

# SHELDON COMMUNITY SCHOOL DISTRICT

## REGULAR MEETING OF THE BOARD OF EDUCATION

March 12, 2012

- I. CALL TO ORDER** – At 6:00 p.m., President Gary Ihnen called the meeting to order. Members present: Gary Ihnen, Glen Goedken, Randy Merley, Susan Rensink, Robin Spears and Bill Borchers. Absent: Kecia Hickman. Visitors: Matt Meendering, Cindy Barwick, Tanya Langholdt, Mike Niece, Amanda Noteboom, Jay Joersz, Amber Van Kekerix, Tom Traughber, and Allison Suesse.

President Ihnen welcomed the media, administration and the Board.

- II. APPROVAL OF AGENDA** – Motion by Randy Merley and seconded by Susan Rensink to approve the agenda. Roll call vote: Glen Goedken, Aye; Susan Rensink, Aye; Randy Merley, Aye; Gary Ihnen, Aye. Motion carried.

### **III. COMMUNICATIONS**

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

1. Public Comment – none.

2. Recognition

- a. Students – Middle School: Jazz Band Solo Awards (received at NWIowa Bandmasters Association Jazz Fest in February); Kayla Van Meeteren, Gillian Mohn and Jessica Karolczak. 6<sup>th</sup> Grade Math Bee; Ryan Van Marel, Steven Van Meeteren, Tayler Weber, Paige Young, Nik Manasil, Cheyenne Palmer, Katie Wagner, Alexa Vanden Hull, Brook Maae, Zoe Koerselman and Madison Uhl. Superintendent Spears said the District had received two letters from the IHSSA (Iowa High School Speech Association) congratulating the students who have been selected to perform at the All-State Festival and also those who will be included in the Non-performers section of the Large Group All-State Program.
- b. Student Presentation-Amanda Noteboom and Jay Joersz discussed the At-Risk Program at East Elementary.

Kecia Hickman arrived.

### **VI. REPORTS**

A. Committee - None

B. Special-School District Independent Audit Report for FY11 – Pam Boorman from the State Auditor's Office reviewed the report with the Board, and explained some of the schedules that are included in the audit report. She gave the District a letter grade of A-.

### **III. COMMUNICATIONS**

#### B. Correspondence

1. The Board

- a. "The Cavalry Isn't Coming Are You Ready To Lead?" Volume 35, Number 21 was included in the Board Packet.
- b. "Six Signs Your Board May Be In Crisis" Volume 35, Number 22 was included in the Board Packet.
2. Northwest AEA Board Briefs - Minutes from the February 20, 2012 meeting.
3. Thank You Cards - The District has received a "Thank You Card" from Joan Whitsell.

Motion by Kecia Hickman and seconded by Randy Merley to accept the recognition and correspondence as part of the Board Minutes. Roll Call vote: Glen Goedken, Aye; Susan Rensink, Aye; Randy Merley, Aye; Kecia Hickman, Aye; Gary Ihnen, Aye. Motion carried.

C. Board Member Reports –

1. IASB At The Board Table Activity – Superintendent Spears reviewed the IASB School Board Team Discussion Tool entitled “Consideration of the Open Meetings Law and Board Transparency”.
2. Other -

**IV. APPROVAL OF**

- A. Minutes of Past Meetings – Motion by Glen Goedken and seconded by Kecia Hickman to approve the minutes. Roll Call: Susan Rensink, Aye; Randy Merley, Aye; Kecia Hickman, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.
- B. Financial Report – Motion by Glen Goedken and seconded by Susan Rensink to approve the financial report. Roll call vote: Randy Merley, Aye; Kecia Hickman, Aye; Susan Rensink, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.
- C. Summary List of Bills – Gary Ihnen reviewed the bills. Motion by Glen Goedken and seconded by Randy Merley to approve the bills for payment. Roll Call vote: Kecia Hickman, Aye; Susan Rensink, Aye; Randy Merley, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.

**V. PUBLIC HEARING - None**

**VI. REPORTS**

C. Administration

1. Elementary School – Ms. Langholdt reviewed her report.
2. Middle School – Mrs. Barwick reviewed her report.
3. High School - Mr. Meendering reviewed his report.
4. Activities Director – Mr. Niece reviewed his report.

At 7:42 p.m. President Ihnen said there would be a short break.

At 7:53 p.m. President Ihnen reconvened the meeting.

5. Superintendent -

- a. Joint Baseball/Softball Fields Development Project Update – Superintendent Spears showed the four Options that are currently under review.
- b. FY13 Budget Certification Information-Discussion.
- c. PERL Levy Information – Superintendent Spears discussed what the PERL (Public Education and Recreation Levy) levy would generate, and how it would be used.
- d. Classroom Space at East Elementary – Ms. Langholt and Superintendent Spears discussed the needs for classroom space at East Elementary.
- e. Legislative Information Update- Superintendent Spears updated the Board on the information received at the legislative meeting that was held in Sheldon.
- f. In-Town Bus Routes – Superintendent Spears explained the problems that have been happening on the in-town bus routes. He will ride the routes and explain to the riders how they are supposed to act while on the bus. He will see if the problems are corrected, or is there a need for further discussion or elimination of the in-town routes.
- g. Teacher Vacancy Hiring Process – Superintendent Spears explained what is being done for notification of the vacancies and the means to distribute that notification.

- h. Professional Development Meals – Superintendent Spears explained when the meals would be and what the public purpose of those meals is.

**VII. OLD BUSINESS –**

A. Board Policy Review – Policies 406.4 thru 409.3R1. (2<sup>nd</sup> Reading)

1. 406.4 Licensed Employee Compensation for Extra Duty
2. 406.5 Licensed Employee Group Insurance Benefits
3. 406.6 Licensed Employee Tax Shelter Programs
4. 407.1 Licensed Employee Resignation
5. 407.2 Licensed Employee Contract Release
6. 407.3 Licensed Employee Retirement
7. 407.4 Licensed Employee Suspension
8. 407.5 Licensed Employee Reduction in Force
9. 407.6 Licensed Employee Severance Benefit
10. 407.6E1 Licensed Employee Severance Benefit Application
11. 408.1 Licensed Employee Professional Development
12. 408.2 Licensed Employee Publication or Creation of Materials
13. 408.3 Licensed Employee Tutoring
14. 409.1 Licensed Employee - Holidays - Personal Leave
15. 409.2 Licensed Employee Personal Sick Leave
16. 409.3 Licensed Employee Family and Medical Leave
17. 409.3E1 Licensed Employee Family and Medical Leave Notice to Employees
18. 409.3E2 Licensed Employee Family and Medical Leave Request Form
19. 409.3E3 Licensed Employee Family and Medical Leave Certification Form
20. 409.3E4 Licensed Employee Family and Medical Leave Request Work Sheet
21. 409.3R1 Licensed Employee Family and Medical Leave Regulation

Motion by Glen Goedken and seconded by Susan Rensink to approve these policies. Roll Call vote: Randy Merley, Aye; Kecia Hickman, Aye; Susan Rensink, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.

**VIII. NEW BUSINESS**

A. OPEN ENROLLMENT APPLICATIONS – The District has received an application for a student to open enroll from the MOC/Floyd Valley District into the Sheldon District. The District has also received an application for a student to open enroll into the Sheldon District from the Boyden-Hull District. The District has also received an application for a student to open enroll from the Hartley-Melvin-Sanborn District into the Sheldon District. Motion by Glen Goedken and seconded by Kecia Hickman to approve these applications. Roll Call vote: Susan Rensink, Aye; Randy Merley, Aye; Kecia Hickman, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.

B. RESIGNATIONS – None

C. CONTRACT(S) –

Sarah	Gyles	Special Ed. Instr. Associate	\$9.00/Hr. 6.75 Hr./Day
Eric	Maassen	Assistant Golf Coach	\$2,253
Nathan	Schafer	MS Track Coach	\$2,156
Jennifer	Den Hartog	Assistant Softball	\$3,218**
Carla	Kleinwolterink	9th Grade Softball	\$2,413**
Brad	Zeutenhorst	Head Baseball	\$4,827**
Nicole	Polacek	Middle School softball	\$1,673**
Eric	Maassen	9 <sup>th</sup> Grade Baseball	\$2,413**
Kris	Groff	Middle School Baseball	\$1,673**

\*\* = Subject to change if Base Salary for 2012-13 increases. The school district still has a Middle School Softball Coaching position open at this time.

Motion by Kecia Hickman and seconded by Glen Goedken to approve the contracts. Roll Call vote: Susan Rensink, Aye; Randy Merley, Aye; Glen Goedken, Aye; Kecia Hickman, Aye; Gary Ihnen, Aye. Motion carried.

- D. DESIGNATE INDEPENDENT AUDITOR FOR FY12 – Motion by Glen Goedken and seconded by Randy Merley to designate the State Auditor’s Office to conduct the FY12 Audit of the Sheldon District. Roll Call vote: Kecia Hickman, Aye; Susan Rensink, Aye; Randy Merley, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.
- E. CONSIDER ANNUAL APPLICATION FOR RENEWAL OF COOPERATIVE SPONSORSHIP OF AN ACTIVITY (HIGH SCHOOL WRESTLING SHARING AGREEMENT WITH SOUTH O’BRIEN CSD) -Motion by Randy Merley and seconded by Glen Goedken to approve this application. Roll Call vote: Susan Rensink, Aye; Kecia Hickman, Aye; Glen Goedken, Aye; Randy Merley, Aye; Gary Ihnen, Aye. Motion carried.
- F. CONSIDER LICENSE AGREEMENT WITH LRG PREP - Motion by Glen Goedken and seconded by Randy Merley to approve this agreement. Roll Call vote: Susan Rensink, Aye; Kecia Hickman, Aye; Randy Merley, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.
- G. CONSIDER ROYALTY AGREEMENT WITH OHIOPYLE PRINTS, INC - Motion by Randy Merley and seconded by Glen Goedken to approve the agreement. Roll Call vote: Susan Rensink, Aye; Kecia Hickman, Aye; Glen Goedken, Aye; Randy Merley, Aye; Gary Ihnen, Aye. Motion carried.
- H. CONSIDER PITNEY BOWES RENTAL AGREEMENT - table until next meeting.
- I. REVIEW SHELDON CSD REDISTRICTING PLAN – no change in director’s districts.
- J. SET BOARD/ADMINISTRATIVE WORKSESSION DATE – By consensus that Board decided to hold the work session on Wednesday, March 28, 2012 at 6:00 p.m. in the High School Library.
- K. SET DATE FOR FY13 BUDGET HEARING AND CERTIFICATION – Motion by Glen Goedken and seconded by Kecia Hickman to have the Budget Hearing at 6:30 p.m. on Wednesday, April 11, 2012. Roll Call vote: Randy Merley, Aye; Susan Rensink, Aye; Kecia Hickman, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.
- L. BOARD POLICY REVIEW (1<sup>st</sup> Reading) – Policies 409.3R24 thru 413.4.
  - 1. 409.3R2 Licensed Employee Family and Medical Leave Definitions
  - 2. 409.4 Licensed Employee Funeral and Serious Family Illness Leave
  - 3. 409.5 Licensed Employee Political Leave
  - 4. 409.6 Licensed Employee Jury Duty Leave
  - 5. 409.7 Licensed Employee Military Service Leave
  - 6. 409.8 Licensed Employee Unpaid Leave
  - 7. 410.1 Substitute Teachers
  - 8. 410.2 Summer School Licensed Employees
  - 9. 410.3 Truancy Officer
  - 10. 410.4 Education Aide
  - 11. 410.5 Volunteer Coach Use
  - 12. 411.1 Classified Employee Defined
  - 13. 411.2 Classified Employee Qualifications, Recruitment, Selection
  - 14. 411.3 Classified Employee Contracts
  - 15. 411.4 Classified Employee Licensing/Certification
  - 16. 411.5 Classified Employee Assignment
  - 17. 411.6 Classified Employee Transfers
  - 18. 411.7 Classified Employee Evaluation
  - 19. 411.8 Classified Employee Probationary Status
  - 20. 411.9 Support Staff Relations To Pupils And Public
  - 21. 411.10 Classified Employee School Passes

- 22. 412.1 Classified Employee Compensation
- 23. 412.2 Classified Employee Wage and Overtime Compensation
- 24. 412.3 Classified Employee Group Insurance Benefits
- 25. 412.4 Classified Employee Tax Shelter Programs
- 26. 413.1 Classified Employee Resignation
- 27. 413.2 Classified Employee Retirement
- 28. 413.3 Classified Employee Suspension
- 29. 413.4 Classified Employee Dismissal

Motion by Glen Goedken and seconded by Kecia Hickman to approve these policies and pass them to their 2<sup>nd</sup> reading. Roll Call vote: Susan Rensink, Aye; Randy Merley, Aye; Kecia Hickman, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.

**IX. ANNOUNCEMENTS –**

- A. ABLE II Regional Workshops, TBA, March and April
- B. IASB School Law Conference, May 1, 2012; West Des Moines; 8:00 a.m. – 4:00 p.m.
- C. Iowa School Board Recognition Week; May 6-12, 2012
- D. IASB Fiscal Management Conference; July 18, 2012; Ames; 8:00 a.m. – 4:00 p.m.

**X. ADJOURN**

At 9:13 p.m., Motion by Glen Goedken and seconded by Randy Merley to adjourn. Roll call vote: Susan Rensink, Aye; Kecia Hickman, Aye; Randy Merley, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.

Enter closed session as provided in Chapter 20, Section 20.17 (3) of the Iowa Code to conduct a strategy meeting of a public employer concerning the employees covered by a collective bargaining agreement.

At 9:15 p.m. By consensus the Board went into closed session.

At 9:50 p.m. the Board came out of closed session.