

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: Kecia Hickman, Susan Rensink, Jessica Brink, 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

There being no additions or changes to the 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 reviewed Student Recognition lists, and administration had no additions.

B. Correspondence

1. **The Board Publication**

- a. The Board "Six Opportunities to Leverage in a Crisis," Vol. 40, No. 11

- b. The Board "How to Know When You Are Over-Involved," Vol. 40, No. 12

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

Board Members received minutes from the 09.19.16 NWAEA monthly meeting.

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

None.

Board President called for a motion to accept all correspondence.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

C. Board Member Reports

Superintendent Spears reminded Board Members that IASB District I Director Seat is available.

Superintendent Spears also invited Board Members to attend the National Honor Society Induction on Saturday, October 22 at 7:00 PM.

IV. Approval of:

A. Minutes of Past Meeting(s)

Board Members reviewed 08.08.16 special meeting minutes, as well as the minutes from the regular meeting of 09.14.16.

Motion made by: Randy Merley

Motion seconded by: Mark Brown

Voting

Unanimously Approved

B. Financial Reports

Board Members received bank reconciliations for all funds. Cash/Investment report was not available, since all monthly statements had not been received by meeting time. Budget Monitor Report will be available for review again once the line item budget is completed.

Motion made by: Jessica Brink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

C. Summary List of Bills

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

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

D. Annual Financial Reports

Board Members received 2015-16 Annual Reports to include: Treasurer's Report (Cash/Investment Report); portions of the Certified Annual Report (CAR); Activity Fund; Nutrition Fund; Fiscal Earnings Report; portions of the Annual Transportation Report.

Board President called for a motion to approve all 2015-16 annual reports as presented.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

V. Elect Officers/Board Meeting Schedule

A. Election of Board President

Board Secretary, LaDonn Hartzell called for a motion for nomination of the Board President position for the coming year.

Kecia Hickman was re-elected as President of the Board.

Motion made by: Mark Brown

Motion seconded by: Randy Merley

Voting

Unanimously Approved

B. Election of Vice President

Board President, Kecia Hickman called for a motion for nomination for the position of Vice-President of the Board.

Susan Rensink was re-elected as Vice-President of this Board.

Motion made by: Randy Merley
Motion seconded by: Jessica Brink
Voting
Unanimously Approved

LaDonn Hartzell administered the Oath of Office to Kecia Hickman, President and Susan Rensink, Vice-President.

C. **Determine Date, Time, and Location for Regular Board Meetings**

Board Members discussed meeting days and times for the coming year. Following discussion, Board Members agreed to meet on the second Monday of each month at 5:00 PM, beginning with the November 2016 meeting.

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

VI. **Reports**

A. **Committee**--None.

B. **Special**--None.

C. **Administration**

1. **Elementary Principal**

Jason Groendyke, Elementary Principal prepared and reviewed his written report for the Board and was available for questions. He reviewed FAST assessment results, since that information was not included in his report.

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. **Enrollment Update**

Superintendent Spears reviewed the Certified Enrollment process. A decline of 30.52 students is projected in Certified Student Enrollment. BEDS enrollment may decrease by 27.9 students for 2016-17. Enrollment certification date is October 14.

b. **Ball Field/Recreation Area Financial Update**

Superintendent Spears shared final costs on the Sports Complex, which was a shared project between the City of Sheldon and the Sheldon Community School District. Total cost of the project was \$1,185,491.03 After reviewing total cost and the contributions made by both the City of Sheldon and the Sheldon Community School District, the City of Sheldon paid the School District \$49,720.10 to keep the expenses even.

c. **Planning & Zoning Request from the Sheldon Community School District**

Superintendent Spears clarified that the Sheldon Community School District has made a request to the City of Sheldon to redefine and re-zone the property north of the high school from residential to commercial property. The Department of Transportation has contacted the School District and the City regarding the large digital sign on the property north of the High School. Signs that include advertisements are not allowed on residential properties and must be removed, however, signs like this are allowed on commercial property. By re-zoning this area to commercial property, the sign can remain as is.

d. **Nurse's Report**

September Nurse's Report was received for information.

e. **Transportation Report**

September Transportation Report was received for information.

VII. **Old Business**--None.

VIII. **New Business**

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

Board Members considered the following Open Enrollment applications:

- A.B., 7th gr. student from HMS CSD to Sheldon CSD for 2016-17
- M.G., Kdgn. student from HMS CSD to Sheldon CSD for 2016-17
- G.H., 9th gr. student from HMS CSD to Sheldon CSD for 2016-17
- K.W., 3rd gr. student from Sheldon CSD to Sibley-Ocheyedan CSD for 2016-17

Motion made by: Randy Merley

Motion seconded by: Mark Brown

Voting

Unanimously Approved

B. **Resignation(s)**--None.

C. **Contract(s)**

Superintendent Spears recommended the following contract effective November 14, 2016:

Kasey Trampel, District Information Technology Coordinator -- \$37,950 from November 14, 2016 through June 30, 2017. Effective July 1, 2017 the contract will be issued based on 260 days.

Motion made by: Jessica Brink

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

D. **Approve Education Lane Advancement/Career Increment for Certified Staff**

Superintendent Spears recommended the following 2016-17 Lane Advancements and Career Increments:

LANE ADVANCEMENTS

Buchholtz, Scott	from BA+30/12 (\$54,270)	to MA/12 (\$55,905)	increase of \$1,635
Kruger, Jeri	from BA+30/11 (\$53,180)	to MA/11 (\$54,815)	increase of \$1,635
Michels, Sarah	from BA+30/11 (\$53,180)	to MA/11 (\$54,815)	increase of \$1,635
Noteboom, Amanda	from BA+15/12 (\$53,180)	to BA+30/13 (\$55,360)	increase of \$2,180
Tonderum, Megan	from BA/03 (\$42,280)	to BA+30/03 (\$44,460)	increase of \$2,180
Ulbricht, Megan	from BA/03 (\$42,280)	to BA+15/03 (\$43,370)	increase of \$1,090
Van Beek, Jennifer	from BA+15/12 (\$53,180)	to BA+30/12 (\$54,270)	increase of \$1,090
Vogel, Ruth	from BA+15/12 (\$53,180)	to BA+30/12 (\$54,270)	increase of \$1,090
Wolf, Tabbatha	from BA+30/14(1) (\$56,450)	to MA/14 (\$58,085)	increase of \$1,635

CAREER INCREMENTS

Haning, Deb from BA+30/C03(3) (\$59,720) to BA+30/C04(1) (\$60,810) increase of \$1,090
Roder, Wendy from BA+30/C01(3) (\$57,540) to BA+30/C02(1) (\$58,630) increase of \$1,090
Van Gorp, Anna from BA+30/C01(2) (\$57,540) to BA+30/C02(1) (\$58,630) increase of \$1,090
Vreeman, Lois from BA+30/C04(2) (\$60,810) to BA+30/C05(1) (\$61,900) increase of \$1,090

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

E. Designate District Publication Newspaper for 2016-2017

Superintendent Spears recommended the board designate district publication newspapers for 2016-17 as the Sheldon Mail-Sun and Northwest Iowa Review.

Motion made by: Jessica Brink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

F. Appoint Legal Counsel for 2016-2017

Superintendent Spears recommended the Board designate Tom Whorley and the law firm of Wolff, Whorley, De Hoogh & Schreurs as legal counsel for the Sheldon Community School District for the 2016-17 school year.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

G. Name Depository Banks and Pledging of Assets

It is the recommendation of the Superintendent that the Board adopt the following resolution:

RESOLUTION NAMING DEPOSITORYES

RESOLVED, that the Sheldon Community Board of Education of the Sheldon Community School District, in O'Brien, Sioux, Lyon, and Osceola Counties, Iowa, approve the list of financial institutions to be depositories of the Sheldon Community School District funds in amounts not to exceed the maximum approved for each respective financial institution as set out below:

<u>Depository Name</u>	<u>Maximum Balance in Effect Under this Resolution</u>
Citizens State Bank, Sheldon(Primary)	\$9,000,000
Northwestern Bank, Sheldon	\$9,000,000
Iowa State Bank, Sheldon	\$9,000,000
Ashton State Bank, Ashton	\$9,000,000
Peoples Bank, Sheldon	\$9,000,000

Motion made by: Randy Merley

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

H. Appoint Board Members to O'Brien and Sioux County Conference Boards

The Sheldon Community School Board of Education appoints representatives to the County Conference Boards each year. Randy Merley served in this capacity for the O'Brien County Conference Board and Kecia Hickman served in this capacity for the Sioux County Conference Board during the 2015-2016 school year.

Randy Merley agreed to serve another year on the O'Brien County Conference Board and Kecia Hickman agreed to serve on the Sioux County Conference Board.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

I. Designate Board Member Representative for the Sheldon Education Foundation

Susan Rensink agreed to serve as the board representative on the Sheldon Education Foundation Board for 2016-17.

Motion made by: Randy Merley

Motion seconded by: Mark Brown

Voting

Unanimously Approved

J. Approve School Nutrition Procurement Plan

Superintendent Spears recommended the Board adopt the Sheldon CSD School Nutrition Procurement Plan as presented.

Motion made by: Jessica Brink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

K. Consider Request for Modified Allowable Growth and Supplemental Aid for Negative Special Education Balance

Superintendent Spears recommended to approve the request for modified allowable growth and supplemental aid for the FY16 Special Education Deficit. At the time of certification, the FY16 Special Education deficit balance was \$93,931.16.

Motion made by: Randy Merley

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

L. Approve Contracted Services for Regular and/or Special Education

Superintendent Spears recommended the Board approve the following education service contracts for school district resident students receiving educational and/or special education services:

- Student "B.B." – MOC-FV Community School District
- Student "J. V." – Denison Community School District
- Student "C.B." -- Sibley-Ocheyedan Community School District
- Student "M.J." -- Monticello Community School District
- Student "S.V." -- Children's Home Society

Motion made by: Mark Brown

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

M. Consider Student Discipline Recommendation

Superintendent Spears recommended the Board expel Student "W" from school for the remainder of the first semester of the 2016-17 school year.

Motion made by: Randy Merley

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

N. Approve High School Band/Vocal Music Trip

Superintendent Spears recommended the Board approve the Band/Vocal Music Trip, scheduled for April 12-18, 2017 to Orlando, FL.

Motion made by: Mark Brown

Motion seconded by: Randy Merley

Voting

Unanimously Approved

O. American Education Week Proclamation

Superintendent Spears recommended the Board adopt the following proclamation regarding American Education Week.

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility, and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS, education employees – be they custodians or teachers, bus drivers or librarians – work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders and elected officials in a common enterprise;

NOW, THEREFORE, We do hereby proclaim November 14-18, 2016, as the annual observance of American Education Week in our community.

Motion made by: Jessica Brink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

P. Set Date & time for Superintendent Quarterly Evaluation Conference

Board members agreed to conduct the next quarterly evaluation of the superintendent in closed session following the regular November meeting, scheduled for Monday, November 14, 5:00 PM.

Motion made by: Mark Brown

Motion seconded by: Randy Merley

Voting

Unanimously Approved

Q. Set Date & Time for Board Worksession/Development

An IASB consultant has agreed to address the board and assist them in a three-hour work session on Thursday, November 10. Board members agreed to schedule a work session for that date at 5:00 PM.

Motion made by: Jessica Brink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

R. Board Policy Review

Board Members considered a variety of Board Policies for first reading:

402.2 Child Abuse Reporting; 501.16 Homeless Children & Youth; 502.6 Weapons; 503.1 Student Conduct; 505.4 Testing Program; 505.8 Parent & Family Engagement; 507.9 Wellness Policy; 507.9R1 Wellness Regulation; 600 Goals & Objectives of the Education Program; 601 General Organization; 601.1 School Calendar; 601.2 School Day; 601.3 School Structure; 602.1 Curriculum Development; 602.2 Curriculum Implementation;

602.3 Curriculum Evaluation; 602.4 Pilot--Experimental--Innovative Projects; 603.1 Basic Instruction Program.

Motion made by: Mark Brown

Motion seconded by: Randy Merley

Voting

Unanimously Approved

IX. Announcements

A. IASB Annual Convention, November 16-18, 2016, Des Moines

Board Members discussed attending the IASB Annual Convention scheduled for November 16-18 in Des Moines.

B. NSBA Annual Conference

Board Members discussed attending the NSBA Conference scheduled for March 25-27, 2017 in Denver, CO.

X. Adjourn

There being no further business, Board President called for a motion to adjourn. Meeting adjourned at 7:43 PM.

Motion made by: Jessica Brink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

Chairperson

Secretary