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A tour of the East Elementary Addition/Remodel Project began at 4:15 p.m. on Monday, May 12, 2014

**Attendees - voting members**

Kecia Hickman	President
Susan Rensink	Vice President
Mark Brown	Board Member
Glen Goedken	Board Member

**I. CALL TO ORDER - ROLL CALL**

At 5:06 PM, Board President Kecia Hickman called the meeting to order with the following members present: Susan Rensink, Glen Goedken, Mark Brown and Kecia Hickman. Randy Merley was absent.

Superintendent Robin Spears and Board Secretary LaDonn Hartzell were present.

Administrators present: Cindy Barwick, Middle School Principal; Matt Meendering, High School Principal; Justin Albers, Activities Director

Members of the Press: Frank Luepke and Mark Mahoney

Visitors: Cindy Prewitt, Emily Van Gent, Emily Johnson, Brittany Van Wyk, Taylor Lien, Emma Van Meeteren, Jena Van Marel, Jo Holles, Kent De Zeeuw, Tami Van Meeteren, Jerod Reinking, Beth Bunkers, Jan Rolston, Jennifer Van Beek

**II. APPROVAL OF AGENDA**

There were no changes to the agenda. Board president called for a motion to approve the agenda as presented.

Motion made by: Susan Rensink

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

**III. COMMUNICATIONS**

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

**1. Public Comment**

Board President opened the floor for public comment. Mrs. Cindy Prewitt addressed the board on behalf of district teachers, and thanked them for the cupcakes teachers received last week for Teacher Appreciation Week.

**2. Recognition**

**a. Student**

Board members received lists from HS and MS for student recognition. The lists are attached to these minutes.

Mr. Meendering mentioned he planned to recognize a high student during his report.

**b. Student Presentation - High School**

Mrs. Prewitt, 7-12 TAG and 9-12 math teacher, was present to introduce the group of High School students who participated in the "Taking the

Road Less Traveled" Conference at Iowa State University. The students who attended this conference have an interest in a future career of math or science. Students shared highlights of the conference relating to Science, Technology, Engineering, and Mathematics (STEM). Students shared their experiences, including a website they created from scratch, as well as information regarding anticipated world changes in the next 25 years.

**c. Board Recognition**

Superintendent Spears presented each board member with an Award of Achievement certificate in recognition of School Board Appreciation Week.

**B. Correspondence**

**1. "The Board" Publication**

- a. The Board "The Other Face of Accountability," Vol. 38, No. 1
- b. The Board "When It Is Time To Set Aside Your Policies," Vol. 38, No. 2

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

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

None.

**C. Board Member Reports**

**1. IASB Able II Training Session**

Kecia Hickman and Susan Rensink attended the IASB ABLE Training Session on Tuesday, April 15, 2014. They shared information regarding the superintendent evaluation process, and how our district might implement new ideas into the current evaluation process. IASB has offered to visit one of our board meetings to present the key points of the evaluation process.

**IV. APPROVAL OF:**

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

Board members reviewed the April 9, 2014 board minutes.

Motion made by: Susan Rensink

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

**B. Summary List of Bills**

Kecia Hickman reviewed the bills this month and recommended all bills for payment.

Motion made by: Glen Goedken

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**V. PUBLIC HEARING(S)**

Motion to enter Public Hearing at 5:33 for the purpose of amending the 2013-14 Sheldon Community School District Certified Budget.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**A. Amendment of Current Budget (Fiscal Year 2013-14)**

Superintendent Spears reviewed the 2013-14 budget, citing the East Elementary Addition/Remodel Project as the primary reason for the budget amendment. At the time the FY14 budget was certified, the construction project was still in the planning phase and the bid process was incomplete.

The Non-Instructional Program line was increased to \$650,000 and the Other Expenditure line (to include construction costs) was increased to \$6,974,000. There were no comments or questions from the public.

1. **Adopt Budget Amendment**

Superintendent Spears recommended the Board adopt the FY14 Budget Amendment as presented.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

VI. **REPORTS**

A. **Committee**

None.

B. **Special**

None.

C. **Administration**

1. **Elementary School Principal**

Board members received a printed report from Tanya Langholdt, Elementary Principal.

2. **Middle School Principal**

Cindy Barwick, MS Principal, prepared a printed report for board member review, and added comments regarding MS activities and student assessments.

3. **High School Principal**

High School Principal, Matt Meendering, began the high school report by recognizing Jena Van Marel as one of 15 Iowa students to receive the Herbert Hoover Uncommon Student Award. Jena is one of 15 recipients of a \$5,000 scholarship.

Mr. Meendering referred to the end-of-year activities at the high school. He also reviewed student assessments by grade level. Our FY14 student ACT average is 24.3 with 34 students taking the test.

Mr. Meendering also reported the hiring process is complete for the high school special education (SCI) teacher for FY15.

4. **Activities Director**

Board members received a printed report, summarizing spring activities, and anticipated summer activities, from Justin Albers, Activities Director. Mr. Albers addressed the board and fielded questions regarding student activities.

At 6:00 PM, all those present were invited to share refreshments in honor of School Board Recognition Week.

The board reconvened at 6:22 PM.

5. **Superintendent**

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

Superintendent Spears updated those present on the East Elementary Construction Project and shared minutes from April construction meetings. He referred to the packing up of classrooms for the summer. We will be using two Van Wyk trailers to store many of the "shrink-wrapped" pallets of classroom supplies and furniture. Several pallets will be moved to the bus barn for the summer, as well as utilizing

storage at the high school and middle school. May 22, 23 are scheduled packing/moving days.

Mr. Spears reported construction is progressing on schedule, but the asbestos abatement will be pertinent to staying on schedule. The number of asbestos abatement workers who work on the project will determine how quickly that part of the job will be completed.

**b. District Credit Card Policy**

Superintendent Spears began conversation regarding district credit card policy and/or Purchasing Card Policy. (P-Card)

Mr. Spears requested board members consider options and conversation will continue in the future, regarding Policy 401.10.

**c. Nurse's Report**

Board members received the April Nurse's Report, for information.

**d. Transportation Report**

Board members received the April transportation report, for information.

**VII. OLD BUSINESS**

**A. 2014-15 School Calendar**

Superintendent Spears shared the results of the teacher/parent survey, in which 561 surveys were mailed to parents, receiving responses from 240 (43%). Results showed approximately 58% of parents and teachers chose the one-hour early dismissal each Wednesday, opposed to the one-hour late start.

The District Calendar Committee and the superintendent recommended the Board adopt the 2014-15 calendar with a one-hour early dismissal every Wednesday.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**B. 2014-15 East Elementary Volunteer Handbook (2nd Reading)**

Superintendent Spears recommended the Board adopt the 2014-15 East Elementary Volunteer Handbook as presented.

Motion made by: Susan Rensink

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

**C. 2014-15 Staff Activity Handbook (2nd Reading)**

Superintendent Spears recommended the Board adopt the 2014-15 Staff Activity Handbook with the following changes: (1) alignment of the Academic Eligibility Policy with the State policy (2) all facility requests are made through the Activities Director rather than the district office.

Motion made by: Mark Brown

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

**D. 2014-15 Staff Handbook (2nd Reading)**

Superintendent Spears recommended the Board adopt the 2014-15 Staff Handbook as presented, including changes regarding Inclement Weather and Leave Requests. Mr. Spears added there will be a section added for the Time Clock System, once it has been installed and procedures are in place.

Motion made by: Susan Rensink

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

**E. 2014-15 Substitute Teacher Handbook (2nd Reading)**

Superintendent Spears recommended the Board adopt the 2014-15 Substitute Teacher's Handbook as presented.

Motion made by: Susan Rensink

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

**F. 2014-15 Student Handbooks (2nd Reading)**

There being no additional changes to any of the student handbooks, board members agreed to approve all 2014-15 student handbooks.

1. **Elementary School Student/Parent Handbook**

2. **Middle School Student/Parent Handbook**

3. **High School Student/Parent Handbook**

Motion made by: Glen Goedken

Motion seconded by: Mark Brown

Voting

Unanimously Approved

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

Superintendent Spears recommended the Board adopt Board Policy 503.4R2 Academic Eligibility Policy as well as the series 900-905.2. He made special mention of Policy No. 905.1E2, which would require outside entities to provide proof of insurance in order to rent the facilities. Following discussion, board members agreed they did not want to deter outside entities from using the facilities. Superintendent Spears offered to monitor the requests from outside entities during the next year to determine how many of them have insurance coverage and how many do not. Board could address this issue again in the future.

Motion to approve the Board Policies 900-905.2 with the exception of Policy 905.1E2.

Motion made by: Glen Goedken

Motion seconded by: Mark Brown

Voting

Unanimously Approved

At 7:00 PM, board members agreed to recess to attend the Middle School Cultural Fair. The board reconvened at 7:20 PM. (eBoard access failed during the recess and board members were unable to access the site for the remainder of the meeting.)

**VIII. NEW BUSINESS**

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

Motion made by: Glen Goedken

Motion seconded by: Susan Rensink

1. **(c) Open Enrollment Application**

Superintendent Spears recommended the Board approve the Open Enrollment application as presented, for student "CK" to attend Boyden-Hull for the 2014-15 school year.

Motion made by: Glen Goedken

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**B. Resignation(s)**

Superintendent Spears recommended the Board approve the resignation submitted by Brooke Oldenkamp, elementary associate, effective the end of the current school year; as well as the resignation submitted by Joni Davis, elementary associate, effective May 9.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**C. Contracts**

Superintendent Spears recommended the Board approve the following contracts:

<u>NAME</u>	<u>POSITION</u>	<u>LANE/STEP</u>	<u>SALARY</u>
Kaitlin Bechler	2nd Grade Teacher	BA/1	\$38,950
Lindi Franzen	Elementary Special Education Teacher	BA/1	\$38,950
Megan Ulbricht	High School Special Education Teacher	BA/1	\$38,950
	Flag Corp Sponsor		\$1,131
Kylee Cooper	9th Grade Softball Coach		\$2,570

Motion made by: Glen Goedken

Motion seconded by: Mark Brown

Voting

Unanimously Approved

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

Superintendent Spears recommended the Board approve the following volunteer coaches:

- Leon Kleinwolterink – High School Baseball and Softball
- Wally Wolthuizen – High School Softball

Motion made by: Glen Goedken

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**E. Approve 2014-15 Classified Salary Adjustments**

Glen Goedken, Kecia Hickman, and Superintendent Spears met to discuss salary adjustments for classified staff. The committee recommended the following salary adjustments for the 2014-15 school year:

Superintendent's Secretary	\$0.80/hour increase
Building Principal's Secretaries	\$0.70/hour increase
Central Office Clerical & other Clerical	\$0.70/hour/increase
Instr/Media/Special Ed/ELL Associates	\$0.60/hour increase
Food Service Staff	\$0.70/hour increase
Head Cook/Food Services Director	\$0.80/hour increase
Assistant Head Cook/Food Services Director	\$0.80/hour increase
Custodians (full & part-time)	\$0.70/hour increase
Regular Route Bus Drivers	\$1.60/trip increase
Pre-School/Special Ed./Activity Route	\$0.75/hour increase

Co-Curricular Activity Trips \$0.50/hour increase  
School Nurse \$925/annual increase.

Motion made by: Glen Goedken

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**F. Approve 2014-15 Administrative Salary Adjustments**

Glen Goedken, Kecia Hickman, and Superintendent Spears met to discuss salary adjustments for administrative staff. The committee recommended the following salary adjustments for the 2014-15 school year:

Transportation Director \$2,500 Annual Increase

Activities Director \$3,000 Annual Increase

Middle School Principal \$4,000 Annual Increase

High School Principal \$5,000 Annual Increase

Business Manager \$2,700 Annual Increase

Superintendent Spears added the recommendation for the 2014-15 Elementary Principal salary adjustment will be considered at a later date.

Motion made by: Glen Goedken

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**G. Consider Purchase of Time Clock System**

Superintendent Spears recommended the Board authorize the purchase of the TimeClock Plus software, clock hardware, and support contract at a total cost of \$25,480.78. He added that installation should be complete by June 1, so the summer maintenance and office staff will have the opportunity to experiment with the clocks prior to the start of the 2014-15 school year.

Mr. Spears also explained how the time clock system will track hours and help identify staff members who qualify for insurance in reference to the Affordable Care Act. The district will consider June 1, 2014 through April 30, 2015 as the "look-back period" to identify full-time employees who could potentially be eligible for health insurance benefits effective July 1, 2015.

Motion made by: Susan Rensink

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**H. Consider Textbook Adoptions**

MS Principal Cindy Barwick, requested the board consider the purchase of 90 science textbooks for 5th and 6th graders for next school year. Approximate cost: \$2128.

Motion made by: Mark Brown

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

**I. Consider East Elementary Project Change Order for Time-Out Rooms**

Superintendent recommended the following change orders for the East Elementary Addition/Remodel Project. Listed below are the itemized costs for this change order:

General Contractor \$15,539.88

Mechanical \$2,360.00

Electrical \$2,054.00  
Total Change order Cost \$19,953.88

Motion made by: Mark Brown

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

**J. Designate John & Irene Bowers Scholarship Recipients**

**1. (c) John & Irene Bowers Scholarship Recipients**

Superintendent Spears reported the John N & Irene E Bowers Scholarship Committee reviewed the applicants and selected four recipients for this annual scholarship. This year's scholarships are \$4,000 each.

The following seniors are the recipients of the John & Irene Bowers Scholarships for 2014:

Katlyn Holtrop, Nursing  
Crystal Davis, Nursing  
Marti Vogel, Teaching  
Courtney Van Beek, Teaching

Motion made by: Glen Goedken

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**K. Designate Independent Auditor for FY14**

Superintendent Spears recommended the Board give strong consideration to continue using the State Auditor to conduct the annual audit of the school district. The State Auditor has indicated a tentative start date of Monday, September 8, 2014. Mr. Spears added that the audit report must be completed by January 2015 for financial reporting requirements related to the district's outstanding bond payments. The State Auditor is aware of the deadline and has offered to begin the site work earlier in order to complete the report by January.

Motion made by: Glen Goedken

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**L. Consider Alternative High School Cooperative Agreement With NCC**

Superintendent Spears recommended the Board approve the Alternative High School Cooperative Agreement with Northwest Iowa Community College.

Motion made by: Glen Goedken

Motion seconded by: Susan Rensink

Voting

Kecia Hickman - Yes  
Susan Rensink - Yes  
Mark Brown - Abstain  
Glen Goedken - Yes

**M. Consider Cooperative Athletic Agreement with St. Pat's**

Superintendent Spears recommended the Board approve the 2014-15 sharing agreement with St. Patrick's School for athletic activities.



Motion made by: Mark Brown

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

**N. Consider Ag Partners Contract**

Superintendent Spears recommended the Board approve a contract between Ag Partners and the Sheldon FFA Chapter.

Motion made by: Glen Goedken

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**O. Consider SAI Mentoring and Induction Program Agreement**

Superintendent Spears recommended the Board approve the SAI 2014-15 Mentoring & Induction Program Agreement between the School Administrators of Iowa and the Sheldon School District as presented.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**P. Approve Contracts for Students Receiving Educational Services in Another School District**

**1. (c) Student Service Agreement**

Superintendent Spears recommended the Board approve the following education service contracts for two school district resident students receiving educational services in other school districts or care facilities:

- Student "S. A." -- Sioux City Comm. School District, Sioux City, IA
- Student "S. R." -- Sioux City Comm. School District, Sioux City, IA

Motion made by: Glen Goedken

Motion seconded by: Susan Rensink

Voting

Unanimously Approved

**Q. Consider Student Discipline Recommendation**

**1. (c) Expulsion Agreement**

It is the recommendation of the Superintendent that the Board expel Student "L" from school for the remainder of the 2013-14 school year and the first term of the 2014-15 school year.

Motion made by: Glen Goedken

Motion seconded by: Mark Brown

Voting

Unanimously Approved

**R. Board Policy Review**

Board members considered first reading of Board Policy 502.10 Student Use of Motor Vehicles and Board Policy 905.2 Smoke/Tobacco-Free School Environment.

Superintendent referred to a language change in 905.2 to include "nicotine-free environment," which includes all "look alike cigarettes" or electronic-type cigarettes.

The policy for Student Use of Motor Vehicles must conform with the new State laws regarding Minor School License.

Motion made by: Susan Rensink

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

**IX. ANNOUNCEMENTS**

**A. IASB School Law Conference, Thursday, May 15, 2014, 9:00 a.m.-4:00 p.m., Altoona**

**X. ADJOURN**

There being no further business, board president called for a motion to adjourn. Meeting adjourned at 7:52 PM.

Administration, guests and media left the meeting.

Motion made by: Susan Rensink to enter closed session pursuant to Iowa Code 21.5(1i) for the purpose of evaluation discussion of the superintendent's position

Motion seconded by: Glen Goedken.

Roll call vote: All members voted "aye."

Motion carried.

Superintendent Spears left the meeting.

Entered executive session at 8:07 PM.

Motion made by: Glen Goedken to return to open session and adjourn;

Motion seconded by: Mark Brown.

Roll Call Vote: All members voted "aye."

Motion carried.

Meeting adjourned at 9:40 PM.

Motion made by: Susan Rensink

Motion seconded by: Glen Goedken

Voting

Unanimously Approved

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Chairperson

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Secretary