Sheldon Community School District
Meeting Minutes

Regular Board Meeting
10/09/2019 05:00 PM
High School Library

Attendees

Voting Members
Kecia Hickman, President
Susan Rensink, Vice President
Jessica Brink, Board Member
Mark Brown, Board Member
Lori Richards, Board Member

I. **Call to order – Roll Call**

At 5:01 PM, Board President Kecia Hickman called the meeting to order with the following members present: Susan Rensink, Jessica Brink, Lori Richards, Mark Brown and Kecia Hickman. Superintendent Cory Myer and Board Secretary Tracy Meyer were present. Administrators: Sherrie Zeutenhorst, High School Principal, Cindy Barwick, Middle School Principal and Eric Maassen, Activities Director were present. Jason Groendyke, Elementary School Principal, joined the meeting at 5:50 PM. Visitors: Shelby Reker, Middle School counselor, Larie De Groot, Middle School teacher, Aniston De Groot, Ari De Groot and Andie De Groot. Press: Randy Paulson, Iowa Information and Rachel McDonald, KIWA.

II. **Approval of Agenda**

Board President called for a motion to approve the agenda as published.
Motion made by: Lori Richards
Motion seconded by: Jessica Brink
Voting: Unanimously Approved

III. **Communications**

A. **Public Comment**

None.

B. **Correspondence**

1. **NW AEA Board Meeting Minutes - September Board Meeting**

Board members received minutes of the NWAEA September 16, 2019 board meeting.

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

Board members received the "thank you" from Maria Schwartz.

C. **Recognition**

1. **Student**

Board Members received middle school and high school student recognition lists; administrators had no additions to the lists.

D. **Educational Presentation**

Larie De Groot and Shelby Reker spoke about the Color Run fundraiser at the Middle School, the fundraising effort that replaced magazine sales. The goal was $12,000 and the students raised more than $30,000. There were 20 parent volunteers and approximately 200 spectators the day of the event. Based on the success of the event, there will not be a fundraising drive next year.

IV. CONSENT AGENDA

A. Minutes of Past Meeting(s)

Minutes from the September 11, 2019 Regular Board Meeting were available for the board to review.

B. Approve Bills

Mark Brown reviewed bills prior to the meeting and recommended all bills for payment.

C. Open Enrollment Application(s)

Superintendent Myer recommended the Board approve the following Open Enrollment Applications as presented:

- A.J., a 10th grade student Open Enrolling from the Sibley-Ocheyedan Community School District into the Sheldon Community School District for the 2020-2021 School Year.
- S.H., an 11th grade student Open Enrolling from the Sheldon Community School District into the Boyden-Hull Community School District for the 2019-2020 School Year.

D. Student Service Agreements

Superintendent Myer recommended the Board approve the following student service contracts for students receiving educational services in another school district:

- Student M.P. - Sioux City Community School District
- Student T.P. - Sioux City Community School District

E. Resignations

None.

F. Contract Adjustments

None.

G. Contracts Offered

Superintendent Myer recommended the Board approve the following contracts:

- Aaron Heronemus, School Bus Driver, $27.81 per hour for route, $17.77 per hour for activity

- Jerod Reinking, MS Baseball Coach, $2,280

H. Designate District Publication Newspaper For 2019-20

Superintendent Myer recommended the Board designate the Sheldon Mail-Sun and the Northwest Iowa Review as the district publication newspapers for the 2019-20 school year.

I. Appoint Legal Counsel For 2019-20

Superintendent Myer recommended the Board designate Tom Whorley and the law firm of Whorley Heidman Law Firm as legal counsel for the Sheldon Community School District for the 2019-20 school year.

J. Name Depository Banks and Pledging of Assets

Superintendent Myer recommended the Board adopt the following resolution:

RESOLUTION NAMING DEPOSITORIES

RESOLVED, that the Sheldon Community Board of Education of the Sheldon Community School District, in O'Brien, Sioux, Lyon, and Osceola Counties, Iowa, approve the list of financial institutions to be depositories of the Sheldon Community School District funds in amounts not to exceed the maximum approved for each respective financial institution as set out below:

Depository Name	Location of Financial Institution	Maximum Balance in Effect Under this Resolution
Citizens State Bank (Primary)	Sheldon, Iowa	$4,000,000
Northwestern Bank	Sheldon, Iowa	$4,000,000
Iowa State Bank	Sheldon, Iowa	$4,000,000
Ashton State Bank	Ashton, Iowa	$4,000,000
Peoples Bank	Sheldon, IA	$4,000,000

K. Acceptance of Donations

Superintendent Myer recommended the following donations for approval:
- Machine and software from Keepsakes Jewelry and Watch Repair (Alexa Neumann's aunt) located in Omaha, NE; estimated value of donation $5,000
- $100 from local REC to be used for Athletic or Activity Accounts - we will allocate to the Summer Theater account
- $622 from McDonalds (Kiosk fundraiser) to East Elementary

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

V. Reports

A. Financial Reports

Board Members reviewed 09.30.19 financial reports including bank reconciliations, Budget Monitor History, Categorical Report, Cash & Investments, Activity and Nutrition Reports.
Motion made by: Susan Rensink
Motion seconded by: Lori Richards
Voting: Unanimously Approved
None.

B. Administration

1. Elementary School Principal

Jason Groendyke, Elementary Principal, provided a written report for Board Members to review.

2. Middle School Principal

Cindy Barwick, Middle School Principal, provided a written report for Board Members to review and was available for questions.

3. High School Principal

Sherrie Zeutenhorst, High School Principal, provided a written report for Board Members to review and was available for questions.

4. Activity Director

Eric Maassen, Activity Director, provided a written report for Board Members to review and was available for questions.

5. Superintendent

a. District/Building/Class Enrollment Information

Superintendent Myer provided an update on Certified Enrollment; count date was October 1, with report certification due October 15. The finalized report is near completion, with a just a few items remaining.

Preliminary numbers indicate certified enrollment of 1,077.02 for the FY20 school year, down 10.82 from 1,087.84 for the FY19 school year. However, open enrollment in is at 71 for FY20, an increase of 31 students from the 40 open enrollments in for FY19. As a result, overall enrollment is expected to be up in FY20. The cost per pupil is $6,880 for FY20.

Official Certified Enrollment will be presented at the November Board Meeting.

b. November Meeting - Date/Time

Superintendent Myer recommended Monday, November 18 as the date for the November Board meeting due to the timing of the School Board Election and final canvass.

c. Concession Stand

Superintendent Myer presented a possible solution for the lack of high school concession stand serving space. Currently, tables need to be set up to have serving space. A solution would be to create a space for a new concession stand in the industrial technology room. Board members toured the existing and proposed space.

d. Shared Social Workers

Superintendent Myer presented information on the option for a shared social worker, with the 2018-19 school year being the first year this position was eligible for shared operational function supplementary weighting. Shared social workers generate a weighting equivalent to 3.0 FTE students, and generated about $20,600 for participating school districts in FY 2020. During 2018-19, 15 school districts and one AEA shared a social worker position. In addition, 10 school districts had at least one non-shared social worker. Additionally, six of the nine AEAs employed social workers.

Superintendent Myer has discussed shared social workers with other school districts, but does not have plans to share a social worker at this time.

e. CAPS Tour

Superintendent Myer and High School Principal, Sherrie Zeutenhorst, presented on their recent visit to the Center for Advanced Professional Studies (CAPS) in Kansas City on Oct. 6-7. The trip was organized by, and all expenses paid by, our Regional Planning Partnership (RPP). The core values of CAPS are: 1) Profession-Based Learning, 2) Professional Skills Development, 3) Self-Discovery and Exploration, 4) Entrepreneurial Mindset, and 5) Responsiveness. Superintendent Myer is working to determine how/if this model can be implemented in our district. Collaboration with Northwest Iowa Community College and other local districts may be necessary.

f. Local Events

Board Members received information on local events.

VI. Old Business

None.

VII. New Business

A. Application For Early Graduation

Superintendent Myer recommended the Board approve the following Early Graduation Applications as presented, pending final completion of graduation requirements:

- K.S., a 12th grade student, is requesting early graduation.
- A.K., a 12th grade student, is requesting early graduation.
- N.R., a 12th grade student, is requesting early graduation.
- K.S., a 12th grade student, is requesting early graduation.
- J.J., a 12th grade student, is requesting early graduation.

Motion made by: Jessica Brink
Motion seconded by: Mark Brown
Voting: Unanimously Approved

B. Appoint Board Members to O'Brien and Sioux County Conference Boards

Superintendent Myer recommended the Board appoint one representative to each County Conference Board. Lori Richards will be the O'Brien County representative and Kecia Hickman will be the Sioux County representative.
Motion made by: Susan Rensink
Motion seconded by: Jessica Brink
Voting: Unanimously Approved

C. Designate Board Member Representative for the Sheldon Education Foundation

Superintendent Myer recommended the Board appoint one representative to the Sheldon Educational Foundation. Susan Rensink agreed to continue serving.
Motion made by: Jessica Brink
Motion seconded by: Lori Richards
Voting: Unanimously Approved

D. Designate Board Member to IASB Delegate Assembly

Superintendent Myer recommended the Board designate a board member to serve as this year's IASB Delegate Assembly Representative and Kecia Hickman agreed to serve.
Motion made by: Jessica Brink
Motion seconded by: Lori Richards
Voting: Unanimously Approved

E. LEP Allowable Cost Application

Superintendent Myer recommended the Board authorize the LEP Allowable Cost Application to increase spending authority by $19,671.76, the amount overspent in LEP.
Motion made by: Lori Richards
Motion seconded by: Mark Brown
Voting: Unanimously Approved

F. Special Education Allowable Growth & Supplemental Aid

Superintendent Meyer recommended the Board authorize the request for allowable growth and supplemental aid for special education in the amount of $106,510.80, the amount overspent in special education.

Motion made by: Mark Brown

Motion seconded by: Susan Rensink

Voting: Unanimously Approved

G. American Education Week Proclamation

Superintendent Myer recommended the Board adopt the following proclamation regarding American Education Week:

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility, and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS, education employees – be they custodians or teachers, bus drivers or librarians – work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders and elected officials in a common enterprise;

NOW, THEREFORE, We do hereby proclaim November 11-15, 2019, as the annual observance of American Education Week in our community.

Motion made by: Jessica Brink

Motion seconded by: Lori Richards

Voting: Unanimously Approved

H. Board Policy Review

Superintendent Myer presented first reading for Board Policy 400 Series, No. 400-402.3R1 and No. 505.8. Second reading for these policies will be scheduled for the November meeting under consent agenda.

400 Role of and Guiding Principles for Employees

401 Employees and Internal Relations

- 401.1 Equal Employment Opportunity
- 401.2 Employee Conflict of Interest
- 401.3 Nepotism
- 401.4 Employee Complaints
- 401.5 Employee Records
- 401.5R1 Employee Records Regulation
- 401.6 ~~Transporting of Students by Employees~~ **Limitations to Employment References**
- 401.7 Employee Travel Compensation
- 401.8 Recognition for Service of Employees
- 401.9 Employee Political Activity
- 401.10 Credit Cards
- 401.11 Employee Orientation
- 401.12 Employee Use of Cell Phones
- 401.12R1 Employee Use of Cell Phones Administrative Regulation

401.13 Staff Technology Use/Social Networking

401.13R1 Staff Technology Use/Social Networking

402 Employees and Outside Relations

402.1 Release of Credit Information

402.2 Child Abuse Reporting

~~402.2R1 Child Abuse Reporting Regulation~~

402.3 Abuse of Students by School District Employees

~~402.3E1 Abuse of Students by School District Employees Report Form~~

~~402.3E2 Abuse of Students by School District Employees Investigation~~

~~402.3R1 Abuse of Students by School District Employees Regulation~~

505.8 Parent and Family Engagement

I. Proposal for Gym Floor Annual Maintenance

Superintendent Myer recommended the Board approve the proposal from FLR Sanders to screen, buff, and apply finish to the three gym floors in the summer of 2020, at a total cost of $11,530.

Motion made by: Jessica Brink

Motion seconded by: Lori Richards

Voting: Unanimously Approved

J. Cafeteria Update

Superintendent Myer recommended the Board approve the Cafeteria Furniture proposal from Premier Furniture & Equipment of $98,619.36, with an additional $5,000 for additional furniture graphics, making the total $103,619.36.

The district received three design proposals:

1) Premier Furniture & Equipment, $98,619.36 - product manufacturer Palmer Hamilton,

2) V.i.P. Schools, $100,000 (estimate - they submitted their proposal and estimated the price, but have not provided official pricing yet) - product manufacturer AmTab

3) Scholastic Equipment Co., $125,000 - product manufacturer Sico

Motion made by: Jessica Brink

Motion seconded by: Lori Richards

Voting: Unanimously Approved

K. Roof Repair and Preventative Maintenance

Superintendent Myer recommended the Board approve the proposal from Tremco Inc. for roof repair and preventative maintenance at a cost of $14,699.51.

Motion made by: Susan Rensink

Motion seconded by: Jessica Brink

Voting: Unanimously Approved

VIII. Announcements

A. IASB Employee Relations Conference - October 17, Altoona, IA

B. IASB Annual Convention, Nov. 20-21, 2019, Des Moines

C. NSBA National Convention, April 4-6, 2020, Chicago, IL

IX. Adjourn

There being no further business, Board President Kecia Hickman called for a motion to adjourn.
Meeting adjourned at 7:21 PM.
Motion made by: Mark Brown
Motion seconded by: Lori Richards
Voting: Unanimously Approved

Chairperson	Secretary