

**Adel DeSoto Minburn Community School District
Regular Board Meeting
District Administration Center, Adel, Iowa
April 11, 2016
6:00 P.M.**

Attendance:

Present:

Absent:

President Tim Canney
Vice President Kim Roby
Director Bart Banwart
Director Kelli Book
Director Rod Collins

Superintendent Greg Dufoe
Secretary Nancy Gee

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

Honoring Excellence: Gifted and Talented Teacher Jane Clowser was nominated for "Honoring Excellence." Ann Heitz and Terri Tiffany spoke in detail about how Jane goes above and beyond expectations in her profession. Jane accepted a paperweight with the inscription "ADM Honoring Excellence" noting her honor and spoke a few words.

Consent Agenda: It was moved by Book, seconded by Banwart to approve the consent agenda as presented. Motion carried unanimously. Minutes, bills, claims, and financial reports were reviewed and accepted. A transfer from the PPEL Fund to the Debt Service Fund of \$101,225 for the payment of the bond for technology was approved. Resignations/terminations effective at the end of this school year were accepted for Elizabeth Anderson, kindergarten teacher and day care director, Kaci Hoskey, assistant day care director, Thomas McMullin, girls' basketball coach, Sheryl Oneal, head cook, Corey Schneider, girls' basketball coach, Linda Westergaard, teacher/librarian, and Greg Woodin, vocal music teacher. Pending successful background checks, new contracts for the current year were offered to Sarah Hartwigsen, van driver, effective 3/24/16, Katie Fyfe, girls' softball coach, (pending coaching authorization) and Julie Jensen, teacher associate, effective 3/21/16. Pending successful background checks, new contracts for the 2016-17 school year were offered to Kendra Bradley, elementary teacher, Jason Deal, technology and communications director, Kristin Grimoskas, elementary teacher, Jennifer Hoben, .5 FTE middle school math teacher, Jennifer Sloma, elementary teacher, Cody Smith, secondary science teacher and Courtney Warren, elementary teacher. A TLC contract for PLC Leader was offered to Courtney Stephenson. The transfer of Laura Brimm from third grade teacher to the .5 FTE ELL interventionist position was announced. The 400 series of the Board policies, "Personnel" received the second and final reading. The cooperative agreement for pre-service clinical placement with UNI for 2016-17 was approved.

The volleyball team will be allowed to travel to Nebraska. The board approved opening another account with Lincoln Savings Bank to use for vendors using an automatic withdrawal from the main checking account. The amount due will be transferred from the main checking to the new account before vendors pull the amount due. An open enrollment-in request for 2015-16 for Isabel Ortiz from Perry was approved. Open enrollment-out requests for 2015-16 for Eliana Dohlman and Hayden Dohlman to Waukee were approved. Open enrollment-in requests for 2016-17 for Liam Cooperrider from Waukee; Dawson Foster from Earlham; Lyla Koons from Earlham; Harper Miller from Dallas Center Grimes; Evelyn Osgood from Earlham; Zoey Ritchhart from Winterset; Carver Short from West Central Valley; Kellen Silverio from West Des Moines; and Nicholas Weisz from Dallas Center Grimes were approved. The following open enrollment-out requests for 2016-17 were approved for Brock Button to Van Meter; Caleb Button to Van Meter; Luke Button to Van Meter; and McKenna Gross to Van Meter.

Focus on Learning: Ann Heitz and Cassandra Oberembt presented information on the career readiness/ transition work for special education students. McKenzie Gettler gave an update on the agriculture program. Superintendent Dufoe reviewed the 2016 Iowa Assessment results and discussed Professional Learning Community (PLC) within the district.

2016-17 Budget Hearing: At 7:07 p.m., President Canney declared the budget hearing open for the 2016-17 certified budget. Being there were no written or spoken comments received, he closed the budget hearing at 7:09.

2016-17 Budget Determination: Business Manager Nancy Gee recommended approval of the 2016-17 certified budget as published. The budget was published with an overall tax levy rate of 17.93 with an estimated state supplemental assistance amount of 2.45%. The lower amount of 2.25% recently approved will not affect the tax levy rate approved but does reduce the estimated revenues generated. It was moved by Banwart, seconded by Book to approve the 2016-17 certified budget. Motion carried unanimously.

Public Hearing for Hours vs. Days Calendar: At 7:12 p.m., President Canney declared the hearing open regarding the hours versus days calendar. Superintendent Dufoe reported that school districts are required to hold a public hearing prior to determining an “hours” calendar or a “days” calendar. The District is currently on an “hours” calendar. A “days” calendar has less flexibility for late starts or early release for weather/emergencies. Being there were no written or spoken comments, President Canney declared the hearing closed.

Adjustment to Last Day Dismissal Time on June 3, 2016: It was moved by Collins, seconded by Book to change the dismissal time on June 3, 2016, from 1:45 p.m. to 1:00 p.m. Motion carried unanimously.

Retirees June Contract Days: Superintendent Dufoe received a request from a retiring teacher to take leave without pay for the weather-related make-up days in June in order to end her contract in May. This would allow her to begin receiving her first IPER's check in June. This practice has been allowed before but since school starts later, the probability of school days running into June increases. It was moved by Banwart, seconded by Roby to allow the teachers to take leave without pay and end their workdays in May for the 2015-16 school year only. The Board will review this past practice further in the fall. Motion carried unanimously.

Staffing Increases for 2016-17: It was moved by Banwart, seconded by Book to approve the additional kindergarten teacher position and a full-time nurse position. Motion carried unanimously.

Kindergarten-Close Open Enrollment: Superintendent Dufoe recommended the board adopt a resolution to close open enrollment for kindergarten students for 2016-17. All students who have already submitted an application will be allowed to open enroll in and there would be consideration for any future requests between now and September 1 if they have a sibling(s) already in our district. It was moved by Book, seconded by Banwart to adopt the resolution to close open enrollment for kindergarten students effective immediately. Motion carried unanimously by roll call vote.

Athletic Improvements Phase 2 Design: It was moved by Roby, seconded by Banwart to have FRK begin the design work on Phase 2 of the outdoor athletic improvements, which include the stadium restrooms/concession building. The design work will include two variations – one including team rooms and one without. Motion carried unanimously.

Change Order #1 for Minburn Roof Replacement: It was moved by Book, seconded by Collins to approve change order #1 for a deduction of \$1,907.50 for the roof replacement project at Minburn. Motion carried unanimously.

Food Service Job Description Revisions: It was moved by Collins, seconded by Roby to approve the revised job descriptions and title changes. Food Service Worker I and II will be combined to one position called General Food Service Worker. The Van Driver will be re-named to General Food Service Worker/Driver. The Head Cook will be re-named to Kitchen Supervisor, and the IT Manager will be the Assistant to Food Service Director. There will no longer be cook/baker or kitchen manger positions. Motion carried unanimously.

ISFIS & IASB Membership Renewals for 2016-17: It was moved by Book, seconded by Roby to renew the membership with ISFIS (\$2,161.25) and IASB (\$4,724) for 2016-17. Motion carried unanimously.

Administrative Reports/Discussion Items

Construction Update: Building and Grounds Director Lucas Asche gave an update on the ongoing construction projects. There will be a closing meeting on the two elementary buildings this week. The Middle School and High School projects are ahead of schedule and classrooms will be ready before school starts in August. The stadium project has begun and the work at the Minburn building continues.

City of Minburn – Use of Building: Superintendent Dufoe continues discussion with the City of Minburn to lease part of the building for a library and city offices. He will update the Board as the conversation continues.

Other: Superintendent Dufoe discussed “branding” for the district’s logo as several varieties of tigers, lettering, and colors are used by groups. We are in the process of reaching out to firms that do branding work and hope to get started soon.

Adjournment: It was moved by Collins, seconded by Roby to adjourn at 7:37 p.m. Motion carried unanimously.

Minutes approved as

Tim Canney, President

Dated

Nancy Gee, Secretary