

Meeting Minutes

Printed: 11/26/2013 9:18 AM CST

Attendees - voting members

Kecia Hickman President
Susan Rensink Vice President
Glen Goedken Board Member
Randy Merley Board Member

I. Call to Order - Roll Call

At 6:00 PM, Kecia Hickman called the meeting to order with the following members present: Susan Rensink, Glen Goedken and Kecia Hickman. Randy Merley arrived at 6:08 PM.

Superintendent Robin Spears and Board Secretary LaDonn Hartzell were present, as well as Tanya Langholdt, Elementary Principal; Cindy Barwick, Middle School Principal; Matt Meendering, High School Principal; Justin Albers, Activities Director.

Members of the Press: Tom Troughber and Allison Suesse

Visitors: Kent De Zeeuw, Jay VanWyk, Ashley Kerr, Sarah Dykstra, Beth Bunkers, Sharla Roozeboom, Aidan Roozeboom, Aaron Prewitt, Cindy Prewitt, Olivia Prewitt, Sarah Michels, Bella Michels, Margot Michels, Adam Besaw, Barbara Besaw, Jacob Besaw, Rachel Besaw.

II. Approval of Agenda

Superintendent Spears had no additions to the agenda.

Motion made by: Glen Goedken

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

III. Communications

A. Citizens, Organization(s) in Attendance

1. Public Comment
None.
2. Recognition
 - a. Students
Board members were given lists of middle school and high school students for recognition. The lists are attached to these minutes.
 - b. Student Presentation - East Elementary Kindergarten
Kindergarten teachers and four of their students were present to demonstrate

B. Correspondence

1. "The Board" Publication
 - a. The Board "Your Role in Creating Respect for the Profession," Vol. 37, Number 13
 - b. The Board "The Crucial Relationship Between Truth and Time," Vol. 37, Number 14
2. NW AEA Board Meeting Minutes - October Board Meeting
3. Receipt of "Thanks You" Cards -- none
Board President called for a motion to approve all correspondence.
Motion made by: Glen Goedken
Motion seconded by: Randy Merley
Voting
Unanimously Approved

C. Board Member Reports

1. IASB Board Member Orientation Work Session
Board members, Susan Rensink and Kecia Hickman, along with Superintendent Spears,

attended the IASB Board Member Orientation session hosted by our district on October 16. The session was devoted to the Six Standards of School Board Governance.

Standard 1: Operate as a visionary, ethical, governance team.

Standard 2: Provide effective leadership for high and equitable student learning.

Standard 3: Act with fiscal responsibility.

Standard 4: Comply with state and federal law and board policy.

Standard 5: Contributing to the culture: cultivate a system enabling people to contribute meaningfully.

Standard 6: Building effective advocacy for high and equitable student achievement.

2. Other

IV. APPROVAL OF:

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

Board members reviewed minutes of the October 10 Annual Meeting and the October 10 Organizational Meeting.

Motion made by: Susan Rensink

Motion seconded by: Randy Merley

Voting

Unanimously Approved

B. **Summary List of Bills**

Kecia Hickman reviewed the bills and recommended the board approve them as presented.

Motion made by: Randy Merley

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

V. PUBLIC HEARING(S)

None.

VI. REPORTS

A. **Committee**

None.

B. **Special**

None.

C. **Administration**

1. **Elementary School Principal**

Tanya Langholdt, Elementary Principal provided board members with a written report and briefly reviewed recent professional development activities, elementary events and East Elementary construction progress.

2. **Middle School Principal**

Cindy Barwick, Middle School Principal, presented the board with a written report, and reviewed new proficiency numbers, professional development and recent middle school events.

3. **High School Principal**

Matt Meendering, High School Principal, presented the board with a written report, as well as reviewed early GPA averages from the new Infinite Campus software.

4. **Activities Director**

Justin Albers, Activities Director, provided the board with a written report of activities and gave a brief summary of the last month's activities.

5. **Superintendent**

a. **2013-14 Enrollment Update**

Superintendent Spears reviewed enrollment information: Certified enrollment

increased by 27.67 students from 982.27 in 2012-13 to 1,009.94 for 2013-14. The Certified Enrollment is the enrollment that the school district budget is based on. The BEDS Enrollment (the number of students that the Sheldon CSD actually educates) increased by 20 students from 971.3 in 2012-13 to 991.3 for the 2013-14 school year.

b. **East Elementary Building/Renovation Project Update**

Superintendent Spears provided minutes from the 10.23.13 construction meeting and referred to the next meeting held on 11.18.13, updating board members on the progress of the East Elementary Project to date. The building will soon be enclosed, allowing the construction crews to work inside during the winter months.

c. **Estimated Financial Information**

Superintendent Spears shared information regarding estimated Fund Balance History, Solvency Ratio History, General Fund Revenues, and Budget Growth History. He added that the information was based on the preliminary audit information provided by the State Auditor's Office. The General Fund revenue for FY13 is estimated at \$9,843,067. The Unreserved/Undesignated General Fund Balance is estimated at \$1,533,937. If the preliminary audit numbers are accurate, the FY13 Solvency Ratio will be 15.58%. The Solvency Ratio Goal, as set in Board Policy is 12%.

d. **Extension of School Zone Request**

Superintendent Spears reviewed his request to the City of Sheldon and the Iowa Department of Transportation, to extend the school zone from the Boone property to Peoples Bank, including a 35-mph speed limit in that area. He also requested the City of Sheldon place stop signs at the intersection of 4th Street and Normal College Avenue.

e. **Teacher Leadership and Compensation Grant**

Superintendent reported the Teacher Leadership & Compensation Planning Grant for the 2013-14 school year has been submitted and approved. The Iowa Department of Education is anticipating full participation in this program by Iowa school districts over a three-year period: 2014-15; 2015-16; 2016-17. The additional revenue this grant will generate for the Sheldon Community School District may be in excess of \$300,000.

f. **Middle School SINA Plan**

Superintendent reported the SINA plan has been submitted to the Iowa Department of Education.

g. **School Calendar - Instructional Days vs. Hours**

Superintendent Spears began discussion regarding the 2014-15 school calendar. The district will be faced with the decision of a calendar based upon instructional DAYS or HOURS. He reminded those present that the start date for FY15 will most likely be delayed due to the East Elementary construction project. Mr. Spears recommended forming a committee of parents, board members, teaching staff and administration to study the possibilities. Susan Rensink and Kecia Hickman offered to represent the school board in this capacity.

h. **Building Maintenance Issues**

Superintendent Spears reported on current maintenance projects including permanent bleacher handrails in the high school gym (\$5280) and cleaning the air ducts in the gym to remedy a dust problem (\$4890). A handicap accessible door will also be installed at the high school (\$4000).

- i. **Nurses Report**
Superintendent provided the Nurse's report for information.
- j. **Transportation Report**
Superintendent provided the monthly transportation report for information.
- k. **EMC Security Assessment Survey**
Superintendent Spears shared the EMC Insurance Security Assessment Survey. EMC conducted a district assessment on 10.15.13 and provided the district with their findings. Susan Rensink agreed to serve on the School Safety Task Force Committee, to study the Security Assessment Survey.

VII. OLD BUSINESS

- A. **Board Policy Review**
Board members considered the second reading of Board Policies 200.1 through 208.1E1. It was the recommendation of the Superintendent that the Board adopt this section of Board Polices with the changes in Policies 201 - Vacancies, 202.3 - Term of Office, and 202.4 - Vacancies. The primary reason for the policy revisions was due to recent modifications in Board Election procedures from three-year terms to four-year terms.
Motion made by: Susan Rensink
Motion seconded by: Glen Goedken
Voting
Unanimously Approved

VIII. NEW BUSINESS

- A. **Open Enrollment Application(s)**
 - 1) 7th grade student from Sioux Center Community School District to the Sheldon Community School District for the remainder 2013-14 school year. This student moved from the Sheldon CSD to the Sioux Center CSD on 10.03.13. As a result of this change in residence, the 03.01.13 deadline was waived.
 - 2) 10th grade student from the Hartley-Melvin-Sanborn Community School District to the Sheldon Community School District for the remainder 2013-14 school year. This student will be moving from the Sheldon CSD to the HMS CSD on 11.22.13. As a result of this change in residence, the 03.01.13 deadline was waived.

Superintendent recommended approval of both Open Enrollment applications as presented.

Motion made by: Glen Goedken
Motion seconded by: Randy Merley
Voting
Unanimously Approved

B. Resignation(s)

Board members considered the following resignations:

- 1) Valera Frohwein -- Food Service position at East Elementary
- 2) Diann Merley -- Library Instructional Associate position at the Middle School
- 3) Donna Nagel -- Middle School Boys' Basketball Coaching position

It was the recommendation of the Superintendent that the Board approve all three resignations as presented.

Motion made by: Glen Goedken
Motion seconded by: Susan Rensink
Voting
Unanimously Approved

C. Contracts

Superintendent Spears recommended the following contracts for approval:

<u>First</u>	<u>Last</u>	<u>Position</u>	<u>Salary</u>
Thad	Dykstra	Middle School Basketball Coach	\$1,970**
Julie	Roos	HS Wrestling Cheerleader Sponsor	\$1,414
			\$35.40/Reg. Rt.
			\$16.55/Act. Rt.
Jay	Andringa	Substitute Bus Driver	\$12.95/Act. Trip

** = Prorated due to starting after the first week of practice.

Motion made by: Glen Goedken

Motion seconded by: Randy Merley

Voting

Unanimously Approved

D. Consider School Budget Review Committee Allowable Growth Application

Due to an increase in student enrollment of 27.67 students for the 2013-14 school year and the seven ELL students who have been receiving ELL services for more than five years, the school district is eligible to make application to the School Budget Review Committee for on-time funding budget adjustments. The school district is eligible to request \$168,940 modified allowable growth for increased enrollment students and \$9,426 modified allowable growth for ELL students receiving services beyond four years for a total of \$178,366 modified allowable growth. Please note that this is not a tax increase for 2013-14. This adjustment increases the school district spending authority for the current school year.

It was the recommendation of the Superintendent that the Board authorize him to submit this modified allowable growth application to the SBRC.

Motion made by: Randy Merley

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

E. Designate Board Negotiation Team Representatives

Superintendent Spears requested two board members to serve on the School District Negotiation Team. Kecia Hickman and Glen Goedken served in this capacity last year and offered to serve again this year.

Motion made by: Randy Merley

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

F. Consider Appointing Board Member to Fill Vacancy in Director District #2

Following the resignation of school board member, Gary Ihnen, the board had decided to offer the position to the public, by inviting them to complete a questionnaire. The board received five completed questionnaires from the following individuals: Terry Boone, Mark Brown, Steve Holles, Richard Ludeke and Wendy Robinson.

Upon review of the questionnaires and Board Policy No. 202.4 which deals with school board vacancies, board members agreed to appoint Mark Brown to fulfill the unexpired term of Gary Ihnen.

Board members expressed their appreciation regarding the interest in this position and encouraged the remaining four individuals to participate in the election process in the future.

Motion made by: Glen Goedken
Motion seconded by: Susan Rensink
Voting

Unanimously Approved

G. **Consider Spanish Club Trip To Guatemala**

Board members received information from the Spanish Club, requesting permission to plan a trip to Guatemala in June 2015. High school teachers, Beth Langton and Melissa Wenthe have agreed to chaperone the trip.

It was the recommendation of the Superintendent to approve the Spanish Club trip request.

Board members agreed to approve the trip, with the ability to adjust the itinerary details in the future.

Motion made by: Glen Goedken
Motion seconded by: Randy Merley
Voting

Unanimously Approved

H. **Approve Ag Partners Contract**

Board members received a copy of the contract between Ag Partners and the Sheldon FFA. It was the recommendation of the Superintendent that the Board approve this contract with Ag Partners.

Motion made by: Randy Merley
Motion seconded by: Glen Goedken
Voting

Unanimously Approved

I. **Consider Practicum, Field Experiences, and Student Teaching Agreement Between Morningside College and the Sheldon Community School District**

Board members received a copy of the Agreement for Student Teachers, Practicums, and Field Experiences between Morningside College and the Sheldon Community School District.

It was the recommendation of the Superintendent to approve this agreement with Morningside College for students teaching, practicums, and field experiences.

Motion made by: Susan Rensink
Motion seconded by: Glen Goedken
Voting

Unanimously Approved

J. **Sheldon Substitute Teachers Handbook - 2013-14**

Board members reviewed the 2013-14 Sheldon Substitute Teacher Handbook for the first reading. Second reading scheduled for December meeting.

Motion made by: Glen Goedken
Motion seconded by: Randy Merley
Voting

Unanimously Approved

K. **Consider NCC America Reads Work-Study Agreement**

Board members received a copy of the NCC America Reads Work Study Agreement allowing Nicole Melton to perform her work study requirement at East Elementary. It was the recommendation of the Superintendent to approve this America Reads Work-Study Agreement with NCC.

Motion made by: Susan Rensink
Motion seconded by: Glen Goedken
Voting

Unanimously Approved

L. **Board Policy Review**

Board members reviewed Board Policies 209.1 through 210.10, Board of Directors for first reading. Superintendent Spears recommended the following change to Board Policy 210.5, Meeting Notice--The agenda notice timeline be changed from five days to three days.

Motion made by: Susan Rensink
Motion seconded by: Glen Goedken
Voting
Unanimously Approved

IX. ANNOUNCEMENTS

- A. IASB Annual Convention - November 20 & 21, 2013, Des Moines. Superintendent Spears, Kecia Hickman and Susan Rensink will be attending the IASB Annual Convention, November 20, 21.
- B. Board President's Conference, Wednesday, December 4, 2013, Altoona, IA
- C. NSBA Annual Conference, April 5-7, 2014, New Orleans
Superintendent encouraged board members to contact him with questions and to register for future school board conferences.

X. ADJOURN

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

Meeting adjourned at 8:05 PM.

Motion made by: Glen Goedken

Motion seconded by: Randy Merley

Voting

Unanimously Approved

Chairperson

Secretary