

Regular ADM MS 6:00 p.m. May 9, 2011

Monday

Present:

Absent:

Tim Canney

Kelli Book

Rod Collins

Jen Heins

Kim Roby

Greg Dufoe

Nancy Gee

Call to Order/Roll Call: The meeting was called to order by President Tim Canney. Roll call was taken. Present were Jen Heins, Vice President Kim Roby, Rod Collins, Kelli Book and President Tim Canney,

Superintendent made note of the dinner provided by the ADM Administrative Team, highlighting School Board Recognition Week; Superintendent thanked the Board for their service and presented certificates to Board members, recognizing the week.

Agenda: It was moved by Roby, seconded by Book, to adopt the agenda with a correction to the year stated for the budget amendment hearing and determination. The hearing and determination is for the current year (2010-11) as published. Motion carried unanimously.

Honoring Excellence: Debbie Stiles was introduced by Superintendent Dufoe who wrote the nomination letter that detailed Debbie's service for going above and beyond expectations in her profession. Debbie is the Assistant to the Superintendent. She accepted a paperweight with the inscription "ADM Honoring Excellence" noting her honor and spoke a few words.

Special Presentation: Several students from Hazel Purtell's Gifted and Talented class reported on an energy audit they conducted in the 6-8 building. Principal Schlapkohl shared the middle school yearbook that students put together.

Consent Agenda: It was moved by Book, seconded by Heins, to approve the items under the consent agenda as presented. Motion carried unanimously. Minutes, bills and claims, and financial reports were reviewed and accepted. A transfer of \$9,545 from Fund 33 to Fund 21 to pay the repair to the softball lights was accepted. Resignations were accepted from Shelley Button, cheer coach, Lisa Jones, cheer coach, Stephanie Guiter, 3rd grade teacher, and Jim Landis, night custodian, effective June 10th. A new contract was offered to Jacque Seidl for marching band flag line for 2011-12 and the transfer from

special education teacher to 4th grade teacher for Julie McAdon was announced. The 300 series of the Board policies received the first reading. The Simpson College Cooperative Agreement to place student teachers at ADM was accepted. The out of state trip to NCA Cheer Camp in Wisconsin was approved. (This trip is at no cost to the District.) Pending successful completion of all credits and requirements, the list of graduating students was accepted.

Welcome of Visitors/Open Forum: President Canney welcomed visitors and invited public comments during Open Forum. Kim Timmerman, Aaron Mager, and Deborah Fieldhouse Plasencia gave a brief presentation on their PLC for counseling.

2010-11 Budget Hearing: President Canney opened the 2010-11 budget amendment hearing. Being there were no written or spoken comments received, he closed the budget hearing.

2010-11 Budget Amendment Determination – Superintendent recommended approval of the amendment to the 2010-11 budget as published. The budget amendment has no impact on taxes or fees; it authorizes expenditures for existing revenue. It was moved by Collins, seconded by Book, to approve the FY11 Amendment to Budget as presented. Motion carried unanimously.

Certified Staff Settlements –Superintendent recommended approval of the Master Contract with the ADMEA for 2011-12, for a total package increase of 3.38%. It was moved by Heins, seconded by Book to approve the Master contract as presented. Motion carried unanimously.

Playground Equipment – The Superintendent recommended approval of the quote (\$9,932) from Boland Recreation for two pieces of playground equipment for Adel Elementary. It was moved by Book, seconded by Roby, to approve the purchase of the playground equipment from Boland Recreation. Motion carried unanimously.

Administrative Reports:

ITBS Report and Annual Progress Report Goals Update: Superintendent reviewed the District Student Achievement Goals noting that ADM is continuing progress in improving test scores across the board, at all levels. For the past two years, ADM has set district achievement goals in the most aggressive manner possible. Goals were met in two of the three areas (math and science) and the largest gain in was in reading.

ADM met Annual Progress Report (APR) goals in all three tested areas. For APR, a school or district must show improvement only; there is no requirement to have a certain percentage gain.

Principal Banse and Principal Schlapkohl reported on ITBS testing results in the four content areas. There were achievement gains virtually across the board in all grade levels and tested areas. This data will be used in the future to develop achievement goals and strategies/actions. The building school improvement goals and improvement plans are directly aligned with the goals, creating a coherent system for goal-setting and creating improvement measures that are directly related to the data.

Advanced Placement Report - AP Index: Superintendent shared the AP Index as published by the Belin-Blank Center for Gifted Education and Talent Development. The AP index is a ratio that gives a measure of the Advanced Placement opportunities at a school. Based on 2010 data, ADM's index is .39, just missing the Top 50 schools in Iowa. With increased number of AP courses at ADM this year and the dramatic number of students taking the exam, we anticipate breaking into the Top 50 next year.

Open Enrollment for 2010-11: Superintendent announced approval of the open enrollment requests for Tatum Anthony, from Waukee to ADM, Jude McIntire-Reynolds, from WCV to ADM, Brianna Nunez, from Earlham to ADM and Mariah Sellers from Earlham to ADM.

Open Enrollment for 2011-12: Superintendent announced approval of the open enrollment requests for Rylan Baase, from WCV to ADM, Grant Chapman, from WCV to ADM, Camryn Mager, from Waukee to ADM, and Landon Goodenberger, from ADM to Panorama.

Superintendent called the Board's attention to several important calendar dates.

It was moved by Roby, seconded by Book, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 7:07 p.m.

Board Meeting Date: May 11, 2011

Time: 6:00 PM ✓

Roll Call: Kelli ✓ Tim ✓ Rod ✓ Jen ✓ Kim ✓ (Voting Rotation for APR Meeting)

Adoption of Agenda

M Kim change - budget amendment dates on

S Kelli MP School Board Rec. Week - Greg - Banse - Admin Schlap - treated the Board

Honoring Excellence - Deb Stiles -

Greg - nominated →

Consent Agenda

M Kim

S Jen MP

Welcome of Visitors - GATE Students Energy Audit (Hazel Purcell) Presented at Conf. UMS

2010-11 Budget Amendment Hearing - Time Open 6:40 Time Closed 6:41

M Kelli

S Jen MP - Hearing

FY 2011 Budget Admendment Determination

M Rod

S Kelli MP

Certified Staff Settlements

3,38% Ratified by Certified Staff

M Jen

S Kelli MP

Playground Equipment

M Kelli Fund 33 Phase in more products

S Kim MP

Reports/Discussion Items

ITBS Report & Annual Progress Report Goals Update

Greg - Reading, Math & Science Goals - APR - met in all 3 areas
State only requires an increase to meet goals

Our goals - not met in reading comprehension - 86.5 - but still quite an increase

Jodi-Schlap

MS goals - Bldg Goals -

MS -

Microwaves - computers, lamps, coffee pots, toasters, -
lights in mezzanine - no need for lights - sunny day
classroom t/s on all day

Laptops plugged in when fully charged

Paper shredders, copiers

Small appliances

~~all~~
625/appliance

Student energy monitors

Staff lounge - working to improve

Power strip - better now

Cafeteria stand - unplugged machines -

Shaved coffee pot -

Weekends - turn off the power strips

→ Summer

MS Yearbooks also

Kim T. & A. Mag. & V -

PLC - Counselors -

Advanced Placement Report – AP Index

~~BAM~~ * 2011 Iowa AP Index top 50 schools - 39 new, 40 lowest
AP exams - Received letter

2011-12 Professional Development Update

Open Enrollment

Adjourn: 7:07 (Time)

M Red

S Kim MP

Negotiation Strategy Session - Time

start

7:01



Adel DeSoto Minburn

801 Nile Kinnick Drive S., Adel, Iowa 50003
515-993-4283

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

TO: Board of Directors
FROM: Greg Dufoe, Superintendent
SUBJECT: Memorandum for May 9, 2011

Honoring Excellence:

Debbie Stiles, Assistant to the Superintendent, is this month's Honoring Excellence recipient. It will be an honor for me to introduce Debbie to the Board and thank her for her excellent work. Debbie's contributions to our district are significant in many important areas and I am extremely blessed to have her as my assistant.

Special Presentation:

Hazel Purtell, GATE Teacher, will be on hand with a group of middle school GATE students to present to the Board their work on an Energy project they have worked on.

Personnel contracts:

I recommend the following resignations/terminations:

Shelley Button, MS cheerleading coach

Lisa Jones, HS cheerleading coach

Jim Landis, DS/HS night custodian, effective 6/10/11

I recommend the following new contracts:

Jacque Seidl, marching band flag line 2011-12

I announce the following transfer:

Julie McAdon to DS 4th grade from DS special education

Pending resignations:

Dan Severidt, Driver Education, effective 12/22/11

Della Weems, Mock Trial coach

First reading of Board policy series 300 (Exhibit 1):

In Exhibit 1, please find policy series 300. Only one policy has proposed changes: Policy 304.1 "Administrator Positions" changing the principal from Adel Elementary to cover Preschool through 2nd grade. There are no additional changes to present and the series 300 policies are presented for first reading. Please retain your copies for second reading at our June 13th board meeting.

Cooperative Agreement for student teachers - Simpson (Exhibit 2):

I am bringing the agreement for student teachers with Simpson for your review. I recommend approval of this agreement. We historically have not brought agreements with colleges to assign student teachers in front of the Board, but I am now doing so.

Out-of-state trip approval:

The high school cheer coaches are requesting Board approval of an out-of-state trip for their athletes to a NCA Cheer Camp at Great Wolf Lodge in Wisconsin. There will be approximately 15 girls and two chaperones, including one (minimum) coach. This trip is at no cost to the district.

Approve graduates (Exhibit 3):

I recommend the list of students in your exhibit for graduation pending successful completion of all credits and requirements.

2010-11 BUDGET AMENDMENT HEARING Exhibit 4)

The 2010-11 budget amendment was published in The Dallas County News on April 21st and gave notice that comments will be received from the public at a hearing at this meeting.

2011-12 BUDGET AMENDMENT DETERMINATION

I recommend approval of the amendment to the 2010-11 budget. The budget amendment has no impact on taxes or fees; it authorizes the expenditure of existing revenues that were not known at the time of budget certification in April 2010.

CERTIFIED STAFF SETTLEMENTS (EXHIBIT 5)

I recommend approval of the Master Contract for August 15, 2011, through August 14, 2012.

The Master Contract changes are detailed in the Exhibit 5 – "Tentative Agreement".

PLAYGROUND EQUIPMENT PURCHASE (EXHIBIT 6)

Included in your board packet is a quote from Boland Recreation for two pieces of playground equipment for Adel Elementary. These two pieces are the first priority as determined by Carole and her team. There are additional structures that we will continue to consider for future installation.

I recommend approval of the quote from Boland Recreation for \$9,932 for the listed equipment. We will install ourselves using district maintenance personnel, thus saving the \$4,200 installation fee. Boland will provide one-day supervision for our crew.

I appreciate the work done on this project by Carole and her team.

ADMINISTRATIVE REPORTS – Discussion items

ITBS report and Annual Progress report goals update (Exhibit 7)

We will take some time to provide the Board with an update on our standardized test results. I will start by reviewing our District Student Achievement Goals. I am VERY excited about our continued progress in improving our test scores across the board, at all levels!! We have, for the past two years, set our district achievement goals in the most aggressive manner possible – comparing our aggregate percentage of students proficient in reading, math, and science in grades 3-11 to the previous year. This year we have over 1,000 students tested in those grade levels.

We met our APR goal (state required) in all three tested areas. For APR, a school or district must show improvement only; there is no requirement to have a certain percentage gain.

As a district, we were not comfortable without having a measurable goal. As you know, we are attempting to have all goals be measurable as part of our PLC journey. As you can see in the document in your packets, we met our district goals in two of the three areas (math and science). We did not meet our goal in reading; however, we did see our largest gain in this area.

I strongly feel that this goal setting method provides systemic accountability and attention to our test scores and gives leverage in school improvement efforts down to the classroom level where PLCs write SMART goals aligned to the district and building goals. I am very, very proud of the administrative team and their staffs for embracing this process.

Jodi Banse and Carole Schlapkohl will be on hand to provide the Board an update on the DeSoto Intermediate and Middle School ITBS results and their school achievement goals. At the 3-8 level you will notice that there were achievement gains virtually across the board in all grade levels and tested areas. Again, you will also notice that the building achievement goals are aligned with our district goals, and they have both worked with their staffs to identify a measurable target for improvement.

Advanced Placement report - AP index (Exhibit 8)

Included in your Board packet is the annual Iowa AP Index as published by the Belin-Blank Center for Gifted Education and Talent Development. The AP index is a ratio that gives a measure of the Advanced Placement opportunities at a school.

Our 2011 Index (based on 2010 AP exam and graduation data) is .39, just missing the Top 50 schools in Iowa. With our increased number of AP courses this year and the dramatic increase in the number of students sitting for the AP exam, we certainly anticipate breaking into the TOP 50 next year in a big way.

It is important to note that our efforts to increase access to AP courses at ADM were not so we could make some Top 50 list. However, this does provide us with an outside measure that does give us an idea of how we compare with other high schools in the state. If you review the list provided, you will note that the majority of the schools are large 4A schools with several 3A and smaller schools.

Open Enrollment in for 2010-11

Tatum Anthony, K, from Waukee to ADM (good cause)
Jude McIntire-Reynolds, 3rd grade, from WCV to ADM (good cause)

Open Enrollment In for 2011-12

Rylan Baase, K, from WCV to ADM (met timeline)
Grant Chapman, K, from WCV to ADM (met timeline)
Camryn Mager, K, from Waukee to ADM (met timeline)

Open Enrollment out for 2011-12

Landon Goodenberger, 2nd grade, from ADM to Panorama (good cause)

Important dates:

May 11	Dismiss 1:00 PM, Professional Development meetings
May 15	Commencement
May 16 or 23	Special Board Meeting??** Discuss dates/times
May 27	Dismiss 1:00 PM, last day of school
June 13	BOE regular meeting 6:00 PM
June 16	Goal setting 8:30 AM – 2:30 PM

**Nancy and I will discuss the need for a brief special Board meeting this month to possibly adjust our tax levy and to hopefully approve settlements with administration and support staff.

Exempt Negotiation Strategy Session:

We will meet in exempt session following the regular board meeting to discuss administrator and support staff salary settlements. We will provide the Board with several scenarios and would like your guidance.

"Experiencing Success Today, Achieving Dreams Tomorrow"

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors of the Adel DeSoto Minburn Community School District will meet at 6:00 p.m. on the 9th day of May 2011, for its regular meeting in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA
DISTRICT BOARD ROOM

May 9, 2011
6:00 P.M.

OPENING:

6:00 P.M.

Call to order
Roll call
Emergency additions and adoption of agenda
Honoring Excellence

6:20

Consent agenda
Approval of minutes
Approval of bills/claims and transfers
Secretary/Treasurer financial reports
Personnel contracts
First reading of Board policy series 300
Cooperative Agreement for student teachers - Simpson
Out-of-state trip approval
Approve graduates
Welcome of visitors and open forum

ACTION ITEMS:

6:30

2011-12 budget amendment hearing

6:35

2011-12 budget amendment determination

6:40

Certified staff settlements

6:50

Playground equipment purchase

ADMINISTRATIVE REPORTS/DISCUSSION ITEMS

7:30

ITBS report and Annual Progress report goals update

8:00

Advanced placement report - AP index

8:10

Open Enrollment

8:15

Adjournment

Negotiation strategy session to follow meeting.

SCHOOL DISTRICT

SERIES 300

- 300 Role of School District Administration
- 301 Administrative Structure
 - 301.1 Management
 - 301.2 Management Team
- 302 Administration Relationships
 - 302.1 Administration and Board of Directors
 - 302.2 Administration and District Personnel
 - 302.3 Administration and Adjoining District Administrators
 - 302.4 Administration and Area Education Agency
 - 302.5 Administration and Law Enforcement Agencies
- 303 Superintendent
 - 303.1 Superintendent Qualifications, Recruitment, Appointment
 - 303.2 Superintendent Contract and Contract Non-Renewal
 - 303.3 Superintendent Salary and Other Compensation
 - 303.4 Superintendent Duties
 - 303.5 Superintendent Evaluation
 - 303.6 Superintendent Professional Development
 - 303.7 Superintendent Civic Activities
 - 303.8 Superintendent Consulting/Outside Employment
- 304 Administrative Personnel
 - 304.1 Administrator Positions
 - 304.2 Administrator Qualifications, Recruitment, Appointment
 - 304.3 Administrator Contract and Contract Non-Renewal
 - 304.4 Administrator Salary and Other Compensation
 - 304.5 Administrator Duties
 - 304.6 Administrator Evaluation
 - 304.7 Administrator Professional Development
 - 304.8 Administrator Civic Activities
 - 304.9 Administrator Consulting/Outside Employment
- 305 Reduction in Administrative Positions
- 306 Policy Implementation
 - 306.1 Development and Enforcement of Administrative Regulations
 - 306.2 Monitoring of Administrative Regulations
 - 306.3 Administration in the Absence of Policy

SCHOOL DISTRICT

SERIES 300

- 307 Administrator Code of Ethics
- 308 Succession of Authority to the Superintendent
- 309 Authority and Communication Channels

ROLE OF SCHOOL DISTRICT ADMINISTRATION

In this series of the board policy manual, the board shall define the role and the employment of school district administrators. Policies relating to leave and benefits for the administration are included in the certificated personnel section of Series 400, "Personnel".

School district administrators have been given a great opportunity and a great responsibility to manage the school district, to provide the educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administration is guided by the board policies, the law, the needs of the students, and the wishes of the people in the school district community.

It shall be the responsibility of the administration to implement and enforce the policies of the board, to oversee school district personnel, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results and for the administration of the school facilities and for the employees.

The board and the administration shall work together to share information and decisions under the management team concept.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

MANAGEMENT

The board and administration shall work closely together in making decisions and setting goals for the school district. This effort is designed to obtain, share and use information to solve problems, make decisions and formulate district policies and regulations.

It shall be the responsibility of each board member and each administrator to fully participate in the management of the school district by investigating, analyzing and expressing their viewpoint on problems. Those board members or administrators with special expertise or knowledge of a problem will be called upon to provide proposals. Each board member and administrator shall make every effort to fully support the decisions reached on the issues confronting the school district.

The board shall be responsible for making the final decision in all matters pertaining to the school district.

It shall be the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

MANAGEMENT TEAM

The board of directors considers all those who have an effective role in the recruitment or release of teachers to be part of the management team. The superintendent who shall convene meetings to discuss district policies shall head the management team; administrative procedures and other such business as shall be brought to the superintendent's attention or which is deemed appropriate.

The management team shall meet with the board occasionally to review overall operations of the district and conditions affecting the management team. The management team shall have no relationship to any formal negotiating unit. In the event a member or members of the management team are unable to resolve a problem, a committee of one board member, one management team member and the superintendent shall investigate the circumstances and make a recommendation for the solution. If the solution proposed does not settle the matter, the full board and the full management team may meet to resolve the matter; the advice of outside management consultants may be employed.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADMINISTRATION AND BOARD OF DIRECTORS

The superintendent, as the executive officer of the board of directors, shall work closely with the board members, particularly the board president, to keep the board informed about school district operations. The board shall maintain contact with other administrators through the superintendent.

The administrators and other administrative personnel shall work with the board of directors through its executive officer, the superintendent. The administration, in working with the board of directors, shall assist the board by gathering information, as requested by the board, informing the board about school district operations, implementing board policy and making recommendations.

The superintendent, unless excused by the board president, and the principals, unless excused by the superintendent, shall attend each board meeting.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADMINISTRATION AND DISTRICT PERSONNEL

As managers of the school district, the administration shall recommend for employment the school district personnel, supervise them and evaluate their performance. Complaints or requests by district personnel shall first be reported to their direct supervisor for resolution. It shall be the responsibility of the administration to resolve complaints and handle requests.

It shall be the responsibility of the administration to foster a positive attitude and to promote a cooperative effort among school district personnel. It shall also be the responsibility of the administration to prevent misunderstandings within the school district and the community about board policy. It shall be the responsibility of each administrator to provide leadership to the personnel, and it shall be the responsibility of each district employee to work cooperatively with the administration to accomplish the educational philosophy of the school district.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADMINISTRATION AND ADJOINING DISTRICT ADMINISTRATORS

Efficiency and economics may be achieved by working with neighboring school districts in the offering of educational programs or in-service and the sharing of personnel.

The administration shall consider and explore opportunities to work with the adjoining school district to expand the opportunities for the students and personnel in the school district.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADMINISTRATION AND AREA EDUCATION AGENCY

The administration may utilize the resources of the Heartland Area Education Agency (AEA) on a selective basis, choosing to participate in high quality programs which specifically meet the needs of the school district. This includes utilizing educational materials and staff resources.

The administration may also utilize the AEA to facilitate regional programming and cooperation as well as to purchase supplies.

It shall be the responsibility of the superintendent to coordinate activities with the AEA.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADMINISTRATION AND LAW ENFORCEMENT AGENCIES

A reasonably cooperative effort shall be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Liaison personnel with law enforcement an/or juvenile court may be employed to support the administration and provide student services. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The administration shall at all times act in a manner that protects and guarantees the rights of students and parents.

Approved 7/1/93

Reviewed 6/13/11

Revised 1/14/08

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board shall employ a superintendent to serve as the executive officer of the board of directors, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board shall only consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill, and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Approved 7/1/93

Reviewed 6/13/11

Revised 1/14/08

SUPERINTENDENT CONTRACT AND CONTRACT NON-RENEWAL

The board shall determine the length of the contract for employment between the superintendent and the board. The contract will begin on July 1 and end on June 30. The contract shall state the terms of the employment.

The first two (2) years of a contract issued to a newly employed superintendent shall be considered a probationary period. The board may waive this period or extend it for an additional year upon the consent of the superintendent. In the event of termination of a probationary or non-probationary contract, the board shall afford the superintendent appropriate due process, including notice by May 15. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

If the board is not renewing a superintendent's contract, the contract will be extended automatically for one year unless both parties mutually agree otherwise or the superintendent is terminated.

It shall be the responsibility of the board to provide the contract for the position of superintendent.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. The board shall set the salary and fringe benefits at a level mutually agreeable to both the board and the superintendent.

It shall be the responsibility of the board to set the salary of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary shall be agreed upon at the beginning of each contract term.

In addition to the salary and benefits agreed upon, the superintendent's actual and necessary expenses will be paid by the school district when the superintendent is performing school business. The expenses include, but are not limited to, mileage, dues to professional organizations, and full health insurance.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECT

SUPERINTENDENT DUTIES

The Superintendent of Schools shall be the executive officer of the Board of Directors and shall be directly responsible for the execution of the Board's policies and for the enforcement of all provisions of law relating to the operation of the schools. The Board delegates to the Superintendent the authority and responsibility to administer the District and to implement decisions made by the Board. The Superintendent shall have the power to make rules and render decisions not in conflict with law or with Board policies or actions.

The Superintendent shall be authorized to organize the administration to facilitate the most efficient and effective operation of the District. The Superintendent shall have the discretion to delegate to other school personnel the exercise of any authority and the discharge of any responsibility imposed upon the Superintendent by law or by Board policy or action. The delegation of power or duty, however, shall not relieve the Superintendent of accountability for the results of such delegation.

The responsibilities of the Superintendent shall be enumerated more specifically in a job description adopted by the Board, which, however, shall not act to limit the broad authority and responsibilities of the office.

Approved 7/1/93

Reviewed 6/13/11

Revised 1/14/08

SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent on the superintendent's skills, abilities and competence. Annually, the board will formally evaluate the superintendent. The goal of the superintendent's formal evaluation is to ensure the educational program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The formal evaluation will be based on the following principles:

- The evaluation criteria shall be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals.
- The evaluation process will be conducted annually at a time previously agreed upon.
- Each board member shall have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board.
- The board may discuss their evaluation of the superintendent. This discussion may take place in closed session upon a request from the superintendent.
- The board secretary will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing the superintendent's education, and participating in other professional activities.

It shall be the responsibility of the superintendent to arrange the superintendent's schedule of events in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than five (5) days, or involves unusual expense, the superintendent shall bring it to the attention of the board prior to attending the event.

The superintendent shall report to the board about any event attended upon request.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It shall be the responsibility of the superintendent to become involved in school district community activities and events. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support of the school district and public education in general. It shall be within the discretion of the board to pay annual fees for professional organizations and activities.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent's position is considered fulltime employment. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties contracted by the board.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board shall give the superintendent thirty (30) days notice to cease outside employment.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADMINISTRATOR POSITIONS

The school district shall have, in addition to the superintendent, a principal for Pre-school ~~pre-kindergarten (PreK)~~ through second (2nd) grade, a principal for third (3rd) through fifth (5th) grade, a principal for sixth (6th) through eighth (8th) grade, and a principal for ninth (9th) through twelfth (12th) grade. These administrators shall work closely with the superintendent as an integral part of day-to-day operations of the school district.

It shall be the responsibility of the administrators to uphold the policies of the board, to instill a positive, cooperative environment with school district personnel, and to share their expertise with each other and the board under the management team concept.

Approved 7/1/93

Reviewed 6/13/11

Revised 6/13/11

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADMINISTRATIVE QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill, and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board will also consider the school district's educational philosophy, financial condition, organizational structure, educational programs, and other factors about the school district deemed relevant by the board.

It shall be the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Approved 7/1/93

Reviewed 6/13/11

Revised 1/14/08

ADMINISTRATOR CONTRACT AND CONTRACT NON-RENEWAL

The board shall determine the length of the contract for employment between an administrator and the board. The contract shall state the terms of the employment.

The first two years of a contract issued to a newly employed administrator shall be considered a probationary period. The board may waive this period or extend it for an additional year upon the consent of the administrator. In the event of termination of a probationary or non-probationary contract, the board shall afford the administrator appropriate due process, including notice by May 15. The administrator and board may mutually agree to terminate the administrator's contract.

If the board is not renewing an administrator's contract, the contract will be extended automatically for one year unless both parties mutually agree otherwise or the administrator is terminated.

It shall be the responsibility of the superintendent to create a contract for each administrative position.

Administrators who wish to resign, to be released from a contract, or to retire must comply with board policies regarding the areas of resignation, release or retirement.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. The board shall set the salary and fringe benefits at a level mutually agreeable to both the board and the administrators.

It shall be the responsibility of the board to set the salary of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary shall be agreed upon at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing school business.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADMINISTRATOR DUTIES

Administrators shall be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center shall have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, shall be responsible for the building and grounds, for pupils and school district personnel assigned to the attendance center, for school activities at the attendance center, for the educational program offered in the attendance center, and the budget for the attendance center. The principal shall be considered the professional adviser to the superintendent in matters pertaining to the principal's school. Other duties of the principal shall include, but not be limited to, the following:

- The principal shall serve under the direction of the superintendent and shall cooperate in the general organization and plan of procedure in the school under supervision.
- Principals shall have, under the direction of the superintendent, immediate supervision of the teachers in the principals' respective schools or areas.
- Principals shall keep all necessary records needed in carrying out their delegated duties.
- Although the appointment of teachers is made by the board upon recommendation of the superintendent, the principal should be consulted in the rating, recommending and selection of teachers whenever possible.
- The principals and superintendent shall cooperate in determining courses to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board.
- Principals shall see that proper care is taken of all schoolbooks, supplies, materials, equipment, and furniture. Any cases of intentional abuse or misuse shall be reported immediately.
- Principals shall be required to instruct their teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory shall be filed with the superintendent.
- Principals shall promptly investigate excessive cases of absence or tardiness of pupils and notify the parents or guardians in every case of unexcused absence or tardiness. All such cases shall be immediately reported to the superintendent.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADMINISTRATOR DUTIES

- Principals shall make such reports from time to time as the superintendent may require.
- Principals shall maintain the regular schedule of school hours established by the board and shall make no temporary changes in the schedule without the consent of the superintendent.
- Principals shall promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory.
- Principals shall be called upon to contribute to the general policies and procedures of the school.
- Principals shall perform such other duties as may be assigned by the superintendent of schools.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADMINISTRATOR EVALUATION

The superintendent shall conduct an ongoing process of evaluating the administrators on their skills, abilities and competence, at a minimum, annually during the probationary period, and once every three years thereafter. Personal and building goals will be developed annually. The superintendent will formally evaluate the administrators. The goal of the formal evaluation process is to ensure the educational program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the administrator's role as the board and the superintendent see it, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The formal evaluation shall include written criteria related to the job description. The superintendent, after receiving input from the administrators, shall present the formal evaluation instrument to the board for approval.

The formal evaluation shall also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation shall be completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

It shall be the responsibility of the superintendent to conduct formal evaluation of the probationary administrators and non-probationary administrators prior to May 15, or at a date mutually agreeable to the administrators and the superintendent.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Approved 7/1/93

Reviewed 6/13/11

Revised 1/14/08

ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and doing other professional activities.

It shall be the responsibility of the administrators to arrange their schedules in order to attend various conferences and events. Prior to attendance at an event, the administrator must have received approval from the superintendent.

The administrator shall report to the superintendent about each event attended.

Approved 7/1/93

Reviewed 6/13/11

Revised 2/9/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS