

# SHELDON COMMUNITY SCHOOL DISTRICT

## REGULAR MEETING OF THE BOARD OF EDUCATION

May 16, 2012

- I. CALL TO ORDER** – At 6:01 p.m., President Gary Ihnen called the meeting to order. Members present: Gary Ihnen, Glen Goedken, Randy Merley, Kecia Hickman, Susan Rensink, Robin Spears and Bill Borchers. Absent: None. Visitors: Matt Meendering, Cindy Barwick, Mike Niece, Marv Van Riesen, Amanda Noteboom, Anna Van Gorp, Jim Buenger, Tami Van Meeteren, Kathy Arnold, Jennifer Van Beek, Pam Thornton, Jo Holles, Sherri Van Gorp, Connie Van Meeteren, Julie Becker, Jamie Grady, Holly Kamstra, Joan Whitsell, Carla Kleinwolterink, Tom Traughber, and Allison Suesse.

President Ihnen welcomed the media, administration and the Board.

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

### **III. COMMUNICATIONS**

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

1. Public Comment – Marv Van Riesen spoke about the 28E agreement with the City of Sheldon. Marv says that the District and the City have had 28E agreements before, notably the Indoor Pool. The District and City have also shared in the Tennis Courts, with the District helping to resurface the courts. Marv also commented about the TIF project for Welcome Home-Fieldcrest. Marv feels that the priority should be to address the needs of the Special Education facilities at the Elementary School, and doesn't feel that the Ball Fields should be a priority over the Elementary School needs.
2. Recognition
  - a. Students - included in the Board Packet.
  - b. Student Presentation-Some of the Elementary 1<sup>st</sup> Graders presented four fairy tales for the Board. They were two versions of the Three Pigs, a version of the Little Red Hen and Little Red Riding Hood.
  - c. Retiring Teachers – Superintendent Spears presented Award of Merit Plaques and Lifetime Passes to two of the retiring teachers from the District, Carol McDowell and Pam Thornton. They also received a Certificate of Appreciation signed by the Board. The other two retiring teachers will receive their awards and certificates at a later Board Meeting.
  - d. Board of Education – Superintendent Spears presented each Board Member with a paper weight and Certificate of Appreciation in honor of School Board Recognition. Sherri Van Gorp and Marilyn Menning of Citizen's State Bank thanked the Board for all that they do for the School District.

#### B. Correspondence

1. The Board
  - a. "What Makes A Great Place To Learn" Volume 36, Number 1 was included in the Board Packet.
  - b. "The Art And Science Of Good Decision-Making" Volume 36, Number 2 was included in the Board Packet.
2. Northwest AEA Board Briefs - Minutes from the April 16, 2012 meeting.

3. Thank You Cards - The District has received a "Thank You Card" from the family of Earleen Schroder. The School Board has received a "Thank You Card" from the Staff for serving them breakfast during Teacher Appreciation Week.

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

**C. Board Member Reports**

1. IASB at the Board Table Activity – The Board and The Superintendent. The Board participated in the activity.

At 7:00 p.m. President Ihnen announced that there would be a short break. During this time the Board had refreshments furnished by Citizen's State Bank for School Board Recognition.

At 7:18 p.m. President Ihnen reconvened the meeting.

- V. PUBLIC HEARING** – None. The newspaper notice didn't get the notice published in the newspaper.

**IV. APPROVAL OF**

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

**VI. REPORTS**

- A. Committee - None
- B. Special-None
- C. Administration
  1. Elementary School – The report was included in the Board Packet.
  2. Middle School – Mrs. Barwick reviewed her report.
  3. High School - Mr. Meendering reviewed his report. Award's Day went well, and there was a good graduation practice. There was talk of the Homecoming/Celebration Days Parades.
  4. Activities Director – Mr. Niece reviewed his report.

At 8:07 p.m. President Ihnen said there would be a short break.

At 8:20 p.m. President Ihnen reconvened the meeting.

5. Superintendent -
  - a. Tornado Warning – May 4, 2012. Superintendent Spears discussed what procedures the District had followed during the warning, and how the busing, etc. was handled. The procedures will be reviewed and updated as needed.

**VII. OLD BUSINESS –**

- A. 2012-13 EAST ELEMENTARY VOLUNTEER HANDBOOK (2<sup>nd</sup> Reading) – Motion by Randy Merley and seconded by Susan Rensink to pass the handbook. Roll Call vote: Glen Goedken, Aye; Kecia Hickman, Aye; Susan Rensink, Aye; Randy Merley, Aye; Gary Ihnen, Aye. Motion carried.
- B. 2012-13 STAFF ACTIVITY HANDBOOK (2<sup>nd</sup> Reading) – Motion by Randy Merley and seconded by Glen Goedken to pass the handbook. Roll Call vote: Kecia Hickman, Aye; Susan Rensink, Aye; Glen Goedken, Aye; Randy Merley, Aye; Gary Ihnen, Aye. Motion carried.
- C. 2012-13 STAFF HANDBOOK (2<sup>nd</sup> Reading) – Motion by Randy Merley and seconded by Glen Goedken to pass the handbook. Roll Call vote: Kecia Hickman, Aye; Susan Rensink, Aye; Glen Goedken, Aye; Randy Merley, Aye; Gary Ihnen, Aye. Motion carried.
- D. 2012-13 STUDENT HANDBOOKS (2<sup>nd</sup> Reading)
1. Elementary School Student/Parent Handbook
  2. Middle School Student/Parent Handbook
  3. High School Student/Parent Handbook
- Motion by Randy Merley and seconded by Kecia Hickman to pass these handbooks. Roll Call vote: Susan Rensink, Aye; Glen Goedken, Aye; Kecia Hickman, Aye; Randy Merley, Aye; Gary Ihnen, Aye. Motion carried.
- E. BOARD POLICY REVIEW – (2<sup>nd</sup> Reading). Policies 413.5 thru 414.9.
1. 413.5 Classified Employee Reduction in Force
  2. 414.1 Classified Employee Vacations-Holidays-Personal Leave
  3. 414.2 Classified Employee Personal Illness Leave
  4. 414.3 Classified Employee Family and Medical Leave
  5. 414.3E1 Classified Employee Family and Medical Leave Notice to Employees
  6. 414.3E2 Classified Employee Family and Medical Leave Request Form
  7. 414.3E3 Classified Employee Family and Medical Leave Certification Form
  8. 414.3E4 Classified Employee Family and Medical Leave Request Work Sheet
  9. 414.3R1 Classified Employee Family and Medical Leave Regulation
  10. 414.3R2 Classified Employee Family and Medical Leave Definitions
  11. 414.4 Classified Employee Immediate Family Illness/Funeral Leave
  12. 414.5 Classified Employee Political Leave
  13. 414.6 Classified Employee Jury Duty Leave
  14. 414.7 Classified Employee Military Service Leave
  15. 414.8 Classified Employee Unpaid Leave
  16. 414.9 Classified Employee Professional Purposes Leave
- Motion by Randy Merley and seconded by Glen Goedken to approve these policies. Roll Call vote: Kecia Hickman, Aye; Susan Rensink, Aye; Glen Goedken, Aye; Randy Merley, Aye; Gary Ihnen, Aye. Motion carried.

## VIII. NEW BUSINESS

- A. OPEN ENROLLMENT APPLICATIONS** – The District has received applications from Abigail Douma to attend the HMS District from the Sheldon District; Kaira Engelkes to attend the Boyden-Hull District from the Sheldon District; Phoenix Engelkes to attend the Boyden-Hull District from the Sheldon District; Sabrina Moen to attend the Boyden-Hull District from the Sheldon District. There is no action required on these applications as the change is due to the change of resident.
- B. RESIGNATIONS** – There are three resignations to consider at this time. 1) Benjamin Peake is resigning from his 9<sup>th</sup> Grade Wrestling Coach position, 2) Leon Kleinwolterink is resigning from his Middle School Football Coaching position, and 3) Tracy Gorter is resigning from her Cheerleader Coach position. It is the recommendation of the Superintendent that the Board accept the resignations of Mr. Kleinwolterink and Mrs. Gorter as presented. It is the recommendation of the Superintendent to accept Mr. Peake's

resignation contingent upon finding a suitable replacement. Motion by Glen Goedken and seconded by Randy Merley to accept the resignations per the Superintendent's recommendation. Roll Call vote: Kecia Hickman, Aye; Susan Rensink, Aye; Randy Merley, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.

**C. CONTRACT(S) –**

<u>First</u>	<u>Last</u>	<u>Position</u>	<u>Salary</u>
James	Healy	7-12 Vocal Music Teacher – BA Lane, Step 1	\$37,144
		High School Vocal Music	\$4,183
		Musical Vocal Director	\$1,287
Tyler	Lloyd	High School Special Education Teacher – BA+30 Lane, Step 3	\$41,257

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

**D. CONSIDER TEXTBOOK ADOPTION –** The adoption and purchase of textbooks by East Elementary for the 2012-13 school year. The total cost for East Elementary textbook purchases is \$61,989.15. Motion by Susan Rensink and seconded by Kecia Hickman to approve the adoption and purchase. Roll Call vote: Glen Goedken, Aye; Randy Merley, Aye; Kecia Hickman, Aye; Susan Rensink, Aye; Gary Ihnen, Aye. Motion carried.

**E. CONSIDER UPGRADE TO DISTRICT RADIO SYSTEM –** The FCC is requiring the District to upgrade their radio system by January 1, 2013. The cost to upgrade the bus radios, all the handheld radios and the base station in the District Office is \$11,531.00. Motion by Randy Merley and seconded by Kecia Hickman to approve the upgrade. Roll Call vote: Susan Rensink, Aye; Glen Goedken, Aye; Kecia Hickman, Aye; Randy Merley, Aye; Gary Ihnen, Aye. Motion carried.

**F. APPROVE 2012-13 CLASSIFIED SALARY ADJUSTMENTS -** It is the recommendation of the Superintendent that the Board approve the following salary adjustments for the 2012-13 school year: Building Principal's Secretaries & Superintendent's Secretary – \$0.50/hour increase; Instructional Associates, Clerical, and Food Service Staff – \$0.50/hour increase; Full-Time Custodians – \$0.50/hour increase; Part-Time Custodians – \$0.50/hour increase; Regular Route Bus Drivers – \$1.15/trip increase; Pre-School/Special Education/Activity Route/Activity Trips – \$0.50/hour increase; and the School Nurse – \$500/annual increase. Motion by Glen Goedken and seconded by Susan Rensink to approve the adjustments as suggested. Roll Call vote: Kecia Hickman, Aye; Randy Merley, Aye; Susan Rensink, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.

**G. APPROVE 2012-13 ADMINISTRATIVE SALARY ADJUSTMENTS -** It is the recommendation of the Superintendent that the Board approve the following administrative salary adjustments for the 2012-13 school year.

<u>POSITION</u>	<u>2011-12 SALARY</u>	<u>2012-13 SALARY</u>	<u>INCREASE</u>
High School Principal	\$89,736	\$92,736	\$3,000
Middle School Principal	\$86,600	\$89,600	\$3,000
Elementary Principal	\$84,875	87,875	\$3,000
Activities Director	\$65,000	\$67,000	\$2,000
Director of Transportation/Maintenance	\$45,700	\$47,200	\$1,500
Board Secretary/Treasurer	\$55,400	\$57,400	\$2,000
Superintendent	\$118,375	\$123,375	\$5,000

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

- H. CONSIDER SYNERGISTICS LAB UPDATE PURCHASE** – The cost proposal for updating the Synergistic Lab at the Middle School is \$119,820. The Superintendent is in the process of soliciting potential donations from local businesses to help offset the total cost of updating the lab. The entire \$119,820 has been budgeted for in this year’s budget. It is the Superintendent’s recommendation that the Board authorize him to move forward with updating the Synergistic lab. Motion by Kecia Hickman and seconded by Randy Merley to approve the update. Roll Call vote: Susan Rensink, Aye; Glen Goedken, Aye; Randy Merley, Aye; Kecia Hickman, Aye; Gary Ihnen, Aye. Motion carried.
- I. APPROVE COOPERATIVE AGREEMENT FOR STUDENT TEACHING BETWEEN UNIVERSITY OF NORTHERN IOWA AND SHELDON CSD.** Motion by Randy Merley and seconded by Glen Goedken to approve this agreement. Roll Call vote: Kecia Hickman, Aye; Susan Rensink, Aye; Randy Merley, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.
- J. DISTRICT (OrabNet) ACCEPTABLE USE POLICY** - Included in the Board packet was a copy of a Policy Primer from IASB regarding a required update for Internet Appropriate Use. Also included in the Board packet was a copy of Board Policy 605.6 – District Network (OrabNet) Acceptable Use. The required changes have been made to the school district Board Policy. It is the recommendation of the Superintendent that the Board adopt these changes without a second reading so that the updated policy can be included in the building level student handbooks for the 2012-13 school year. Motion by Randy Merley and seconded by Susan Rensink to adopt the policy. Roll Call vote: Kecia Hickman, Aye; Glen Goedken, Aye; Susan Rensink, Aye; Randy Merley, Aye; Gary Ihnen, Aye. Motion carried.
- K. CONSIDER IOWA ASSOCIATION FOR EDUCATIONAL PURCHASING AGREEMENT FOR FOOD SERVICE PROGRAM** - It is the recommendation that the Board approve the agreement with IAEP for the 2012-13 school year. Motion by Glen Goedken and seconded by Randy Merley to approve the agreement. Roll Call vote: Kecia Hickman, Aye; Susan Rensink, Aye; Randy Merley, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.
- L. CONSIDER ARCHITECTURAL SERVICES AGREEMENT WITH CANNON MOSS BRYGGER & ASSOCIATES** - Motion by Susan Rensink and seconded by Randy Merley to approve the agreement. Roll Call vote: Glen Goedken, Aye; Kecia Hickman, Aye; Randy Merley, Aye; Susan Rensink, Aye; Gary Ihnen, Aye. Motion carried.
- M. REVIEW 28E AGREEMENT BETWEEN THE SHEDLON COMMUNITY SCHOOL DISTRICT AND THE CITY OF SHELDON (1<sup>ST</sup> READING)** – The Superintendent will have additional information later, and the Board can act on the 28E agreement at that time. No action.
- N. APPROVE VOLUNTEER COACH FOR HIGH SCHOOL SOFTBALL** - It is the recommendation that the Board authorize Loren Wolthuisen as a volunteer coach for the High School Softball program, and Cole Kleinwolterink as a volunteer coach for the High School Baseball program. Motion by Glen Goedken and seconded by Randy Merley to approve the volunteer coaches. Roll Call vote: Kecia Hickman, Aye; Susan Rensink, Aye; Randy Merley, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.
- O. APPROVE RESOLUTION AUTHORIZING THE ADOPTION OF DIRECTOR DISTRICT BOUNDARIES** - Motion by Susan Rensink and seconded by Randy Merley to approve the resolution. Roll Call vote: Glen Goedken, Aye; Kecia Hickman, Aye; Susan Rensink, Aye; Randy Merley, Aye; Gary Ihnen, Aye. Motion carried.

**P. SET DATES FOR BUDGET AMENDMENT HEARING AND THE JUNE BOARD MEETING**

- Somehow the local newspaper failed to print the Notice of Budget Amendment Hearing in the paper on Saturday, May 5, 2012. Therefore, the Board will need to reschedule another date for the Budget Amendment Hearing so that the appropriated timelines for publication can be met. It is the recommendation of the Superintendent that the Board designate 6:00 p.m. on Wednesday, May 30, 2012 in the High School Library as the time, date, and location for the Budget Amendment Hearing. As for the June Board Meeting the Superintendent will be out of country, so it will need to be moved to a later date. Motion by Randy Merley and seconded by Kecia Hickman to have the Budget Amendment Hearing on Wednesday, May 30, 2012 at 6:00 p.m. in the High School Library. Roll call vote: Susan Rensink, Aye; Glen Goedken, Aye; Kecia Hickman, Aye; Randy Merley, Aye; Gary Ihnen, Aye. Motion carried. It was the consensus of the Board to have a short meeting on Wednesday, June 13, 2012 to approve the bills, the previous meeting minutes and the financial statements, along with any other items that need approval before the Superintendent returns.

**IX. ANNOUNCEMENTS –**

- A. ABLE II Regional Workshops, June 5, 2012 at the Sheldon Middle School Library.
- B. IASB Fiscal Management Conference; July 18, 2012; Ames; 8:00 a.m. – 4:00 p.m.

**X. ADJOURN**

At 8:53 p.m., Motion by Randy Merley and seconded by Glen Goedken to adjourn. Roll call vote: Susan Rensink, Aye; Kecia Hickman, Aye; Randy Merley, Aye; Glen Goedken, Aye; Gary Ihnen, Aye. Motion carried.