and demonstrated how the students should be Super Orabs.

c. Board Recognition

At 5:55 PM, the Board enjoyed a reception in honor of School Board Recognition Week. Superintendent Spears recognized the Board Members for their service to the district and presented them with an IASB certificate. Several staff members joined the Board for a time of refreshments.

B. Correspondence

1. NW AEA Board Meeting Minutes - April Board Meeting

Board Members received NWAEA minutes from 04.16.18.

2. Receipt of "Thank You" Cards

None.

Board President called for a motion to accept correspondence.

Motion made by: Jessica Brink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

C. Board Member Reports

None.

IV. APPROVAL OF:

A. Minutes of Past Meeting(s)

Board Members reviewed minutes from the 04.10.18 regular meeting. Board President called for a motion to approve the minutes as presented.

Motion made by: Lori Richards

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

B. Financial Reports

Board Members received financial reports, to include bank reconciliations, Budget Monitor History, Cash & Investments, Categorical Report, Nutrition and Activity Reports. There being no questions, Board President called for a motion to approve financial reports as presented.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

C. Approve Bills

Susan Rensink reviewed the bills this month and recommended all bills for payment.

Motion made by: Susan Rensink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

V. PUBLIC HEARING(S)

A. FY18 Budget Amendment Public Hearing

At 5:30 PM, Board President called for a motion to open the Public Hearing portion of the meeting, for the purpose of considering the FY18 Budget Amendment, as published.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

1. Presentation of FY18 Budget Amendment

Superintendent Spears explained the FY18 Budget Amendment is necessary due to the Middle School roof replacement project and equipment purchases planned for the Nutrition Fund. The roofing project effects the Total Other Expenditures section of the budget, so the recommendation is to increase the budget expenditures in that section from \$1,553,447 to \$1,758,243. The Nutrition Fund equipment effects the Noninstructional Programs section, increasing from \$660,000 to \$730,000.

2. Public Comment

There were no written or oral comments regarding the proposed FY18 Budget Amendment.

3. Consider Amendment of FY18 Budget

There being no comments, Board President called for a motion to approve the FY18 Budget Amendment as published.

Motion made by: Lori Richards

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

4. Close Public Hearing

At 5:34 PM, Board President called for a motion to close the Budget 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 provided a written report for Board Members, reviewed that report and was available for questions.

2. Middle School Principal

Cindy Barwick, Middle School Principal provided a written report for Board Members, reviewed that report and was available for questions.

3. High School Principal

Sherrie Zeutenhorst, High School Principal provided a written report for Board Members, reviewed that report and was available for questions

4. Activities Director

Eric Maassen, Activities Director, provided a written report for Board Members, reviewed that report and was available for questions.

5. Superintendent

a. Stand Up for Public Education

In honor of School Board Recognition Week, Superintendent Spears took the opportunity to express his concern regarding the future of public education in Iowa. He encouraged school board members and patrons to hold our state legislature accountable and to keep education as a priority.

b. High School Dropout Rate Information

Superintendent Spears shared dropout comparisons statewide and district wide, for information.

c. Update Regarding School Make-up Days

Superintendent Spears reviewed the 2017-18 school calendar, updating the last day for students is now May 31 and the last day for teachers is June 1. Two school days were missed for Boys' State Basketball Tournament and four days for snow. Students will make up five of the six days missed.

d. Sheldon CSD/SCDC/City of Sheldon Softball Exhibition Challenge

Superintendent Spears announced that the Sheldon Chamber & Development Corp. has challenged the Sheldon Community School District to a rematch of the 2016 Softball Showdown. There will be more information in the future.

e. State Sales Tax for School Infrastructure

Superintendent Spears shared information regarding the state sales tax revenue and the Secure an Advanced Vision for Education (SAVE) program.

f. Unadjusted State Foundation Aid

Superintendent Spears shared IASB data regarding unadjusted State Foundation Aid per pupil.

g. Free and Reduced Price Lunch Enrollments

Superintendent Spears shared IASB data regarding the percentages of eligible free & reduced students in the State of Iowa.

h. School District General Obligation Bond Elections

Superintendent Spears shared IASB data regarding General Obligation Bond Issues in the past 20 years.

i. Wind Turbine Construction

Superintendent Spears shared IASB data regarding wind turbines across the State of Iowa and how they impact taxable valuation for school districts.

j. Nurse's Report

The April Nurse's Report was received for information.

k. Transportation Report

The April Transportation Report was received for information.

VII. OLD BUSINESS

A. Accept Administrative Rules, Processes, and Procedures Documentation for the 2018-19 School Year (2nd Reading)

Superintendent Spears recommended the Board table the 2018-19 handbooks until June, since many of the handbooks include the OrabNet policy, which is currently being updated. Board Members agreed to table the approval of 2018-19 handbooks until the OrabNet policy is updated.

Motion made by: Susan Rensink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

1. Substitute Teacher Handbook (2nd Reading)
2. Staff Activity Handbook (2nd Reading)
3. East Elementary Volunteer Handbook (2nd Reading)

4. Staff Handbook (2nd Reading)
5. Elementary School Student/Parent Handbook
6. Middle School Student/Parent Handbook
7. High School Student/Parent Handbook

B. Board Policy Review (2nd Reading)

Superintendent Spears recommended the Board approve the 900 series of Board Policy as presented, but to exclude the 605.6, 605.6R1, 605.6E2 policies until the OrabNet policy is updated.

Motion made by: Jessica Brink

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

VIII. NEW BUSINESS

A. Open Enrollment Application(s)

Superintendent Spears recommended the Board approve the following Open Enrollment applications:

- C.P., Kdgn -- from South O'Brien CSD to Sheldon CSD (18-19)
- C.C., Kdgn -- from HMS CSD to Sheldon CSD (18-19)
- B.S., Kdgn -- from Sheldon CSD to the Sibley-Ocheyedan CSD (18-19)

Motion made by: Lori Richards

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

B. Resignation(s)

Superintendent Spears recommended the Board approve the following resignations:

- Jerod Reinking - 7th Grade Boys' Basketball Coach
- John Boender - Bus Driver
- Clint Badberg - East Elementary Instructional Associate
- Shawna Rook - High School Instructional Associate
- Brenda Richards - High School-Food Service
- Rebecca Chrisman- High School-Food Service

Motion made by: Susan Rensink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

C. Contracts

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Shelby Sumner MA/1	MS Guidance Counselor	\$45,102
Jerod Reinking	JV Boys Basketball	\$3,858
Matt Dykstra	7 th Grade Boys Basketball	\$2,585
Brandon Lenderink BA/6	HS/MS Vocal Music Teacher	\$46,752
Brandon Lenderink	HS Vocal Director	\$5,015
Brandon Lenderink	HS Musical Director	\$1,543
Mark Pritts	Transportation Dir.	\$63,000
Nikki Schwarz	Elem. Spec. Ed. Assoc.	\$11.00/hr.
John Boender	Substitute Bus Driver	\$27.00/hr.
<u>Instructional Coaches</u>		
Carla Kleinwolterink	Instructional Coach	\$8,800
Steph Pritts	Instructional Coach	\$8,800
Cindy Prewitt	Instructional Coach	\$8,800
<u>Model Teachers</u>		
Kathy Arnold	Model Teacher	\$2,900
Sarah Dykstra	Model Teacher	\$2,900
Jim Gude	Model Teacher	\$2,900
Ann Jansen	Model Teacher	\$2,900
Chuck Johnson	Model Teacher	\$2,900
Jeri Kruger	Model Teacher	\$2,900
Jason Uhl	Model Teacher	\$2,900
Gina Woelber	Model Teacher	\$2,900

D. School Meal Prices for 18-19 School Year

Superintendent Spears recommended the Board approve 2018-19 meal prices with no changes from the current year prices:

- Student Breakfast: \$1.65
- Adult Breakfast: \$2.25
- Student Lunch: \$2.65
- Adult Lunch: \$3.70
- 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: Jessica Brink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

E. Consider Food Service Equipment Purchase

Board Members reviewed kitchen equipment bids as follows:

Equipment	John's Equipment	Rapid's	Martin Bros
Convection Oven – Double Ovens	\$5,300.00	\$5,202.00*	\$5,428.20
Steam Kettle – Electric	\$20,349.92	\$20,779.32	\$20,747.41
Steam Kettle – Gas Pressure	\$23,333.75	\$23,833.14	\$25,973.92

Superintendent recommended the Board consider the bids from John's Equipment, since their prices include installation of the new equipment and disposal of the old. The other bids do not include either installation or disposal.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

F. Consider Technology Purchase

Superintendent Spears recommended the Board consider the following bids, and recommended IP Networks as the vendor for the firewall at a cost of \$14,105 and Sterling as the vendor for the purchase of 32 desktop units at a total cost of \$19,966.08.

Vendor	Product	Year Term	Price
Super Hi Tech	WatchGuard Firebox M670	3 Yr. Security	\$19,999.99
Solutions, Inc	Renewal on Existing XTM870	1 Yr. Security+APT	\$12,875.87
Sterling Computers	Fortinet FG501E Firewall Device w/Enterprise	3 Yr. Fortinet FortiGate	\$15,095.84
IP Networks	Fortinet FG501E Firewall Device w/Enterprise	3 Yr. Fortinet FortiGate	\$14,105.00
Xigent Solutions	Fortinet FG501E Firewall Device w/Enterprise	3 Yr. Fortinet FortiGate	\$17,673.17

Super Hi-Tech 32 units	Dell OptiPlex 3050 - SFF - Core i5 7500 3.4 GHz - 8 GB - 256 GB - 3 Year Warranty	\$624.99	\$19,999.68
Sterling 32 units	OptiPlex 3050 SFF Intel Core i5-7500 3.4GHz 8GB 2x4GB 2400MHz DDR4 256GB SSD	\$623.94	\$19,966.08

Motion made by: Jessica Brink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

G. Authorize Payment of Unused Vacation Days for the Superintendent

Superintendent Spears recommended the Board consider payment for unused vacation days as part of the superintendent's 2017-18 contract. Currently Mr. Spears has 20.25 vacation days remaining, of which he plans to use at least five days.

Mrs. Rensink read the following motion: In view of Robin Spears' length of service, I move that we allow Robin Spears who has served the Sheldon Community School District for more than 20 years of consecutive service up to 14 days of paid unused vacation. Payment to be paid after July 1, 2018 provided he continues to work on behalf of the district through June 30, 2018. He will be paid his regular salary through June 30, 2018. Payment for unused vacation days will be paid in July, 2018 as part of his severance benefit.

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

H. Designate Independent Auditor for FY18

Superintendent Spears recommended the Board approve the low bid of King, Reinsch, Prosser & Co., LLP, as the district auditing firm for three years, beginning with the 2017-18 school year. The bids were as follows:

King, Reinsch, Prosser & Co., LLP	not to exceed \$12,500	not to exceed \$12,500	not to exceed \$12,500	<u>5</u>
Williams & Co.	\$16,600	\$17,450	\$18,000	<u>3</u>
Nolte, Cornman & Johnson	did not bid	did not bid	did not bid	<u>10</u>

Motion made by: Lori Richards
Motion seconded by: Jessica Brink
Voting
 Unanimously Approved

I. Consider Investment Options for Bowers Scholarship Funds

Board Members reviewed investment options from five local banks, including multi-year CD options and money market accounts for approximately \$441,000 in John N & Irene E Bowers Scholarship funds. Board Members agreed to accept a 36-month CD at 3.05% Annual Percentage Yield (APY) from Northwestern Bank.

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

J. Designate John & Irene Bowers Scholarship Recipients

Superintendent Spears recommended the Board approve the Class of 2018 John N & Irene E Bowers Scholarship recipients as follows:

Nursing: Paige Young Teaching: Nick Huesman

Each recipient's college financial aid office will receive \$4,000 following completion of first semester 2018-19.

Motion made by: Jessica Brink
Motion seconded by: Lori Richards
Voting
 Unanimously Approved

K. Board Policy Review

Superintendent Spears recommended the Board approve the following policies in one reading, since they are relevant to Class of 2018 Commencement.

Policy 503.1R1--Student Discipline
 Policy 505.7--Commencement

Motion made by: Jessica Brink
Motion seconded by: Lori Richards
Voting
 Unanimously Approved

L. Teacher Evaluation Process & Procedures Manual Review (1st Reading)

Superintendent Spears recommended the Board approve first reading for the Teacher Evaluation & Procedures Manual.

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

M. Board Policy Review (1st Reading)

Superintendent Spears recommended the Board approve for first reading, the following board policies:

904.1	Transporting Students in Private Vehicles
904.2	Advertising and Promotion
905.1	Community Use of School District Buildings & Sites & Equipment

905.1E1	Use of Facilities-Application Form
905.1E2	Community Use of School District Buildings & Sites & Equipment Indemnity and Liability Insurance Agreement
905.1R1	Use of School District Facilities Regulation
905.1R2	Fees for Use of School District Facilities
905.2	Smoke-Free Environment
906	Unmanned Aircrafts - Drones
501.10	Truancy and Unexcused Absences
505.6	Early Graduation
505.6E1	Application for Early Graduation (New Policy)
507.3	Communicable Diseases - Students
507.3E1	Communicable Chart (DELETE)
507.3E2	Reportable Infectious Diseases (DELETE)
507.3E3	Reporting Form (DELETE)
604.6	Instruction at a Post-Secondary Educational Institution (complete re-write)
605.7	Use of Information Resources (New Policy)
605.7R1	Use of Information Resources Regulation (New Policy)
705.1	Purchasing - Bidding
403.6E1	Drug and Alcohol Testing Program Notice to Employees (DELETE)
403.6E2	Drug and Alcohol Testing Program Acknowledgment Form (DELETE)
403.6E3	Consent for Release of Information (DELETE)
403.6E4	Drug/Alcohol Test Notification Form (DELETE)
403.6E5	Certification of Previous Employers Requiring a Commercial Driver's License (DELETE)
403.6E6	Drug and Alcohol Reasonable Suspicion Observation (DELETE)
403.6E7	Drug and Alcohol Testing Program Pre-Employment Drug Test Acknowledgment Form (DELETE)
403.6E8	Random Testing Driver Change List Form Iowa Drug and Alcohol Testing Program (DELETE)
403.6E10	Post-Accident Drug and Alcohol Testing Instructions to Drivers (DELETE)
403.6E11	Drug and Alcohol Testing Program Worksheet (DELETE)

Motion made by: Lori Richards

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

IX. ANNOUNCEMENTS

- A. IASB Fiscal Management Conference, Wednesday, July 18, 2018, Ames
- B. IASB Employee Relations Conference - September 18, Altoona, IA
- C. IASB Annual Convention, Nov. 14-16, 2018, Des Moines
- D. NSBA National Convention, March 30 - April 1, 2019, Philadelphia, PA

X. ADJOURN

There being no further business, Board President called for a motion to adjourn.
Meeting adjourned at 7:00 PM.

Motion made by: Jessica Brink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

Chairperson

Secretary