

**February 12, 2007**  
**Regular Meeting**  
**Board of Directors**  
**Clarinda Community School District**

Agenda

1. Call to Order

2. Roll Call

7:00 P.M.      Open Hearing: Early Start Calendar

3. Approval of Agenda

4. Audience to Visitors

5. Administrative Reports

6. Consent Items

    A. Approval of Minutes

    B. Approval of Bills in the Amount of:

• General Fund	\$219,157.36
• Activity Fund	\$10,410.19
• Capital Projects	\$14,413.00
• Nutrition	\$25,596.62

    C. Analysis of Reports

- Financial Statements
- Activity Accounts
- Hot Lunch
- Open Enrollment Applications

7. Old Business

8. New Business

- A. Approve Early Start Calendar for 2007-2008
- B. Approve Admission Rate for 2007-2008 Activities
- C. Approve Early Retirement Applications and Resignations
- D. Approve First Reading of Board Policy Review Committee Recommendations
- E. Adopt Resolution for Distribution of Market Share Funding
- F. Approve Special Education Contracts
- G. Approve Sunday Practice Request
- H. Approve Request for Extended Leave of Absence
- I. Discussion on Leave a Legacy Membership
- J. Approve Second Trimester Early Graduation List

9. Correspondence from Board Members

10. Adjournment

## Minutes

The Board of Directors of the Clarinda Community School District met in regular session on Monday, February 12, 2007, 7:00 p.m., at the Board Room located in the McKinley Building, 423 East Nodaway, Clarinda, IA 51632.

### **Call to Order**

President McComb called the regular meeting to order at 7:00 p.m.

### **Roll Call**

The following board members were present: President McComb, Vice President Watkins, Fulk, Scherf, and Turner.

### **Open Hearing**

President McComb declared the start of the open hearing on the early start option for the 2007-2008 school year at 7:01 p.m. With no verbal or written objections to, or in favor of presented, President McComb declared the open hearing closed at 7:02 p.m.

### **Approval of Agenda**

A motion was made by Scherf, seconded by Turner, to approve the agenda. The motion was approved on a 5-0 vote.

### **Audience to Visitors**

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

### **Administrative Reports**

Mrs. Nordland, Middle School Principal, reported:

1. Teachers are working on progress monitoring for the "Question, Answer, Relationship" (QAR) reading program.
2. Curriculum review and writing in the areas of reading, business, and guidance are complete. Teacher committees are examining samples of textbooks in those curricular areas.

Mr. Schieffer, Activities Director, reported:

1. The Cardinal Wrestling team is busy wrapping up a successful season, winning the Hawkeye 10 tournament for the first time in 14 years, and finishing 2<sup>nd</sup> at sectionals last Saturday. Ten individual wrestlers will be advancing to the district tournament in Council Bluffs on February 17<sup>th</sup>.
2. Basketball teams will be beginning post-season tournaments soon. The girls begin regional play on February 15<sup>th</sup>, while the boys will play February 26<sup>th</sup>.
3. Nine entries received I's at the Large Group State Speech contest on February 3<sup>rd</sup>.
4. The jazz band will be performing at the District Jazz Festival on February 17<sup>th</sup> in Council Bluffs.
5. The Brokaw Chapter will be celebrating FFA Week February 19<sup>th</sup> – 23<sup>rd</sup>.

Mr. Honnold, Superintendent, reported:

1. We have received notice of our health insurance premiums for the period July 1, 2007, to June 30, 2008. Due to a high ratio of claims to premiums paid over the past 18 months, our premiums will increase 9.98%.
2. Cindy and I attended a budget workshop for fiscal year 2007-2008 last week at Halverson. Declining enrollment and increased costs in salaries and benefits are a major concern. We will be discussing our budget, including possible staffing issues during the next several meetings.
3. Repairs to the equipment in the ICN room are scheduled for later this week.
4. The new bus will be delivered on Wednesday.
5. The School Improvement Advisory Committee (SIAC) is scheduled to meet Monday, February 19<sup>th</sup> at 6:30 p.m. in the McKinley Central Office Board Room.

### **Consent Items**

A motion was made by Fulk, seconded by Watkins, to approve the following consent items:

A. Minutes of the January 15, 2007, meeting.

B. Bills in the amounts of:

General Fund                      \$219,157.36

- |                  |             |
|------------------|-------------|
| Activity Fund    | \$10,410.19 |
| Capital Projects | \$14,413.00 |
| Nutrition Fund   | \$25,596.62 |
- C. January 31, 2007, Financial Statements, Activity Fund report, Hot Lunch report, and open enrollment application(s).

Board member Turner informed she had audited the bills and found them in order for payment. The motion to approve the consent items was unanimously approved by the Board.

#### **Old Business**

There was no old business for the board to discuss at this time.

#### **New Business**

##### **Approve Early Start Calendar**

A motion was made by Watkins, seconded by Scherf, to approve the early start calendar for the 2007-2008 school year. By Iowa law, school districts cannot start prior to the Monday in which September 1<sup>st</sup> falls without a request for an early start waiver. For 2007-2008, that means school cannot start prior to August 27<sup>th</sup>. The tentative calendar being considered has the first day of school scheduled for August 22<sup>nd</sup>. Following discussion, the motion was approved on a 5-0 vote of the board.

##### **Approve Admission Rate for 2007-2008 Activities**

Mr. Schieffer, Activities Director, was on hand to explain the increase in adult ticket prices voted on by the Hawkeye 10 high school principals. The conference principals have voted to increase the price of the adult ticket from \$4 to \$5 per person. They are recommending the student price to remain at \$3. Board members also discussed the price of JV/9<sup>th</sup> grade events, the price of our discounted punch pass, and student activity tickets. Following a lengthy discussion on gate receipts, the cost of extra-curricular activities, and ways to promote the availability of the punch pass, a motion was made by Watkins, seconded by Fulk, to approve the 2007-2008 admission rates for high school activity events as follows: 1) \$5 for adult varsity events; 2) JV/9<sup>th</sup> grade admission to be \$3 for adults and \$2 for students; 3) the punch pass will be \$4 per punch; and 4) student activity tickets will be set at \$30. The motion passed on a 5-0 vote of the board.

##### **Approve Early Retirement Applications and Resignations**

A motion was made by Fulk, seconded by Turner, to approve the early retirement application and resignation from Robert Stevens as custodian effective the end of this 2006-2007 contract. Mr. Stevens began full time employment with Clarinda Schools in 1995, most recently at the Middle School. The board voted 5-0 to approve the motion.

##### **Approve First Reading of the Board Policy Review Committee Recommendations**

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

##### Board Policy Review Committee Recommendations

Policy

Number

Recommendation

**302.2**

**Superintendent Contract and Contract Nonrenewal**

**303.3**

**Administrator Contract and Contract Nonrenewal**

Upon recommendation of the district attorney, the committee requests changes to the superintendent and administrator contract policy language to provide greater detail in the procedures to be followed by both parties to the contract.

**401.1**

**Equal Employment Opportunity**

The committee emphasized the statement that all teachers who have received an initial license from the Iowa Board of Educational Examiners since October 2000 have been subject to a background check performed by the state.

**405.6****Licensed Employee Assignment**

The committee noted a sentence in the first paragraph, "Determining the assignment of each licensed employee is the responsibility of and within the sole discretion of the board." The committee also noted, "It is the responsibility of the superintendent to make recommendations to the board regarding the assignment of licensed employees."

**Board Policy Review Committee Mandates****Policy****Number****Recommendation****403.1****Employee Physical Examinations**

The revised Iowa Administrative Code 281, Chapter 12.4(14) revoked the need for district employees to prove physical fitness after initial hire. The Department of Education has confirmed that a district may continue to ask for a TB test as part of the initial physical, but they do not have to do so. The committee recommends removing the tuberculosis testing requirement from the employee physical policy.

**705.1****Purchasing – Bidding****801.5****Bids and Awards for Construction Contracts**

During the 2006 legislative session, the General Assembly changed the amount at which public entities must have open, public, and competitive bidding for construction and renovation projects. The amount increases from \$25,000 to \$100,000 for contracts entered into after January 1, 2007. Then, starting in 2012, the amount will increase every two years as determined by an automatic escalator clause in the bill.

**705.2****Payment for Goods and Services**

In the first paragraph, the word "warrant" is being replaced by the word "payment."

**707.5****Internal Controls**

Recent state and national events have reinforced the fiduciary duty role of the board. This new policy addresses the board's role as a fiduciary of the school district in ensuring tax dollars are appropriately spent. Internal controls serve to protect the school district's funds and protect school district employees.

Following review of the recommended changes and new policy language, the Board voted 5-0 to approve the first reading of the board policy revisions as recommended by the committee.

**Adopt Resolution for Distribution of Market Share Funding**

A motion was made by Fulk, seconded by Scherf, to approve the following resolution:

WHEREAS, the General Assembly has appropriated funds to assist the school district in hiring or retaining teachers in shortage areas;

WHEREAS, the Board deems it necessary and desirable to provide additional salary or assistance to teachers in shortage areas;

WHEREAS, the Board has determined the following criteria to be used in awarding market factor pay for the district: to improve salaries due to geographic differences; to recruit and retain staff; to fill positions where there are subject area shortages; to improve racial or ethnic diversity of staff; and to meet other related needs as determined by the District.

NOW, THEREFORE, BE IT RESOLVED by the Board: the superintendent is hereby delegated to determine the specific areas of shortage and funds available for those positions for the fiscal year 2006-2007.

Market Factor Pay was enacted by the General Assembly during the 2006 legislative session. Currently, three years of funding has been earmarked for allocation to Iowa school districts. The law states the Board of Directors for each school district shall have sole discretion to award funds received. Following discussion of teacher positions to be filled next year and possible distribution of the market factor funds, the board voted 5-0 to approve the motion.

**Approve Special Education Contracts**

A motion was made by Scherf, seconded by Turner, to approve the contracts with Atlantic, Davenport, Des Moines Independent, Harlan, Red Oak, and Waterloo Community Schools for special education students being served at the Clarinda Academy. The motion passed on a 5-0 vote of the Board.

**Approve Sunday Practice Request**

A motion was made by Watkins, seconded by Scherf, to approve the request to allow a Sunday practice for the high school boys' basketball team on February 25, 2007. The motion passed on a 3-2 vote. Aye: Turner, Scherf, and McComb. Nay: Watkins, Fulk

**Approve Request for Extended Leave of Absence**

This item was tabled until a future time.

**Discussion on Leave A Legacy Membership**

A motion was made by Fulk, seconded by Scherf, to approve a \$150 membership in the Leave A Legacy Program. The Leave A Legacy Program is a public awareness campaign sponsored by the National Committee on Planned Giving. The National Committee sponsors Leave A Legacy Iowa, which is a registered Program. The \$150 membership will gain partner status in the organization, adding the Clarinda Community School District on the Iowa website and on printed brochures. Following discussion of the development of a school foundation, the motion passed on a 5-0 vote of the board.

**Approve Second Trimester Early Graduation List**

A motion was made by Watkins, seconded by Turner, to approve the second trimester graduation list pending successful completion of the graduation requirements as established by the Board of Education. The list includes:

Austin Adams	Christian Hull	Nick Steinhoff
Kiel Brittain	Lacey Johnson	Shandee Theulen
Courtney Brown	Lukas Miller	Torrie Thummel
Katie Graenser	Heather Pearson	John Walker
Trevor Gray	April Spargen	Nacole Woods

Following review of the list, the board voted 5-0 to approve the motion.

**Board Correspondence**

Scherf: Attended two meetings of the Page County Conference Board. On January 18<sup>th</sup> the committee met to review the County Assessor's 2007-2008 budget prior to its remittance to the County Supervisors. The committee met again on February 8<sup>th</sup> to conduct a hearing on the proposed budget.

**Adjournment**

A motion was made by Turner, seconded by Fulk, to adjourn the meeting at 8:42 p.m. The motion passed on a 5-0 vote of the board.

Cindy L. VanFosson  
Board Secretary