

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: Randy Merley, Jessica Brink, Kecia Hickman, Susan Rensink, and Mark Brown.

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: Tom Lawrence, Iowa Information

Visitors: Jon Sterk, Makayla Simonsen, Cliff St Clair, Scott Simonsen, Kristie Simonsen, Karen Sterk, Kris Groff, Steve Geels

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: Mark Brown

Voting

Unanimously Approved

III. COMMUNICATIONS

A. Citizens, Organization(s) in Attendance

1. Public Comment

Cliff St. Clair, high school band instructor, was present to personally invite the board to the Iowa Band Masters Association Conference on May 13, 2016. The Sheldon High School Band has been selected and invited to perform a 45-minute concert at the conference.

2. Recognition

a. Student

b. Student Presentation - High School

High school students, Jon Sterk and Makayla Simonsen, along with their science teacher, Kris Groff were present to share their science research projects. These students, along with Bryn Groff and Haley Wagenaar attended the Iowa State Science Fair in Ames last month.

B. Correspondence

1. "The Board" Publication

a. "The Most Important Promises You Make," Vol. 39, No. 23

b. "When You Discover You Made the Wrong Decision," Vol. 39, No. 24

2. NW AEA Board Meeting Minutes - March Board Meeting

Board members received NWAEA minutes from their 03.21.16 meeting. Board President called for a motion to approve all correspondence.

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

3. Receipt of "Thank You" Cards

C. Board Member Reports

1. NSBA Annual Conference

Kecia Hickman, Mark Brown, Jason Groendyke and Robin Spears attended the National School Board Convention in Boston, MA from April 8-12. This group thanked the district for the opportunity and shared highlights of the convention.

IV. APPROVAL OF:

A. Minutes of Past Meeting(s)

Board members reviewed minutes from the regular March 9, 2016 meeting, as well as special meeting minutes from March 14 and April 4. Board President called for a motion to approve minutes as presented.

Motion made by: Jessica Brink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

B. Financial Reports

Board Members reviewed March 31, 2016 financial reports, including bank reconciliations, Budget Monitor History, Activity Report, Categorical Funds Summary, Cash/Investments Summary.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

C. Summary List of Bills

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

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

V. PUBLIC HEARING(S)

A. 2016-17 Budget Public Hearing

At 6:33 PM, Board President announced the Public Hearing for the purpose of adopting the 2016-17 budget as published. Board President called for a motion to open the Public Hearing.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

1. Presentation of 2016-17 Budget

Superintendent Spears began discussion of the 2016-17 proposed budget for the Sheldon Community School District. He began by saying the total budget increase is proposed at \$.24, mainly for some one-time PPEL monies for building security measures. He reviewed the Aid & Levy worksheet and highlighted areas of increased revenue due to increased enrollment, as well as district valuations. Mr. Spears reviewed the individual levies as compared to the current 2015-16 budget, resulting in the \$.24 total levy increase.

2016-17 Budget Proposal:

General Fund Levy -- \$10.90682

Management Levy -- \$ 1.60062

Voted PPEL Levy -- \$ 1.34000

Regular PPEL Levy -- \$.33000

TOTAL LEVY -- \$14.17744

2. Public Comments

There were no verbal or written comments regarding the 2016-17 budget.

3. Adopt/Certify 2016-2017 Budget

Board President called for a motion to approve the 2016-17 budget as presented.

Motion made by: Randy Merley

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

VI. REPORTS

A. Committee

1. **Technology Committee Update**

Superintendent Spears began discussion and updated the board on the Technology/Security/Facilities Committee that continues to meet and make recommendations. The three sub-committees are trying to finalize their recommendations and devise a five-year plan. The next meeting is scheduled for April 27.

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**

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. **Plain Talk About Literacy Conference**

Superintendent Spears shared highlights from the Literacy Conference attended by eight teachers, Jason Groendyke and Superintendent Spears, from February 17-19. Mr. Spears shared notes from attendees, which in summary, agreed the reading curriculum is on target in the Sheldon School District.

b. **Department of Education ESSA - AYP, SINA, & DINA Designation for 2016-17**

Superintendent Spears shared a letter from the Department of Education regarding the transition from No Child Left Behind to the Every Student Succeeds Act.

c. **Discuss Re-Sand and Re-Coat of High School Gym Floor for Summer of 2017**

Superintendent Spears shared a proposal for re-sanding and re-painting the high school gym floor. Board members should consider a timeline for this project. If the project takes place during the summer of 2017, we need to schedule it soon.

d. **Nurse's Report**

The March 2016 Nurse's Report was received for information.

e. **Transportation Report**

The March 2016 Transportation Report was received for information.

VII. OLD BUSINESS

A. **Board Policy Review (2nd Reading)**

Superintendent Spears recommended that the Board adopt the following section of Board Policies.

506.1E4 Request for Hearing on Correction of Student Records

506.1E5 Parental Request for Examination of Student Records

506.1E6 Notification of Transfer of Student Records

- 506.1E7 Letter to Parent Regarding Receipt of a Subpoena
- 506.1E8 Juvenile Justice Agency Information Sharing Agreement
- 506.1E9 Annual Notice
- 506.1R1 Use of Student Records Regulation
- 506.2 Student Directory Information
- 506.2E1 Parental Authorization for Releasing Student Directory Info
- 506.2R1 Use of Directory Information
- 506.3 Student Photographs
- 506.4 Student Library Circulation Records
- 506.10 Confidentiality of Personally Identifiable Information
- 507.1 Student Health and Immunization Certificates
- 507.2 Administration of Medication to Students
- 507.2E1 Record of the Administration of Prescription Medication
- 507.2E2 Parental Authorization and Release Form for the Administration of Prescription Medication to Students
- 507.2E3 Authorization – Asthma or Airway Constricting Medication Self-Administration Consent Form
- 804.5 Stock Epinephrine Auto-Injector Supply (New Policy)

Motion made by: Randy Merley

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 as presented:

- H.B., 1st grader from the Boyden-Hull CSD to the Sheldon CSD.
- S.B., EC student from MOC-FV CSD to the Sheldon 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, including the stipulation that the resignation from Kent De Zeeuw is contingent upon finding a suitable replacement.

- Marv Nieuwendorp--HS custodial position effective April 1, 2016.
- Ben Chestnut--HS teaching position, 9th grade football and 9th grade wrestling coaching positions at the end of the current school year.
- Daphne Feekes--HS associate position effective 4-1-16
- Amber Groendyke--9th grade volleyball coaching position
- Kent De Zeeuw--varsity wrestling coaching position
- Kris Groff--MS baseball coaching position

Motion made by: Mark Brown

Motion seconded by: Randy Merley

Voting

Unanimously Approved

C. Contracts

Superintendent Spears recommended the Board approve the following contracts:

Meyer, Terri	MS Full-time Custodian	\$12.60/hour
Zeutenhorst, Brad	Head Baseball Coach	\$5,438
Zeutenhorst, Joe	Assistant Baseball Coach	\$3,625
Walker, Chris	Middle School Baseball Coach	\$2,066
Kleinwolterink, Leon	Assistant Softball Coach	\$3,625
Cooper, Kylee	9 th Grade Softball Coach	\$2,719
Vande Hoef, Erica	Middle School Softball Coach	\$2,066

Motion made by: Jessica Brink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

D. Approve 2016-17 Classified Salary Adjustments

Superintendent Spears reviewed the proposed classified wage increases for 2016-17, as recommended by the sub-committee of Kecia Hickman and Jessica Brink.

Superintendent's Secretary	\$0.75/Hour
Building Principal's Secretaries	\$0.60/Hour
Central Office Clerical & other Clerical	\$0.60/Hour
Instructional/Media/Special Education/ELL Associates	\$0.55/Hour
Food Service Staff	\$0.60/Hour
Assistant Head Cook/Food Services Director	\$0.65/Hour
Custodians (full & part-time)	\$0.60/Hour
Regular Route Bus Drivers Substitute Pay	\$2.74/Hour
1-4 Years' Experience (One Driver)	\$2.74/Hour
5-8 Years' Experience (Two Drivers)	\$2.78/Hour
9-12 Years' Experience (Two Drivers)	\$2.89/Hour
13-16 Years' Experience (Zero Drivers)	\$3.14/Hour
17+ Years' Experience (Zero Drivers)	\$3.39/Hour
Pre-School/Special Ed./Activity Route	\$1.10/Hour
Co-Curricular Activity Trips	\$1.10/Hour

Motion made by: Randy Merley

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

E. Approve 2016-17 Administrative/Directors/School Nurse Contract Salary Adjustments

Superintendent Spears reviewed current salaries as follows:

Food Service Director/Summer Custodian Supervisor	\$18.08/\$15.65 per hour
Transportation Director	\$54,500
School Nurse	\$27,500
School Business Official	\$65,200
Activities Director	\$70,600
Elementary Principal	\$91,100
Middle School Principal	\$100,200
High School Principal	\$95,000
Superintendent	\$139,475

Superintendent Spears also shared comparative salary information with similar sized school districts. Jessica Brink and Kecia Hickman served as the sub-committee who studied these salaries and proposed the following recommendations:

Food Service Director/Summer Custodian Supervisor (From hourly to salary)	\$40,000
Transportation Director (\$2,000 increase)	\$56,500
School Nurse (\$2,500 increase)	\$30,000
School Business Official (\$2,500 increase)	\$67,700
Activities Director/Assistant Principal (\$6,400 increase)	\$77,000
Elementary Principal (\$3,500 increase)	\$94,600
Middle School Principal (\$3,500 increase)	\$103,700
High School Principal (\$5,000 increase)	\$100,000
Superintendent (\$6,000 increase)	\$145,475

Board member reviewed these contracts as they were published on eBoard. Board President called for a motion to approve administrative contracts as published.

Motion made by: Jessica Brink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

F. Consider Designating Snow Make-Up Days for 2016-17 School Calendar

Superintendent Spears shared results of a survey conducted with teaching staff, regarding possible "snow make-up days" to incorporate into the 2016-17 school calendar.

If there is a day missed for weather prior to Christmas Break, the first make-up day will be January 2, 2017. If there are two days missed prior to Christmas Break, the second make-up day will be December 23, 2016. April 18, 2017 will also be considered a make-up day. Any additional days missed will be added to the end of the school year.

Motion made by: Jessica Brink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

G. Approve Elementary & Middle Summer School Programs for 2016

Superintendent Spears recommended the Board approve both the Elementary Summer School Program and the Middle School Summer School Program. Cindy Barwick and Jason Groendyke answered questions regarding the summer school participation process and the anticipated schedule.

Motion made by: Jessica Brink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

H. Consider Iowa Association for Educational Purchasing Agreement

Superintendent Spears recommended the Board approve the agreement with IAEP for the 2016-17 school year.

Motion made by: Randy Merley

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

I. Practicums and Student Teaching Agreement Between University of Northern Iowa and the Sheldon Community School District

Superintendent Spears recommended the Board approve the agreement between Sheldon Community School District and University of Northern Iowa for Practicums and Student Teaching Programs.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

J. FoodBank of Iowa Program Agreement

Superintendent Spears recommended approving the FoodBank of Iowa Agreement for the elementary and MS backpack programs.

Motion made by: Randy Merley

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

K. Adopt Teacher Appreciation Week Proclamation

Teacher Appreciation Week is May 2-6, 2016. Board President called for a motion to adopt the Teacher Appreciation Week Proclamation as follows:

WHEREAS, today's teachers mold our future citizens through their guidance and education, and

WHEREAS, today's teachers encounter students of widely differing backgrounds and abilities, and

WHEREAS, our society expects public education to provide quality education services to all children, no matter what their backgrounds or abilities, and

WHEREAS, our country's future depends, in large measure, upon the education our youth receive today, and
WHEREAS, teachers spend countless hours outside their classrooms preparing lessons, evaluating progress, developing their own skills, counseling and coaching students and performing community service, and
WHEREAS, our community recognizes that its teachers are providing quality education services to our children,
NOW, THEREFORE, BE IT PROCLAIMED THAT the Sheldon Community School District Board of Education designates the week of May 2-6, 2016 as Teacher Appreciation Week in this community, and
BE IT FURTHER PROCLAIMED THAT the Sheldon Community School District Board of Education calls on the community to join with it in personally expressing appreciation to our teachers for a "job well done."

Motion made by: Mark Brown

Motion seconded by: Randy Merley

Voting

Unanimously Approved

L. Approve Class of 2016 Graduates

Superintendent Spears recommended the board approve the list of graduates for the Class of 2016, pending all graduation requirements are met.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

M. Set Date and Time for FY16 Budget Amendment Hearing

Superintendent Spears recommended the board set the date and time for a potential Budget Amendment Hearing in the event it is necessary. Board members agreed to set the Budget Amendment Hearing for the same date as the regular May board meeting. It was determined that not all members could be present on the second Wednesday in May, so the regular board meeting is scheduled for Monday, May 16, 2016 at 6:00 PM. The Budget Amendment Hearing is scheduled for 6:30 PM.

Motion made by: Randy Merley

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

N. 2016-17 East Elementary Volunteer Handbook (1st Reading)

Board President called for a motion to approve first reading of the 2016-17 East Elementary Volunteer Handbook.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

O. 2016-17 Staff Activity Handbook (1st Reading)

Board President called for a motion to approve first reading of the 2016-17 Staff Activity Handbook.

Motion made by: Mark Brown

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

P. 2016-17 Staff Handbook (1st Reading)

Board President called for a motion to approve first reading of the 2016-17 Staff Handbook.

Motion made by: Randy Merley

Motion seconded by: Mark Brown

Voting

Unanimously Approved

Q. 2016-17 Substitute Teacher Handbook (1st Reading)

Board President called for a motion to approve first reading of the 2016-17 Substitute Teacher's Handbook.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

R. 2016-17 Student Handbooks (1st Reading)

Board President called for a motion to approve first reading of the 2016-17 Student/Parent Handbooks, for Elementary, Middle School and High School.

Motion made by: Mark Brown

Motion seconded by: Randy Merley

Voting

Unanimously Approved

S. Board Policy Review (1st Reading)

Board Members reviewed first reading of Board Policy 503.1R1--Student Discipline Policy, with the addition of Item EE--Terrorism.

Motion made by: Jessica Brink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

IX. ANNOUNCEMENTS

- A. IASB Regional Workshop, Tuesday, April 19, 2016, 6:00 p.m., Sheldon
Board Members were reminded and encouraged to attend.

X. ADJOURN

There being no further business, board president called for a motion to adjourn. Meeting adjourned at 8:27 PM.

Motion made by: Randy Merley

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

Chairperson

Secretary