

**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 5:00 PM, Board President Kecia Hickman called the meeting to order. The following board members were present: Jessica Brink, Susan Rensink, Randy Merley, Mark Brown and Kecia Hickman.

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, Eric Maassen, Activities Director

Press: Tom Lawrence, Iowa Information, joined the meeting at 5:09 PM

**II. APPROVAL OF AGENDA**

There being no additions to the agenda, Board President called for a motion to approve the agenda as published.

Motion made by: Jessica Brink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**III. COMMUNICATIONS**

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

**1. Public Comment**

None.

**2. Recognition**

**a. Student**

None.

**B. Correspondence**

**1. "The Board" Publication**

a. The Board "What Parents Need to Know About the Role of the Board."

b. The Board "Board Meetings: Five Things That Should Not Happen."

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

None.

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

One "thank you" was received from Iowa Association of School Boards for paying our 2017-18 membership dues.

Board President called for a motion to accept all correspondence.

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

**C. Board Member Reports**

**1. IASB Fiscal Management Conference**

Board Member Mark Brown shared highlights from the IASB Fiscal Management Conference he attended on July 19.

**IV. APPROVAL OF:**

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

Board Members reviewed minutes from the 07.10.17 regular meeting. Board President called for a motion to approve the minutes as presented.

Motion made by: Jessica Brink

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

## **B. Financial Reports**

Board Members reviewed financial reports, including updated FY17 reports for categorical funds and budget monitoring. Board President called for a motion to approve all financial reports as presented.

Motion made by: Mark Brown

Motion seconded by: Randy Merley

Voting

Unanimously Approved

## **C. Approve Bills**

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

Motion made by: Jessica Brink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

## **V. PUBLIC HEARING(S)**

### **A. Public Hearing on the Proposed Instructional Support Levy Resolution**

At 5:31 PM, Board President called for a motion to enter the Public Hearing portion of the meeting, for the purpose of hearing any public comments regarding the continuance of the Instructional Support Levy.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

### **B. Taxpayers will be heard for or against Instructional Support Resolution for the period July 1, 2018 and ending June 30, 2023**

There were no patrons present for the hearing and there were no written or oral comments presented prior to this meeting.

Board Members briefly discussed the use of funds for the purchase of instructional materials and equipment, and how the availability of these funds has eliminated the need to charge registration fees and driver education fees.

At 5:40 PM, Board President called for a motion to close the Public Hearing.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

### **C. Resolution to Consider Participation in the Instructional Support Program**

Board President called for a motion to adopt the Resolution to Participate in the Instructional Support Program.

#### **RESOLUTION TO PARTICIPATE IN THE INSTRUCTIONAL SUPPORT PROGRAM**

WHEREAS, the Board of Directors has approved a five (5) year finance plan, which anticipates the level of funding that will be possible to continue the current level of services and to fund the ongoing programs of the School District; and

WHEREAS, the Board of Directors has given consideration to continue participation in the Instructional Support Program as provided in Iowa Code sections 257.18 through 257.21; and

WHEREAS, the Board has published notice of the time and place of a public hearing on the resolution; and

WHEREAS, a hearing has been held upon the proposal to continue to participate in the Instructional Support Program and any objections are overruled:

NOW, THEREFORE, IT IS RESOLVED:

1. The Board of Directors determines that it is consistent with the five (5) finance plan to fund the ongoing programs and services of the School District and it is in the best interest of the School District to participate in an Instructional Support Program as provided in Iowa Code sections 257.18 through 257.21, and to provide additional funding therefor for a period of five (5) years commencing the fiscal year ending June 30, 2019.

2. The additional funding for the Instructional Support Program for a budget year will be determined annually, and will not exceed ten percent (10%) of the total regular program district cost for the budget year and moneys received under Iowa Code section 257.14 as a budget adjustment for the budget year.

3. Moneys received by the District for the Instructional Support Program may be used for any general fund purpose allowed by Iowa law.

4. The Instructional Support Program shall be funded by instructional support state aid and a combination instructional support property tax levied annually upon the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2019, and instructional support income surtax imposed annually, the percent of income surtax to be determined by the Board for each budget year to be imposed upon the state individual income tax of each individual income taxpayer resident in the School District on December 31, 2018, and each year thereafter.

5. Unless, within twenty-eight days following the adoption of this resolution, the Secretary of the Board receives a petition containing the signatures of eligible electors equal in number to not less than one hundred or thirty percent of the number of voters at the last preceding regular school election, whichever is greater, asking that an election be called to approve or disapprove this action of the Board adopting the Instructional Support Program, this action of the Board is final and the Secretary is authorized and directed to certify a copy of this resolution to the Department of Management.

In the event a petition containing the required number of signatures is filed with the Secretary of the Board within twenty-eight days of the adoption of this resolution, the President shall call a meeting of the Board to consider rescission of this resolution, or to direct the county commissioner of elections to submit the following question to the qualified electors of the School District at a special election.

If the Board determines to submit the question to the electors, the proposition to be submitted shall be as follows:

Shall the Board of Directors of the Sheldon Community School District in the Counties of O'Brien, Sioux, Lyon and Osceola, State of Iowa, be authorized for a period of five (5) years to levy and impose an instructional support tax in an amount (after taking into consideration instructional support state aid) of not exceeding ten percent (10%) of the total of regular program district cost for the budget year and moneys received under Iowa Code section 257.14 as a budget adjustment in the budget year, and be authorized annually, in combination, as determined by the Board, to levy a combination of an instructional support property tax upon all the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2019, and to impose an instructional support income surtax upon the state individual income tax of each individual income taxpayer resident in the School District on December 31 for each calendar year commencing with calendar year 2018, or each year thereafter, the percent of income surtax to be determined by the Board for each fiscal year, to be used for any general fund purpose allowed by Iowa law.

Motion made by: Mark Brown

Motion seconded by: Randy Merley

Voting

Unanimously Approved

## VI. REPORTS

### A. Committee

#### 1. District Leadership Team/School Improvement/Student Achievement

Superintendent Spears shared plans to review student achievement and assessment data with the Board on a monthly basis. The District Leadership Team is scheduled to meet on August 30, 2017.

### B. Special

#### 1. Tour East Elementary Building

At 5:42 PM, Elementary Principal, Jason Groendyke conducted a 40-minute tour of East Elementary, giving those in attendance the opportunity to view building needs, if any, and to ask questions.

### 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

Eric Maassen, Activities Director prepared and reviewed his written report for the board and was available for questions.

**5. Superintendent**

**a. Update on Middle School Roof**

Superintendent Spears updated the board regarding the Middle School roof. An EMC insurance adjuster inspected the MS roof and has determined EMC will cover the cost of a new roof estimated at \$100,000. The district will plan to seek bids for roof replacement during the summer of 2018.

**b. Transportation Report**

Board Members reviewed the July Transportation Report, for information.

**VII. OLD BUSINESS**

**A. 17-18 Staff Handbook (2nd Reading)**

Board President called for a motion to approve second and final reading of the 2017-18 Staff Handbook.

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

**B. Emergency Response Procedures Manual (1st Reading)**

Board Members reviewed for first reading, the new Emergency Response Procedures Manual, which has been updated with the assistance of EMC Insurance Company.

Motion made by: Mark Brown

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

**VIII. NEW BUSINESS**

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

Board Members reviewed the following Open Enrollment Applications:

- J. C., 9th gr. from HMS CSD into the Sheldon CSD
- A. C., 3rd gr. student from MOC-FV CSD into the Sheldon CSD
- B. W., kdgn student from Sibley-Ocheyedan CSD into the Sheldon CSD
- M. V., kdgn student from South O'Brien CSD into the Sheldon CSD

Considering the untimely receipt of the application and the programs required for the high school student already full to capacity, Superintendent Spears recommended the Board decline the HMS application.

Motion made by: Randy Merley

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**B. Resignation(s)**

Board Members considered the following resignations effective immediately:

- Tricia Van Meeteren – Food Service
- Kari Kopperud – MS Guidance Counselor
- Teresa Groff – Elementary Instructional Associate

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

**C. Contracts**

Superintendent Spears recommended the following 2017-18 contracts:

Jessica Stofferan--District Teacher - BA/1 \$40,800; MS Volleyball Coach \$2,512

Hope Lund--MS Instructional Associate - 7 hrs/day \$10.00/hr

Amanda Heusinkveld--Elem. Instructional Associate - 6 hrs/day \$10.00/hr

Amanda Freymann--Elem. Library Associate - 7 hrs/day \$10.00/hr

Kristi Renken--Elem. Instructional Associate - 6 hrs/day \$10.00/hr

Erica Eekhoff--Regular Bus Route Driver - \$25.00/hr

Vern Kinderknecht--Substitute Bus Driver - \$25.00/hr

DeAndra Mahrt--MS Guidance Counselor - BA+15 - \$41,900; 10-Day Extended Contract -\$1,250

Rachelle Van Roekel--Elem. Instructional Associate \$10.00/hr

Rebecca Chrisman--HS Food Service - 2.5 hrs/day \$14.98

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

Unanimously Approved

**D. Approve Volunteer Coach(es)**

Superintendent Spears recommended the Board approve the following volunteer coach:

- DeAndra Mahrt – High School Volleyball Coach

Motion made by: Mark Brown  
Motion seconded by: Randy Merley  
Voting

Unanimously Approved

**E. Approve Bus Routes for the 2017-18 School Year**

Board Members reviewed proposed bus routes for 2017-18. Superintendent Spears recommended the Board approve the 2017-18 regular bus routes as presented.

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

Unanimously Approved

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

Superintendent Spears recommended the Board approve transportation for St. Pat's, Children's World, Noah's Art and Sheldon Christian School pre-school students for the 2017-18 school year.

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

Unanimously Approved

**G. Approve Iowa Drug & Alcohol Testing Program Agreement with IASB**

Superintendent Spears recommended the Board authorize participation in the 2018 Iowa Drug & Alcohol Testing Program (IDATP).

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

Unanimously Approved

**H. Approve Partnership Agreements Between Northwest Iowa Community College and the Sheldon Community School District**

Superintendent Spears recommended the Board approve the following agreements with Northwest Iowa Community College for 2017-18:

- America Reads Work-Study Agreement
- Sheldon HS Work-Study Agreement between Sheldon CSD and NCC

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

Kecia Hickman - Yes  
Susan Rensink - Yes  
Jessica Brink - Yes  
Mark Brown - Abstain  
Randy Merley - Yes

**I. Designate Level I Alternate Investigator**

Superintendent Spears recommended the Board designate DeAndra Mahrt to replace Kari Kopperud as the Alternate District Level I Investigator for the 2017-18 school year. This is due to the resignation of Kari Kopperud as the Middle School Counselor.

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

Unanimously Approved

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

Superintendent Spears recommended the Board set \$106,000 as the amount of term life insurance coverage for the 2017-18 school year.

Motion made by: Susan Rensink  
Motion seconded by: Randy Merley  
Voting

Unanimously Approved

## K. Board Policy Review

Board Members considered first reading for several miscellaneous board policies to include the following:

Code No. 302.2	Superintendent Contract and Contract Nonrenewal
Code No. 303.3	Administrator Contract and Contract Nonrenewal
Code No. 401.7	Employee Travel Compensation
Code No. 403.1e1	Staff Physical Payment (Delete Policy)
Code No. 405.4	Licensed Employee Continuing Contracts
Code No. 405.9	Licensed Employee Probationary Status
Code No. 407.6	Licensed Employee Severance Benefit
Code No. 407.6e1	Licensed Employee Severance Benefit Application
Code No. 409.7	Licensed Employee Military Service Leave
Code No. 410.2	Summer School Licensed Employees
Code No. 414.7	Classified Employee Military Service Leave
Code No. 505.2	Student Promotion - Retention - Acceleration
Code No. 603.2	Summer School Instruction

Motion made by: Mark Brown

Motion seconded by: Jessica Brink

Voting

Unanimously Approved

## IX. ANNOUNCEMENTS

- A. IASB Board Member Orientation - Tuesday, October 10, 2017, 6:00-8:30 p.m., Sheldon
- B. IASB Employee Relations Conference, Tuesday, Oct. 17, 2017, Altoona, IA
- C. IASB Annual Convention, Nov. 15-16, 2017, Des Moines, IA
- D. NSBA National Conference, April 7-9, 2018, San Antonio, TX
- E. IASB Day on the Hill, Tuesday, January 30, 2018, Des Moines
- F. IASB Policy Leadership and Legal Issues, Thursday, April 12, 2018, Altoona
- G. IASB Fiscal Management Conference, Wednesday, July 18, 2018, Ames

## X. ADJOURN

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

Meeting adjourned at 6:52 PM.

Motion made by: Mark Brown

Motion seconded by: Randy Merley

Voting

Unanimously Approved

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Chairperson

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Secretary