
Attendees

Voting Members

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

I. CALL TO ORDER - ROLL CALL

At 7:00 PM, Board President Kecia Hickman called the regular meeting to order. The following board members were present: Mark Brown, Jessica Brink, Susan Rensink, Lori Richards and Kecia Hickman. 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: Ty Rushing, Iowa Information
Visitors: Bruce Roelfs, Tom Fuoss

II. APPROVAL OF AGENDA

Superintendent Spears added Item S. SAI Mentoring & Induction Program Agreement, under New Business.

With the addition of one item, Board President called for a motion to approve the agenda.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

III. COMMUNICATIONS

A. Citizens, Organization(s) in Attendance

1. Public Comment

None.

2. Recognition

a. Student

Board Members received student recognition lists and administrators had no additions.

b. Retiring Staff

Superintendent Spears recognized Bruce Roelfs, Transportation Director, who is retiring effective June 30, 2018. Bruce has served the district for the past 16 years as custodian and Transportation Director.

Board President Kecia Hickman presented Superintendent Robin Spears with an Award of Merit from IASB, in honor of his retirement effective June 30, 2018.

B. Correspondence

1. NWAEA Board Meeting Minutes - May Board Meeting

Board Members received copies of the 05.21.18 NWAEA Board Minutes.

2. Receipt of "Thank You" Cards

Board Members received "Thank You" cards from Nick Huesman, Bowers Scholarship recipient and the East Elementary Staff following Teacher Appreciation Week.

Board President called for a motion to accept correspondence.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

C. Board Member Reports

None.

IV. APPROVAL OF:

A. Minutes of Past Meeting(s)

Board Members reviewed the minutes of the 05.14.18 regular meeting.

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

B. Financial Reports

Board Members reviewed 05.31.18 financial reports to include bank reconciliations, Budget Monitor History, Categorical Report, Cash & Investments, Activity & Nutrition Reports.

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

C. Approve Bills

Mark Brown reviewed the bills this month and recommended all bills for payment.

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

V. PUBLIC HEARING(S)

None.

VI. REPORTS

A. Committee

None.

B. Special

1. EMC Insurance Program Update

Tom Fuoss, representing Sheldon Perspective Insurance, reviewed the 2018-19 property/liability insurance renewal. The FY19 premium is approximately \$37,000 less than FY18, mostly due to our last three-year work comp history and the overall rate decrease. He added that the district usage of Equipment Breakdown Insurance is approximately 40% and encouraged the district to use the program to the fullest extent. Mr. Fuoss also offered additional coverage for Violent Event Response for an additional \$1015 annual premium. Board Members agreed to add the Violent Event Response coverage. Mr. Fuoss will add the coverage to the billing. The school district will pay the entire FY19 premium at the July Board Meet

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. SCDC/School Softball Game Challenge

Superintendent Spears reported the softball game between the SCDC and Sheldon School District employees has been scheduled for Wednesday, August 15 at 5:30 PM.

b. Student Achievement Data Overview

Superintendent Spears shared preliminary Sheldon Student Achievement data from the 2017-18 school year, in comparison to Iowa student data.

c. Instructional Coaches Annual Report

Superintendent Spears shared the 2017-18 Annual Report from the Instructional Coaches, Stephanie Pritts and Cindy Prewitt.

d. Aid & Levy Worksheet Update

Superintendent Spears shared the updated FY19 Aid & Levy Worksheet from the Department of Management.

e. Technology Mission Vision Statements

Superintendent Spears shared the first draft of the District Technology Mission Statement.

f. Moody's Investors Service report for FY2016

Superintendent Spears shared the FY17 Moody's Investors Service Report, showing the Sheldon Community School District with an A1 Rating.

g. Transportation - In-Town Bus Routes

Superintendent Spears reported on the shortage of school bus drivers for the coming school year. With the retirement of two regular drivers, the district may be forced to reduce the number of regular routes and eliminate the in-town routes.

The district continues to advertise in hopes of finding additional drivers. The Board should prepare to make a decision at the regular July Board Meeting.

h. Legislative Update from IASB and Dept. of Education

Superintendent Spears shared the 2018 DE Legislative Summary as well as the IASB Legislative Summary.

i. IASB Certified Enrollment Report & Net Open Enrollment

Superintendent Spears shared Open Enrollment information recently made available by IASB.

j. IASB School Aid Formula Property Tax Relief Data

Superintendent Spears shared FY19 Property Tax Relief information, provided by IASB.

k. Nurse's Report

The May 2018 Nurse's Report was received for information.

l. Transportation Report

The May 2018 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 approve the following 2018-19 Handbooks which will include the revised OrabNet Policy, following board approval.

- Substitute Teacher Handbook (2nd Reading)
- Staff Activity Handbook (2nd Reading)
- East Elementary Volunteer Handbook (2nd Reading)
- Staff Handbook (2nd Reading)
- Elementary School Student/Parent Handbook
- Middle School Student/Parent Handbook
- High School Student/Parent Handbook

Motion made by: Susan Rensink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

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

Superintendent Spears recommended the Board consider first reading for the Teacher Evaluation Process & Procedures Manual, including the changes to comply with Iowa Code Chapter 20.

Motion made by: Mark Brown

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

C. Board Policy Review (2nd Reading)

Board Members considered second reading for 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)
605.6	DISTRICT NETWORK (ORABNET) & TECHNOLOGY ACCEPTABLE USE POLICY
605.6R1	DISTRICT NETWORK (ORABNET) & TECHNOLOGY ACCEPTABLE USE REGULATIONS
605.6E1	DISTRICT NETWORK (ORABNET) & TECHNOLOGY ACCEPTABLE USE POLICY ACCESS PERMISSION LETTER TO PARENTS
605.6E2	DISTRICT NETWORK (ORABNET) & TECHNOLOGY ACCEPTABLE USE POLICY
605.6E3	SHELDON COMMUNITY SCHOOL DISTRICT NETWORK (ORABNET) & TECHNOLOGY STUDENT ACCESS RELEASE AND AUTHORIZATION FORM
605.6E4	SHELDON COMMUNITY SCHOOL DISTRICT NETWORK (ORABNET) & TECHNOLOGY DISTRICT EMPLOYEE ACCESS RELEASE AND AUTHORIZATION FORM
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: Susan Rensink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

VIII. NEW BUSINESS

A. Open Enrollment Application(s)

Superintendent Spears recommended the Board approve the following Open Enrollment Applications for the 2018-19 school year:

- C.J., 1st gr--from HMS CSD to Sheldon CSD
- M.J., 3rd gr--from HMS CSD to Sheldon CSD
- C.J., 6th gr--from HMS CSD to Sheldon CSD

Motion made by: Lori Richards
Motion seconded by: Mark Brown
Voting
Unanimously Approved

B. Resignation(s)

None.

C. Contracts

Superintendent Spears recommended the Board approve the following contracts:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Tamara Van Meeteren	TLC Model Teacher	\$2,900
Melissa Wenthe	TLC Model Teacher	\$2,900
Kyle Zankowski	Zero Hour PE Class	\$5,015
Savannah Sauer	Part-Time School Nurse (14-20 hrs/week)	\$25/hour
Maggie Lloyd	Head Girls' Track Coach	\$4,823

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

D. Approve Volunteer Coaches

Superintendent Spears recommended the Board approve the following volunteer football coaches for 2018-19.

- Matt Dykstra
- Stewart Cooper

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

E. Designate IASB Legislative Action Network Member and Delegate Assembly

Kecia Hickman offered to serve as our designee for IASB Legislative Action Network and Delegate Assembly Representative.

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

F. Discuss IASB Legislative Priorities for 2018-19

Board Members reviewed the 2017-18 Legislative Priorities:

- (1) STANDARDS AND ACCOUNTABILITY
- (2) AREA EDUCATION AGENCIES
- (3) SCHOOL FUNDING POLICY
- (4) SAVE (SECURE AN ADVANCED VISION FOR EDUCATION)

Board Members should review all Legislative Resolutions and be prepared to name our priorities for 2018-19, at the regular July Board Meeting.

G. Authorize Free and Reduced-Priced School Meals Participation

Superintendent Spears recommended the Board approve continued participation in the Free and Reduced-Priced School Meals Program for 2018-19.

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

H. Review/Accept Bread Bids for 2018-19 School Year

Superintendent Spears shared the bread bids received from three vendors and recommended the Board approve the overall low bid of Pan O' Gold Baking Company.

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

I. Review/Accept Milk Bids for 2018-19 School Year

Superintendent Spears shared milk bids received from two vendors and recommended the Board approve the low bid of Dean Foods.

Motion made by: Mark Brown

Motion seconded by: Lori Richards

Voting

Unanimously Approved

J. Consider Resolution to Reimburse Activity Fund for the Purchase of Safety Equipment from the General Fund

Superintendent Spears recommended the Board adopt the following resolution to transfer funds to the Student Activity Fund to cover a portion of the cost for new and reconditioned football helmets.

RESOLUTION

WHEREAS, Iowa Code provides school districts greater flexibility to transfer excess funds to other specified purposes;

WHEREAS, the Board, in consultation with its community, has determined that funds of \$5,000 in the general fund shall be transferred to the student activity fund to purchase protective and safety equipment required for any extracurricular interscholastic athletic contest or competition that is sponsored or administered by an organization as currently defined by Iowa Code.

Motion made by: Jessica Brink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

K. Set Athletic Ticket Cost for 2018-19

Superintendent Spears recommended the Board maintain the current costs for the following: Student Athletic Activity Ticket at \$30.00; Adult Athletic Activity Coupon Book at \$40 (10 tickets); and student/adult admission fee at \$5.00 for the 2018-19 school year.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

L. Accept 2018-2020 Affirmative Action Plan

Superintendent Spears shared the 2018-2020 Affirmative Action Plan, which is required for review every two years. Mr. Spears recommended the Board approve the updated plan as presented.

Motion made by: Jessica Brink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

M. Approve Center Point Energy Agreement

Superintendent Spears recommended the Board approve the agreement to purchase natural gas directly from Center Point Energy, rather than using IASB/IJUMP who contract with Center Point.

Motion made by: Lori Richards

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

N. Consider Technology Purchase

Superintendent Spears shared bids received for 230 Chrome Books and 50 Apple iPads. He recommended the Board award the low bid for Chrome Books to Sterling for \$62,955.60 and the iPads to Apple Inc. for \$14,700.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

O. Consider Practicum and Student Teaching Agreements

Superintendent Spears recommended the Board approve the Practicum and Student Teaching Agreement between Northwestern College and the Sheldon Community School district for the 2018-19 school year.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

P. 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 another school district:

Student "W.E." - Sioux City Community School District

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

Q. Consider Cooperative Athletic Agreement with St. Patrick's School

Superintendent Spears recommended the Board approve the Athletic Sharing Agreement between St Pat's and the Sheldon Community School District for 2018-19.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

R. Approve Agreement with Grant Wood AEA Computer Services

Superintendent Spears recommended the Board approve the agreement with Grant Wood AEA Computer Services for 2018-2019.

Motion made by: Jessica Brink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

S. Consider SAI Mentoring and Induction Program Agreement

Superintendent Spears recommended the Board approve the 2018-19 School Administrators of Iowa Mentoring & Induction Agreement between SAI and the Sheldon School District.

Motion made by: Jessica Brink

Motion seconded by: Lori Richards

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. CLOSED SESSION - Superintendent Performance Conference

At 8:42 PM, Board President called for a motion to enter closed session for a Superintendent Performance Conference/Evaluation with Superintendent Robin Spears, as authorized by section 21.5(1)(i) of the Open Meetings Law to review or discuss records which are required or authorized to be kept confidential.

Board Members entered closed session at 8:43 PM.

Motion made by: Susan Rensink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

XI. RETURN TO OPEN SESSION

At 9:07 PM, Board President called for a motion to return to open session.

Board returned to open session at 9:07 PM.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

XII. ADJOURN

There being no further business, Board President called for a motion to adjourn.

Meeting adjourned at 9:08 PM.

Motion made by: Jessica Brink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

Chairperson

Secretary