

**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 6:00 PM, Board President Kecia Hickman called the meeting to order, with the following members present: Jessica Brink, Kecia Hickman, Susan Rensink, Mark Brown and Randy Merley. 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: Jake Rogers, Iowa Information

**II. APPROVAL OF AGENDA**

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

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**III. COMMUNICATIONS**

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

**1. Public Comment**

None.

**2. Recognition**

Board Members received student recognition items and there were no additional recommendations.

a. Student

**B. Correspondence**

**1. "The Board" Publication**

- a. The Board "Five Promises We Need to Make to Each Other," Vol. 40, No. 7
- b. The Board "Six Characteristics of Well-Functioning Boards," Vol. 40, No. 8

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

Board Members received copies of the NWAEA 07.18.16 board minutes.

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

Board Members received a "thank you" from IASB for 2016-17 membership payment.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**C. Board Member Reports**

None.

**IV. APPROVAL OF:**

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

Board President called for a motion to approve 07.13.16 minutes as presented.

Motion made by: Mark Brown

Motion seconded by: Randy Merley

Voting

Unanimously Approved

**B. Financial Reports**

Board Members received updated 06.30.16 (GAAP) financial reports, as well as the 07.31.16 Cash and Investment Summary, the Budget Monitor History, Categorical Funding Report, Activity Report and July bank reconciliations for all funds. Board President called for a motion to approve financial reports as presented.

Motion made by: Randy Merley

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**C. Approve Bills**

Randy Merley reviewed the bills and recommended all bills for payment.

Motion made by: Randy Merley

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**V. PUBLIC HEARING(S)**

None.

**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.

**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**

Sherrrie 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. Annual Progress PowerPoint Presentation Overview**

Superintendent Spears shared 2016-17 Sheldon CSD School Improvement Process data, as well as data for the Annual Progress Report.

**b. Information Regarding the Smarter Balanced Assessment System**

Superintendent Spears shared information regarding the Smarter Balanced Assessment System for 2016-17.

**c. Condition of Future Educators - ACT Report**

Superintendent Spears shared information from an ACT report, regarding students' declining interest for pursuing a career in education.

**d. Transportation Report**

The July Transportation Report was received for information.

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

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

Superintendent Spears recommended the Board approve the Open Enrollment Applications as presented:

- C.B., 11th gr, from Sheldon CSD to Sibley-Ocheyedan CSD

- K.P., 8th gr, from Sibley-Ocheyedan CSD to the Sheldon CSD
- D. H., 3rd gr, from Sheldon CSD to South O'Brien CSD
- A. H., 3rd gr, from Sheldon CSD to South O'Brien CSD
- G. H., 2nd gr, from Sheldon CSD to South O'Brien CSD

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

**Unanimously Approved**

**B. Resignation(s)**

Superintendent Spears recommended the Board approve the following resignations for 2016-17:

- Samantha Klatt, associate
- Julie Becker, food Service

Motion made by: Mark Brown

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**C. Contracts**

Superintendent Spears recommended the Board approve the following contracts:

Amanda Lalk, MS special education associate -- \$9.50 per hour, 6 hours per day  
 Donna Hurd, HS special education associate -- \$9.50 per hour, 6 hours per day

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

**D. Approve Bus Routes for the 2016-17 School Year**

Superintendent Spears recommended the Board approve the 2016-17 Regular Bus Routes as presented.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**E. Consider Transportation of Pre-School Students**

Superintendent Spears recommended the Board approve transportation of pre-school students for Children's World, Noah's Ark, Sheldon Christian School and St. Pat's for the 2016-17 school year.

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

**F. Designate Level I Investigators and Level I Alternate Investigators**

Superintendent Spears recommended the Board designate the following District Level I Investigators and Alternate District Level I Investigators for the 2016-17 school year.

Elementary: Jason Groendyke, Principal and Heather Crag, Counselor

Middle School: Cindy Barwick, Principal and Kari Kopperud, Counselor

High School: Sherrie Zeutenhorst, Principal and Shelby Bosma, Counselor

District: Robin Spears, Superintendent and Dawn Meyer, School Nurse

Motion made by: Mark Brown

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**G. Approve Technology Coordinator Job Description and Salary Range**

Superintendent Spears shared comparative information from NWAEA school districts regarding technology director salaries.

Board Members discussed possible salary and job description for this position. They agreed to set the minimum salary at \$48,000 and agreed the superintendent could set a higher salary based on experience and expertise of the applicant. The position will include a 260-day contract, with three weeks' vacation. The individual will report to the superintendent or his designee.

Motion made by: Randy Merley  
Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**H. Consider Dance Team Trip to Outback Bowl**

Superintendent Spears recommended the Board approve the request by the Sheldon High School Dance Team to participate in the Just For KIX Outback Bowl Performance Tour, December 28, 2016--January 3, 2017, in Florida. The dance team has completed several fundraisers to pay for their trip.

Motion made by: Randy Merley

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**I. Consider Purchase of Copy Machines**

Superintendent Spears recommended the board approve the purchase of four additional copiers from Access Systems, who has provided pricing for upgraded machines compared to the machines the district purchased last year. Two machines will be replaced at the high school and one each at the elementary and middle school. The cost of each machine is \$7,158 for a total cost of \$28,632.

Motion made by: Randy Merley

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**J. Consider Purchase of Vehicles for Transportation Department**

Drenkow Motors has secured online, two used 2015 Chevrolet Suburban LT's, with approximately 30,000 miles each. Drenkow has offered to trade-in our 2010 Suburban for \$5,000 and \$500 for the 1998 Windstar. The cost for each Suburban is \$49,900 less trade-in, for a total cost: \$94,300. Board President called for a motion to approve the purchase of the two Suburbans.

Motion made by: Randy Merley

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**K. Consider Purchase of Vehicle for Food Service Program**

Superintendent Spears recommended the board consider the purchase of a 2017 Ford Transit van for \$31,745 less \$500 trade-in on the 2001 Dodge van, for a total price of \$31,245. This van will be used exclusively for transporting meals for the lunch program and will be paid by the Nutrition Fund.

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

**L. Consider Purchase of Lunch Room Tables for East Elementary**

Superintendent Spears recommended the board approve the purchase of 20 lunch room tables for East Elementary. Approximate cost: \$21,500 from the Nutrition Fund.

Motion made by: Mark Brown

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**M. Set Life Insurance Coverage for Certified Staff**

Superintendent Spears recommended the Board set the amount of term life insurance coverage for certified staff at \$106,000 for the 2016-17 school year. The Master Contract allows a maximum of \$190.94 to be paid toward the annual premium of term life insurance. The rate for 2016-17 is \$0.150 per \$1,000/per month.

Motion made by: Jessica Brink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

**N. Approve New Course Offering at the High School for the 2016-17 School Year**

Superintendent Spears recommended the Board approve the Digital Publications course description. This class will be offered for credit to students working on the yearbook.

Motion made by: Jessica Brink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

**O. Board Policy Review**

Board Members considered first reading for the following Board Policies:

BP 201 - Elections

BP 202.3 - Term of Office

BP 202.4 - Vacancies

BP 403.1 - Employee Physical Examinations

Motion made by: Mark Brown

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**IX. ANNOUNCEMENTS**

**A. IASB Employee Relations Conference, October 13, 2016, Altoona, IA**

**B. IASB Annual Convention, November 18 - 20, 2015, Des Moines**

**C. NSBA Annual Conference**

**X. ADJOURN**

There being no further business, Board President called for a motion to adjourn. Meeting adjourned at 7:30 PM.

Motion made by: Randy Merley

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

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Chairperson

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Secretary