

**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 5:00 PM, Board President Kecia Hickman called the meeting to order. The following board members were present: Jessica Brink, Susan Rensink, Mark Brown, Lori Richards and Kecia Hickman. Board Secretary/Business Manager LaDonn Hartzell was present. Superintendent Robin Spears was absent since he was teaching an ISFLC track in Des Moines. Administrators Present: Cindy Barwick, Middle School Principal; Jason Groendyke, Elementary Principal joined the meeting at 6:00 PM and Sherrie Zeutenhorst, High School Principal joined the meeting at 6:30 PM. There were home basketball games so administrators were in and out during the meeting. Eric Maassen was absent due to the basketball games. Press: Tom Lawrence, Iowa Information joined the meeting at 5:05 PM. Visitors: Chris Goeb, LouAnn Goeb; Eric Gilbertson with King, Reinsch, Prosser & Co., joined the meeting at 6:30; High School teachers Jodi Grant, Tabby Wolf joined the meeting at 6:45.

**II. Approval of Agenda**

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

Motion made by: Jessica Brink

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**III. Superintendent Search Discussion/Worksession**

Trenton Grundmeyer with Grundmeyer Leader Search was present to work with the Board and make decisions for the upcoming Superintendent Search.

**A. Finalize Date/Hiring Timeline**

Mr. Grundmeyer reviewed a potential timeline:

Application Period: December 13, 2017 to January 14, 2018

Thursday, January 25, 2018, 4:30--5:30 PM--Community Forum with Grundmeyer Leader Search.

Thursday, January 25, 2018, 6:00 PM--CLOSED SESSION to review professional applicants and finalize interview questions.

Wednesday, February 7, 3:00 PM--CLOSED SESSION Electronic screening for approximately six candidates, in hopes to narrow the field to three applicants.

Interview Day--Tuesday, February 13 -- Mr. Grundmeyer shared possible interview schedules, to be finalized at a later date.

Regular Board Meeting--Wednesday, February 14

**B. Share Stakeholder Survey Feedback**

Mr. Grundmeyer reviewed results of a Stakeholder Survey made available to school district staff, students, parents and community.

**C. Identify Desired Qualifications for New Superintendent**

Board Members reviewed the current job description for the position of Superintendent of Schools as well as Board Policy 302.1, Superintendent Qualifications, Recruitment, Appointment.

**D. Establish Salary Range**

Mr. Grundmeyer began conversation regarding salary and benefit package. Board Members studied comparisons for other districts of similar size and enrollment. The salary range \$140,000 to \$160,000 was established with the potential for a two-year contract.

**E. Consider Revisions to Current Superintendent Contract**

Board Members reviewed the current contract for Superintendent and provided Mr. Grundmeyer with a copy for his records.

**F. Discuss Preferences in the Interview Process (screening, sims, questions)**

Mr. Grundmeyer outlined how the interview process will run and reviewed potential interview questions.

**G. Consider Internal Candidates**

Mr. Grundmeyer encouraged internal candidates and stressed how an internal candidate will be treated the same as external candidates.

**H. Consider Superintendent Search Confidentiality Resolution**

Board Members reviewed the Superintendent Search Confidentiality Resolution and agreed to approve the resolution as follows:

WHEREAS, the Board of Directors of the Sheldon Community School District will soon advertise to seek applications for the position of Superintendent of Schools; and WHEREAS, the Board of Directors of the Sheldon Community School District believes that otherwise qualified applicants may not apply for the position if their applications are made public due to possible negative repercussions regarding their present employment or for other legitimate reasons;

and WHEREAS, the Board of Directors of the Sheldon Community School District has been advised by its counsel that applications for the superintendency may be kept confidential per Iowa Code section 22.7(18) as interpreted by the Iowa Supreme Court in City of Sioux City v. Greater Sioux City Press Club, 421 N.W.2d 895 (Iowa 1988) if "the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination" unless the individual consents to disclosure.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Sheldon Community School District hereby determines that qualified applicants for the position of Superintendent of Schools may be discouraged from making application for the position if their applications are available for general public examination.

BE IT FURTHER RESOLVED that the applications for Superintendent are hereby ordered to remain confidential, pursuant to the authority cited above unless the individual applicant consents to disclosure. The Board will authorize its consultant to develop procedures to meet the objectives of this Resolution. Passed and approved by the Board of Directors of the Sheldon Community School District this 12th day of December, 2017.

Motion made by: Jessica Brink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**IV. Communications**

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

**1. Public Comment**

Chris Goeb was present to address the Board in public comment, regarding the potentiality of a fence surrounding the East Elementary Playground. He referred to the November Safety Meeting, when the installation of a fence became a topic of conversation. Mr. Goeb spoke about the aesthetics of a fence, as well as the restriction a fence could place on community patrons who enjoy utilizing the playground outside the school day. Mr. Goeb was given five minutes for his comments and thanked the board for their time and consideration on future decisions.

**2. Recognition**

**a. Student**

Board Members received student recognition items prior to the meeting, and building principals had no additional items.

**b. Presentation - High School**

Tabby Wolf and Jodi Grant, High School Language Arts teachers were present to demonstrate the Write to Learn Program, currently being implemented in grades 7-9. They took Board Members through an actual online student classroom activity they could participate in to get a better idea of what students are experiencing with this interactive program.

**B. Correspondence**

**1. NW AEA Board Meeting Minutes - November Board Meeting**

Board Members received a copy of the NWAEA board minutes from 11.20.17.

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

Board Members received "thank you" cards from Joe Schilling, who recently recovered from surgery, and from the family of Elmer Weibel, in memory.

Board President called for a motion to approve all correspondence.

Motion made by: Mark Brown

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**C. Board Member Reports**

**1. IASB Annual Convention**

Mark Brown, Lori Richards, and Kecia Hickman shared highlights from the IASB Annual Convention they attended in Des Moines November 15 and 16.

**2. Other**

Kecia Hickman reported on the legislative meeting she and Superintendent Spears attended in Orange City on December 4.

**V. APPROVAL OF:**

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

Board Members reviewed the minutes from the regular November 8, 2017 meeting. Board President called for a motion to approve.

Motion made by: Jessica Brink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

**B. Financial Reports**

Board Members received November financial reports to include Cash & Investment Report, Budget Monitor Report, Categorical Report, Activity Report and Bank Reconciliations. Board President called for a motion to approve financial reports as presented.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

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: Lori Richards

Voting

Unanimously Approved

**VI. PUBLIC HEARING(S)**

**A. Motion to Enter Public Hearing**

At 6:47 PM, Board President called for a motion to move into Public Hearing for the purpose of discussing the proposed 2018-19 school calendar.

Motion made by: Susan Rensink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

**B. Consider Adoption of 2018-19 School Calendar**

Board President invited public comment regarding the proposed 2018-19 school calendar. There were no comments.

**C. Motion to End Public Hearing**

Board President called for a motion to end the Public Hearing. The Board resumed regular session at 6:49 PM.

Motion made by: Susan Rensink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

**VII. REPORTS**

**A. Committee - None**

**B. Special**

1. FY17 Independent Audit Report

At 7:40 PM, the Board welcomed Eric Gilbertson, partner with King, Reinsch, Prosser & Company. Mr. Gilbertson reviewed the FY17 audit report as prepared by his firm. The Board had opportunity to ask questions.

**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, but was not present at this meeting, due to coaching a varsity basketball game.

5. **Superintendent**

a. **Nurse's Report**

The November Nurse Report was received for information.

b. **Transportation Report**

The November Transportation Report was received for information.

**VIII. OLD BUSINESS**

**A. Board Policy Review**

Board Members considered second reading for the following Board Policies after which Board President called for a Motion to approve.

704.2R1	Post-Issuance Compliance Regulation for Tax Exempt Obligations
704.3	Investments
704.4	Gifts - Grants - Bequests
704.5	Student Activities Fund
704.6	Online Fundraising Campaigns – Crowdfunding
705.1	Purchasing - Bidding
705.2	Purchasing on Behalf of Employees
705.3	Payment for Goods and Services
705.2	Expenditures for Public Purpose
706.1	Payroll Periods

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

## IX. NEW BUSINESS

### A. Open Enrollment Application(s)

Board Members considered and approved the following Open Enrollment request:

- D. K., 4th grade student from HMS CSD to Sheldon CSD

Motion made by: Mark Brown

Motion seconded by: Lori Richards

Voting

Unanimously Approved

### B. Resignation(s)

The Board considered and approved the following resignations:

- Terri Meyer, MS Custodian
- Jessica Stofferan, JV Softball Coach

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

### C. Contracts

The Board considered and approved the following contracts:

Andrew Flaherty--HS long-term sub @ \$243.07 per day

Jessica Stofferan--Head Softball Coach, \$5624

Ludwin Arana-Marroquin--Technology Technician, \$18 per hour

Motion made by: Jessica Brink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

### D. Student Service Agreement

Board Members considered and approved a special student services contract for P.D. with the MOC-FV CSD.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

### E. Approve At-Risk/Dropout Prevention Application for 2018-19

Board Members considered the Application for the At-Risk/Dropout Prevention Programs for the 2018-19 school year and the 2018-19 Modified Supplemental Amount Request. The school district is requesting a Modified Supplemental amount of \$321,321 for the 2018-19 school year.

Following discussion, Board President called for a Motion to approve the 2018-19 Modified Supplemental Amount Request for the At-Risk/Dropout Prevention Program.

Motion made by: Mark Brown

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

### F. Approve Architect Contract for Middle School Roofing Project

Board Members reviewed and approved the contract with Cannon Moss Brygger & Associates for the middle school roofing project.

Motion made by: Lori Richards

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

### G. High School 2018-19 Registration Handbook (1st Reading)

High School Principal Sherrie Zeutenhorst reviewed the changes to date for the 2018-19 High School Registration Handbook.

Board President called for a Motion to approve first reading.

Motion made by: Jessica Brink  
Motion seconded by: Lori Richards

Voting

Unanimously Approved

#### H. Board Policy Review

Board Members reviewed the following Board Policies for first reading:

706.3	Pay Deductions
706.3R1	Pay Deduction Regulation
707.1	Secretary's Reports
707.2	Treasurer's Annual Report
707.3	Publication of Financial Reports
707.4	Audit
707.5	Internal Controls
707.5R1	Internal Controls Procedures
707.6	Fiduciary Responsibility
708	Care, Maintenance and Disposal of School District Records
709	Insurance Program
710.1	School Food Program
710.2	Free or Reduced Cost Meals Eligibility

Motion made by: Susan Rensink

Motion seconded by: Lori Richards

Voting

Unanimously Approved

#### X. ANNOUNCEMENTS

- A. IASB Day on the Hill, Tuesday, January 30, 2018, Des Moines
- B. IASB Policy Leadership and Legal Issues, Thursday, April 12, 2018, Altoona
- C. IASB Fiscal Management Conference, Wednesday, July 18, 2018, Ames

#### XI. ADJOURN

There being no further business, Board President called for a motion to adjourn.  
Meeting adjourned at 8:35 PM.

Motion made by: Lori Richards

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

---

Chairperson

---

Secretary