

**December 14, 2009  
Regular Meeting  
Board of Directors  
Clarinda Community School District**

The Board of Directors of the Clarinda Community School District met in regular session on Monday, December 14, 2009, 5:00 p.m., at the Board Room located in the McKinley Building, 423 East Nodaway, Clarinda, IA 51632.

**Call to Order**

President Watkins called the regular meeting to order at 5:00 p.m.

**Roll Call**

The following Board members were present: President Watkins, Vice President Turner, McComb and Rarick. Fine was absent.

**Approval of Agenda**

A motion was made by Turner, seconded by McComb, to approve the agenda. The motion was approved 4-0.

Board member Fine arrived at 5:10 p.m.

**Clarinda Education Association Initial Contract Proposal for 2010-2011**

The Clarinda Education Association presented their initial proposal in negotiating the 2010-2011 master contract. Chris Campbell, chief negotiator for the Association, spoke on behalf of the certified staff. The proposal shows a 7.01% package increase (salary and benefits), in addition to contract language changes that would impact total salary cost for the district. Drew Bracken, Chief Negotiator for the Board of Directors, thanked Mr. Campbell for presenting the proposal.

**Clarinda School Board Initial Contract Proposal for Certified Staff**

The Board's attorney and chief negotiator, Drew Bracken, from Ahlers Law Firm in Des Moines, presented the Board's initial proposal in negotiating the 2010-2011 master contract with the Clarinda Education Association. The Board's proposal called for freezing all staff on the salary schedule at the same placement as the 2009-2010 school year. Mr. Bracken expressed the Board's desire to work with the Association to reach an equitable settlement. Future negotiation meetings were scheduled for January 11, 2010, and January 25, 2010, beginning at 4:30 p.m. in the boardroom at McKinley.

**Regular Meeting**

**Audience to Visitors**

President Watkins welcomed all visitors to the meeting. No visitors chose to address the board at this time.

**Administrative Reports**

Mrs. Nordland, Elementary Principal, reported:

1. The Partners in Education Book Fair ended today. Each student and teacher was given \$7 from PIE to spend on a book of his or her choice.
2. Garfield Christmas concerts have been held last week and this week during the noon hour.
3. Page County Public Health will be providing H1N1 vaccinations to students with parent's consent.

Superintendent Honnold reported:

1. Bids on installation of fiber optic cable to connect the buildings are in. We are reviewing them and making telephone calls on references.
2. The leak in the wall between the high school gymnasium and the hallway of the band/wrestling addition appears to be fixed. There has been no moisture found from the recent snow and rain.

**Consent Items**

A motion was made by McComb, seconded by Fine, to approve the following consent items:

- A. Minutes of the November 9, 2009 meeting.
- B. Bills in the amounts of:
 

General Fund	\$171,716.81
Activity Fund	\$7,543.32
Nutrition	\$21,942.55
Capital Projects	\$139,080.00
Trust & Agency	\$1,175.00
- C. November 30, 2009 Financial Statements, Activity Fund report, Hot Lunch report, and open enrollment application(s).

Board member McComb informed he had audited the bills and found them in order for payment. Motion carried 5-0.

**Old Business**

Board members had no old business to consider at this time.

**New Business**

**Approve Activity Sharing Agreement**

A motion was made by Rarick, seconded by Fine, to approve the sharing agreement with South Page Community Schools to participate in our wrestling program. Motion carried 5-0.

**Approve Special Education Contracts**

A motion was made by Turner, seconded by McComb, to approve the contracts with Ames, Council Bluffs, Fort Dodge, Red Oak, South Page and Urbandale Community School Districts for special education students being served at the Clarinda Academy. Motion carried 5-0.

**Approve Second Semester College Classes**

A motion was made by Fine, seconded by McComb, to approve the college classes for the second semester of the 2009-2010 school year. Forty-six students are enrolled in at least one college class for the second semester. Motion carried 5-0.

**Approve 2010-2011 At Risk Allowable Growth Budget**

A motion was made by McComb, seconded by Rarick to approve the 2010-2011 At Risk Allowable Growth Budget. The At Risk budget is funded by property taxes and a 25% match from the general operating budget. We have a growing population of students from families that are stressed or broken, often creating obstacles that may impact student educational performance. By working to understand the issues facing the families, we can help provide solutions and encourage an understanding of the importance of education. Our At Risk budget provides funding for counselors, the school nurse, the English as a Second Language instructor, and the family support coordinator. For the 2010-2011 school year, the budget has been figured at \$185,745. The district will fund \$46,436 from the general operating fund and the remainder will be received through property tax. Following discussion of the value of the At Risk program, the Board voted 5-0 to approve the motion.

**Approve First Reading of Board Policy Updates**

A motion was made by Turner, seconded by McComb, to approve the first reading of the Board Policy updates. The committee, Vice President Turner, Board member McComb, Superintendent Honnold, and Board Secretary VanFosson, met several times to review Sections 300 Administration, and 400 Personnel. Turner and McComb presented recommendations for change in current policy language and reviewed new policies required due to changes in Iowa Law.

Board Policy Review Committee Recommendations

Policy

Number

**302.5E1**

Recommendation

**Superintendent Evaluation Form**

The committee recommends replacing the older form with the most current form.

- 302.6E1 Superintendent Professional Development Plan**  
The committee recommends adding the Iowa Individual Administrator Professional Development Plan form.
- 303.6E1 Administrator Evaluation Form**  
The committee recommends replacing the older form with the most current form.
- 303.7E1 Administrator Professional Development Plan**  
The committee recommends adding the Iowa Individual Administrator Professional Development Plan form.
- 303.10 Administrative Staff Early Retirement Policy**  
The committee recommends changing “a” under Section 3 to read, “...has reached at least the age of 58 by June 30.” Prior language read: “...has reached at least the age of 58 at the actual date of retirement.”
- 306 Succession of Authority to the Superintendent**  
The committee recommends changing the second sentence to read: “The succession of authority to the superintendent is in this order: the high school principal and the middle school principal.”
- 406.6E1 Letter to Collective Bargaining Representative**  
The committee recommends removing this exhibit, as it is not used.
- 407.6 Certified Staff Early Retirement Policy**  
The committee recommends changing “a” under Section 3 to read, “...has reached at least the age of 58 by June 30.” Prior language read: “...has reached at least the age of 58 at the actual date of retirement.”
- 408.1 Licensed Employee Professional Development**  
The committee recommends removing the last sentence of the third paragraph: “Requests that involve unusual expenses or overnight travel must also be approved by the board.” The committee believes the authority to make decisions concerning professional development expenses should remain with the superintendent.
- 413.6 Classified Staff Early Retirement Policy**  
The committee recommends changing “a” under Section 3 to read, “...has reached at least the age of 58 by June 30.” Prior language read: “...has reached at least the age of 58 at the actual date of retirement.”

Board Policy Review Committee Mandates

Policy

Number

Recommendation

**Conflict of Interest**

The legislature made a minor change to Iowa’s conflict of interest law for school district board members and teachers. Prior to July 1, 2009, board members and teachers couldn’t be agents of school supply or textbook companies. It didn’t matter to whom they sold, it was a prohibition. As of July 1, 2009, the provision now prohibits school district board members and teachers from selling school supplies and textbooks to their own districts. Policies affected:

**203**

**Board of Directors Conflict of Interest**

**401.2**

**Employee Conflict of Interest**

**Family and Medical Leave Act Provisions for Military Service**

New federal law and regulations governing family and medical leave for employees with members in the service are now in effect. The new law provides for:

- 26 weeks of unpaid family and medical leave (military caregiver leave) to care for a family service member with a serious injury or illness.
- 12 weeks of unpaid family and medical leave (exigency leave) for employees whose family member is called to active duty or on call to active duty status.

Policies affected:

<b>409.3</b>	<b>Licensed Employee Family and Medical Leave</b>
<b>409.3E1</b>	<b>Licensed Employee Family and Medical Leave Notice to Employee</b>
<b>409.3E2</b>	<b>Licensed Employee Family and Medical Leave Request Form</b>
<b>409.3R1</b>	<b>Licensed Employee Family and Medical Leave Regulations</b>
<b>409.3R2</b>	<b>Licensed Employee Family and Medical Leave Definitions</b>
<b>414.3</b>	<b>Classified Employee Family and Medical Leave</b>
<b>414.3E1</b>	<b>Classified Employee Family and Medical Leave Notice to Employees</b>
<b>414.3E2</b>	<b>Classified Employee Family and Medical Leave Request Form</b>
<b>414.3R1</b>	<b>Classified Employee Family and Medical Leave Regulations</b>
<b>414.3R2</b>	<b>Classified Employee Family and Medical Leave Definitions</b>

### **Physical Activity**

The 2008 Legislature adopted the Healthy Kids Act, which mandated changes to student nutrition, physical activity, and cardiopulmonary resuscitation requirements. The physical activity requirements go into effect for the 2009-2010 school year. The nutrition requirements go into effect for the 2010-2011 school year. The new physical activity requirement requires elementary students to have at least 30 minutes of physical activity per day at school. This does not have to be physical education class. Secondary students must have at least 120 minutes of physical activity per week. All of the activity does not have to be completed at school. The new, more detailed requirements are inserted into the Wellness Policy, which was adopted by the board in 2006.

**507.9**

### **Wellness Policy**

#### **Physical Activity**

The School District will provide physical education that:

- Is provided for all students K-12
- Is taught by a certified Physical Education teacher.
- Includes students with disabilities
- Engages students in moderate to vigorous activity during at least 50% of the physical education class time.

The School District will provide:

- Elementary students with a minimum of 30 minutes of physical activity per day through recess or classroom activities.
- Secondary students will be engaged in a minimum of 120 minutes of physical activity per week, either through school activities or through an approved contracted activity outside the regular school day.

#### **Diet and Nutrition Goals**

##### **Communication with Parents**

The school district will support parent's efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- create links on the school website and publish items in the newsletter to give healthy snack information, specifically the Iowa Department of Public Health's "Pick a Better Snack"
- offer monthly links to nutrition information and exercise sites on the lunch page on the District website

##### **Food Marketing in Schools**

School-based marketing will be consistent with nutrition education and health promotion. The school district will:

- limit vending sales during the school day to products that meet the standards of the Healthy Kids' Act
- market ala carte foods that meet the nutritional standards

##### **School Meals**

Meals served through the National School Lunch and Breakfast programs will:

- be appealing and attractive and served in clean and pleasant settings

- work toward recognition of the K-8 building as part of the Healthy US School Challenge
  - work toward goals established by the Institute of Medicine for new dietary recommendations at all levels
  - meet nutritional guidelines established by law
- Schools should:
- share nutritional data for lunch menus on the school website through use of the Nutrikids program

#### **Breakfast**

To ensure that all children have breakfast either at home or at school, in order to meet their needs and enhance their ability to learn, schools will:

- make the breakfast program accessible to the extent possible
- offer choices and variety to encourage student participation
- notify parents through web or newsletter reminders of the importance of breakfast and the availability and cost
- encourage parents who prepare breakfast at home by providing menu ideas and links

#### **Free and Reduced Price Meals**

The school district will make every effort to eliminate the social stigma attached to, and to prevent the overt identification of, students who are eligible for free and reduced price meals. To achieve this goal, the school district will:

- utilize electronic identification systems
- work with parents to complete free and reduced price applications

#### **Meal Times and Scheduling**

The school district:

- should provide a reasonable amount of time after sitting to complete the meal
- should schedule meal periods at appropriate times
- should not schedule meetings or activities during lunch unless students are allowed to eat during those activities

#### **Qualification of Food Service Staff**

Qualified, trained staff will administer the meal programs. As part of the school district's responsibility to operate the food service program, it will:

- provide continuing professional development for staff
- provide training necessary for staff to meet their responsibilities
- provide food safety classes and certification for staff involved in food preparation

#### **Sharing of Foods**

The school district discourages the sharing of foods during meal or snack times, both for food safety purposes and to alleviate allergy concerns.

#### **Foods Sold Outside of the Meal**

**Elementary and Middle School:** No ala carte sales except water are done at the K-8 level during the school day.

**High School:** Ala carte sale items will meet the guidelines set out in the Healthy Kids Act for sales during the school day.

#### **Reward**

The school district will not withhold food or beverages as a punishment

#### **Food Safety**

Foods prepared and sold through the National School Lunch and School Breakfast programs will be prepared using strict adherence to food safety and security guidelines

- access to food service operating areas will be limited to staff and authorized personnel to insure safety and security
- staff who are involved in food preparation will receive training and certification in food safety.

Following the presentation of board policy updates by McComb and Turner, the board voted 5-0 to approve the first reading of the board policy updates as presented.

**Cast Vote for IASB Board Member**

A motion was made by McComb, seconded by Turner, to approve the vote for Scott Hansen to serve as board member on the Iowa Association of School Boards. School districts in Iowa are divided into districts. Clarinda lies in District #7. The vote for Scott Hansen of Griswold is for a three-year term on the IASB Board of Directors commencing January 2010. The motion carried on a 5-0 vote.

**Approve Participation in 2010 IDATP Program**

A motion was made by Fine, seconded by Rarick, to approve participation in the 2010 Iowa Drug and Alcohol Testing Program for commercial drivers employed by the district. We must participate in a testing program for our bus drivers. The Iowa Program, provided by the Iowa Association of School Boards, provides training, monitors the data, and provides guidance in meeting the legal requirements for random testing. The annual participation fee is \$50 plus a \$45 driver fee for each of our bus drivers. Following a review of the program, the motion carried on a 5-0 vote.

**Correspondence From Board Members**

Board members had no correspondence to report at this time.

**Adjournment**

A motion was made by McComb, seconded by Turner, to adjourn the meeting at 7:05 p.m. The motion passed on a 5-0 vote and the meeting was adjourned.

Cindy VanFosson  
Board Secretary