

Adel Desoto Minburn Board of Education  
Regular Meeting – Monday, July 11, 2011  
6:00 p.m. @ ADM MS/Board Room

**Attendance:**

Present:

Absent:

Tim Canney

Kelli Book

Rod Collins

Jen Heins

Kim Roby

Superintendent Greg Dufoe

Secretary Nancy Gee

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

**Agenda:** It was moved by Book, seconded by Heins, to adopt the agenda as presented. Motion carried unanimously.

**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 transfers were reviewed and accepted. Resignations/terminations were accepted from Sheri Blair, associate and Elisabeth Dempsey, 5<sup>th</sup> grade teacher. Following successful background checks, new contracts were offered to Michael Chapman, transportation director, Carolyn Elles, associate, Adam Kurth, technology director, Elaine Paglia, writing teacher, Curt Rasmussen, night custodian, Darcy Simpson, assistant to concession supervisor, Joss Teed, P.E. teacher, Ashley Traver, cheer coach, and Kate Willems, language arts teacher. The HS Staff Handbook, HS Student Activity Handbook, and Coaches Handbook were accepted. The substitute teacher pay rate of \$104/day will continue for the 2011-12 school year. The Title I application was accepted. For 2011-12, K-5-3-4 was accepted as the ADM organizational structure. Nancy Gee was appointed the District Secretary/Treasurer; Vice President Roby administered the Oath of Office. Darcy Simpson was appointed as the Level 1 Child Abuse Investigator, Greg Dufoe was appointed as Level 1 alternate and Jim McNeil was appointed as Level II Child Abuse Investigator. The Dallas County News was approved as the official publication for required legal documents. The Resolution Naming Depositories for 2011-12 was reviewed and accepted. The depositories are Wells Fargo, Adel, Iowa, Wells Fargo, Des Moines, Iowa, and ISJIT, Des Moines, Iowa. Board Policy 501.13, Open Enrollment Transfers-Procedures as a Receiving District, received the first reading.



**Welcome of Visitors/Open Forum:** Vice President Roby welcomed visitors and invited public comments during Open Forum. Darrell Bauman, representing the Lion's Club spoke about interest from various local groups to use the old Middle School (6-7) building for a community center.

**SRO Contract and Year-End Report:** Monte Keller gave a year-end report on the SRO activities. It was moved by Book, seconded by Heins to approve the costs breakdown for the SRO contract for the 2011-12 school year. Motion carried unanimously.

**Football Trip to Washington D.C.:** Superintendent recommended approval to allow members of the football team to travel to Washington D.C. for a national 7 on 7 tournament. They placed 2<sup>nd</sup> at a tournament and qualified for national competition on July 13-17<sup>th</sup>. The athletes are paying their own expenses and their parents will accompany many, if not all, athletes. It was moved by Collins, seconded by Book to approve the out of state trip for the football players on the 7 on 7 team. Motion carried unanimously.

**District Goals:** Superintendent recommended approval of the 2011-12 district goals as presented. It was moved by Collins, seconded by Heins to approve the District goals for 2011-12 as presented.

#### **Administrative Reports:**

Early Retirement Plan: The Board reviewed a list of those employees eligible for early retirement in 2011-2012. Discussion ensued as to whether the incentive should be offered at the end of 2012.

Facility Rental Agreement Draft Changes: The Board reviewed a draft of the facility rental agreement document put together by a committee that included coaches, parents, Tim Canney, Doug Gee, Nancy Gee, and Greg Dufoe. Discussion ensued.

Minburn Building Discussion: Superintendent presented the latest lease agreement proposal from the City of Minburn. This proposal shortens the lease from five years to two years and six months. The consensus of the Board is to meet with the City of Minburn to discuss this proposal at a joint meeting so issues could be addressed.

Open Enrollment for 2011-12: Superintendent announced the approval of open enrollment requests for Caleb Buse, from Earlham to ADM, Abby and Madison Feller from DCG to ADM, Alexandria Santora from WCV to ADM, and Ryann Slycord from ADM to Van Meter.

Superintendent mentioned upcoming important dates including July 11, first day to file nomination papers and August 4<sup>th</sup>, last day to file nomination papers for offices elected at the school election. The next regular board meeting is August 8<sup>th</sup> and the school election is September 13<sup>th</sup>.

**Adjournment:**

It was moved by Heins, seconded by Book, to adjourn. The motion carried unanimously. Vice President Roby adjourned the meeting at 7:48 p.m.

\_\_\_\_\_  
Minutes approved as

\_\_\_\_\_  
Kim Roby, Vice President

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Nancy Gee, Secretary



ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

**"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 11th day of July 2011, for its regular meeting in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

**BOARD MEETING AGENDA  
DISTRICT BOARD ROOM**

July 11, 2011  
6:00 P.M.

(Visitors Present)

**OPENING:**

- 6:00 P.M.      Call to order  
Roll call  
Emergency additions and adoption of agenda
- 6:05      Consent agenda  
Approval of minutes  
Approval of bills/claims and transfers  
Secretary/Treasurer financial reports  
Personnel contracts  
Handbooks  
Substitute teacher pay rate  
Title I application  
Official district organization  
Appoint Board secretary/treasurer  
Appoint child abuse investigators  
Approve paper for publication  
Resolution naming depositories  
First reading Board policy 501.13 "Open Enrollment Transfers – Procedures as a Receiving District"  
Welcome of visitors and open forum

June 13  
June 14 - Special  
talk about  
month of June - GF  
July Report  
Prelim - 1st  
2nd  
Reporting - Cash Basis  
Actual Basis  
new sheet  
new director  
same  
Oath of Office Given  
Darrell

**ACTION ITEMS:**

- 6:25      SRO contract and year-end report  
6:45      Football trip to Washington, D.C.  
6:55      District goals

**ADMINISTRATIVE REPORTS/DISCUSSION ITEMS**

- 7:15      Early retirement plan  
7:30      Facility rental agreement - draft changes  
7:45      Minburn building discussion  
8:05      Open Enrollment  
8:10      Adjournment

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT  
801 Nile Kinnick Drive S.  
Adel, Iowa 50003  
(515) 993-4283

Nancy Gee  
Secretary  
Board of Directors

Regular ADM 6-8 MS 6:00 p.m. July 11, 2011

Monday

Present: Absent: Tim Canney

Rod Collins

Jen Heins

Kim Roby

Kelli Book

Greg Dufoe

Nancy Gee

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

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It was moved by Heins, seconded by Book, to adjourn. The motion carried unanimously. Acting President Roby adjourned the meeting at 7:48 p.m.





Adel DeSoto Minburn

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

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

### SUMMARY OF JULY 11, 2011, BOARD OF DIRECTORS MEETING

#### **PERSONNEL CONTRACTS**

I recommend the following resignation/termination effective at the end of the 2010-11 school year unless otherwise noted:

Sheri Blair, AE teacher associate

Elisabeth Dempsey, 5<sup>th</sup> grade teacher

I recommend the following new contracts effective for the 2011-12 school year:

Michael Chapman, Transportation Director, \$42,000, effective 7/1/11

Carolyn Elles, AE teacher associate, step 1

**+Andy Fecht MS teacher associate, step 3**

Adam Kurth, Technology Director, \$62,000, effective 7/1/11

Elaine Paglia, MS Writing Teacher, BA+12, step 4

Curt Rasmussen, Night Custodian, step 16 *DCG/HS split*

Darcy Simpson, Ass't. Concession Supervisor

**\*Roy Swinger, Ass't. HS Cross Country Coach, step 2**

**Joss Teed**, Elementary P.E. teacher, BA, step 2

Ashley Traver, Cheerleading Coach, step 1

Kate Willems, HS Lang. Arts Teacher, BA+24, step 4

Pending resignation:

Della Weems, Mock Trial coach

#### **Open Enrollment In for 2011-12**

Caleb Buse, 5<sup>th</sup>, from Earlham to ADM (continuation)

Abby Feller, 9<sup>th</sup> grade, and Madison Feller, 5<sup>th</sup> grade, from DCG to ADM (continuation)

Alexandria Santora, 6<sup>th</sup> grade, from WCV to ADM (continuation)

*Redford  
Sloan?*

#### **Open Enrollment Out for 2011-12**

Ryann Slycord, 9<sup>th</sup>, from ADM to Van Meter (continuation)

**\*DENOTES ADDITIONS SINCE MEMORANDUM DISPENSED LAST WEEK.**

***"Experiencing Success Today, Achieving Dreams Tomorrow"***



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 July 11, 2011

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Elisabeth Dempsey, 5<sup>th</sup> grade teacher

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Carolyn Elles, AE teacher associate, step 1  
Adam Kurth, Technology Director, \$62,000, effective 7/1/11  
Elaine Paglia, MS Writing Teacher, BA+12, step 4  
Curt Rasmussen, Night Custodian, step 16  
Darcy Simpson, Ass't. Concession Supervisor  
Josh Teed, Elementary P.E. teacher, BA, step 2  
Ashley Traver, Cheerleading Coach, step 1  
Kate Willems, HS Lang. Arts Teacher, BA+24, step 4

Pending resignation:

Della Weems, Mock Trial coach

**Handbooks (Exhibits 1-2-3):**

I recommend approval of the following handbooks:

HS Staff Handbook  
HS Student Activity Handbook  
HS Coach/Director Handbook

**Substitute teacher pay rate:**

I recommend that we continue with our current substitute teacher pay rate of \$104/day for the 2011-12 school year.

**Title I application:**

I recommend that we continue participating in the Federal Remedial Reading program.

**Official district organization:**

K-5-3-4 is our official organization: kindergarten, five years of elementary, three years of middle school and four years of high school. The school board is required to officially approve our organizational status.

**Appoint Board secretary/treasurer:**

I recommend we appoint Nancy Gee as district secretary and as district treasurer.

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**Appoint child abuse investigators:**

State law requires that public school districts appoint child abuse investigators to review any claim of abuse of an ADM student by an ADM employee. I recommend the following investigators:

Level 1 - Darcy Simpson, Level I alternate – Greg Dufoe, Level II - Jim McNeill.

**Approve paper for publication:**

I recommend that we continue using the Dallas County News as our official publication for required legal documents.

**Resolution naming depositories (Exhibit 4):**

I recommend that we approve Wells Fargo, Adel, IA; Wells Fargo, Des Moines, IA; and ISJIT, Des Moines, IA, as our official depositories. Maximum balance amounts are listed on the exhibit.

**First reading Board policy 501.13 "Open Enrollment Transfers-Procedures as a Receiving District" (Exhibit 5)**

I have been working with Drew Bracken on some changes to policy 501.13, and I am bringing these for first reading. In paragraph two, there is additional language that provides a greater level of detail to the language "insufficient classroom space".

We have traditionally closed open enrollment to special education students using a board resolution that was not as acceptable as Drew would like; therefore, we are recommending these changes to 501.13. Following a second and final reading in August, we will have a new resolution regarding open enrollment for 2012-13 at the same meeting. Drew Bracken has created this resolution.

**SRO CONTRACT AND YEAR-END REPORT (Exhibit 6):**

Monte Keller will be on hand to discuss with the Board his year-end summary. I appreciate Monte taking time to address the Board personally.

I have communicated to you the results of our meeting with Chief McNeill regarding the SRO contract. The City revised the breakdown of costs for 2011-12, lowering the cost of the two days of pay for the vacation pay to the officer. Chief expressed his apologies for the error.

As I also communicated to you, this meeting seemed to open some old wounds from back when the SRO program was first adopted. We worked through those, and agreed to meet on a quarterly basis in the coming year to discuss the SRO program and all safety related issues.

I recommend approval of the cost breakdown for the district share of the SRO program for 2011-2012.

I have also included a copy of the contract that runs through the end of the coming year, for your information. If you have any questions, please contact me prior to the meeting.

**FOOTBALL TRIP TO WASHINGTON, D.C.:**

I recommend approval of a football trip to Washington, D.C. Members of the football team placed 2<sup>nd</sup> at a 7 on 7 tournament and qualified for a national competition on July 13-17.

The athletes are paying their own expenses and their parents will accompany many, if not all, athletes.



**DISTRICT GOALS (Exhibit 7):**

I recommend approval of the 2011-2012 district goals as presented in your packet. Please let me know if you have any questions upon review of the enclosed document.

**ADMINISTRATIVE REPORTS/DISCUSSION ITEMS:**

**Early retirement plan (Exhibit 8):**

Enclosed in your materials is a document prepared by Nancy that details all district employees currently eligible for the early retirement incentive. We will take some time to discuss this document and the Board's thoughts about moving forward with plans to offer the incentive this year for eligible employees.

**Facility rental agreement - draft changes (Exhibit 9):**

Also enclosed in your packet is a DRAFT facility rental agreement document. Doug Gee gathered agreements from many other districts and put together a small committee that included coaches, parents, Tim Canney, Nancy Gee, and myself to review and make suggestions for changes to address our current agreement plan and issues we are experiencing with it, mainly controlling access to the buildings, determining appropriate fees for use, and understandability for all involved.

I have spent considerable time taking two area schools' plans (Carlisle and Waukee) and using those as a basis for our changes and format.

I will take time to walk through the DRAFT plan and get the Board's thoughts about those changes. I am also including our current agreement for contrast.

Our hope is to bring a version for Board approval at the August meeting.

**Minburn building discussion (Exhibit 10):**

We will also take time at our Board meeting to discuss the latest lease agreement proposal from the City of Minburn. Nancy, Rod, and I met with the Minburn group (including Jen) on Thursday to review. It will be important for the Board to fully understand the terms of the proposal and provide direction for next steps following our discussion on Monday night.

**Open Enrollment In for 2011-12**

Caleb Buse, 5<sup>th</sup>, from Earlham to ADM (continuation)  
Abby Feller, 9<sup>th</sup> grade, and Madison Feller, 5<sup>th</sup> grade, from DCG to ADM (continuation)  
Alexandria Santora, 6<sup>th</sup> grade, from WCV to ADM (continuation)

**Open Enrollment Out for 2011-12**

Ryann Slycord, 9<sup>th</sup>, from ADM to Van Meter (continuation)

**Important dates:**

July 11	First day to file nomination papers for offices elected at the school election
August 4	Last day to file nomination papers for offices elected at the school election
August 5	Cookout at Dufoe's
August 8	Regular Board meeting – 6:00 pm
Sept. 13	School Election day