

January 11, 2016

The regular meeting of the Board of Education of the Centerville Community School District was held January 11, 2016 at 6:30 P.M. in the board room of the Administration Office, 634 North Main, Centerville.

Call to order and roll call

President Marty Braster called the meeting to order at 6:30 P.M. Roll call to determine quorum was taken as follows:

Present: Marty Braster, Steve Hoch (left meeting at 7:45 P.M.), Brooke Johnson (left meeting at 10:43 and returned 10:45 P.M.), Angela Ocker, Joe Sharp, and Travis Yeomans (left meeting at 9:07 and returned at 9:10 P.M.).

Absent: Larry Heffron (entered meeting at 6:44 P.M.).

Also present were Superintendent Tony Ryan and Board Secretary Linda Henderson.

Welcome Visitors

Mr. Braster welcomed visitors and stated if visitors wish to address the board on a topic of the agenda, to please speak up when that topic is addressed.

Welcome Visitors

1. FFA National Convention Update/Presentation

Creighton Mihalovich and Lee Benz gave a presentation on the recent FFA National Convention trip October 28-31, 2015 to Louisville, Kentucky and thanking the board to attend. They indicated the FFA National Convention location next year will be moved to Indianapolis, Indiana.

2. Student Council Request & Presentation for Out of State Trip

Kylee Joiner, Student Council Co-President, requested permission for Student Council members to attend out of state trips to:

LEAD Convention – Chicago, IL - February 12-14, 2016

National Convention – Portland, OR – June 23-26, 2016

Also to request the use of a school vehicle with Student Council paying all costs. Currently three students plan to attend LEAD Convention and one student plans to attend National Convention with school sponsor attending as chaperone.

It was moved by Steve Hoch and seconded by Angela Ocker to approve the requests for out of state Student Council trips to LEAD Convention February 12-14, 2016 to Chicago, IL and National Convention June 23-26, 2016 to Portland, OR with the Student Council paying for all costs. Motion carried unanimously.

Approve Agenda

It was moved by Joe Sharp and seconded by Travis Yeomans to approve the agenda as stated. Motion carried unanimously.

Approve Minutes of Previous Meetings

It was moved by Joe Sharp and seconded by Travis Yeomans to approve December 14 minutes as stated. Motion carried unanimously.

Old Business

Discuss Updates on Exterior Construction Summer Project

Jeff Michaels and Dick Larson, representatives from Estes Construction, stated:

Punch list is not all completed yet: Until cold weather changes to warmer conditions: the masons cannot fix the cafeteria window; HS doors in pit area will be replaced with exit panic bars; and brick replaced/repared over H.S. doors. Larry Heffron entered meeting at 6:44 P.M.

Discuss and Approve First Reading of Policy Series 300 & Second Reading of Policy Series 800

It was moved by Brooke Johnson and seconded by Joe Sharp to approve the second reading of board policies series 800 as edited:

Code No. 802.7 “Vandalism” delete current information and add per I.A.S.B. model policy

New policy – Code No. 802.9 “Asbestos Containing Material” per I.A.S.B. model policy;

Code No. 804.4 “First Aid and Public Access Defibrillation Program” 2nd paragraph, 2nd sentence add after Lakeview School: *Central Ward, Garfield, Lincoln, Paul Johnson Field (seasonal events), and Administration Buildings* will have available in their public assembly areas an Automatic External Defibrillator.

Code No. 804.4R1 “First Aid and Public Access Defibrillation Program” #1 add after High School Simon Estes Auditorium Lobby, *Centerville Preschool, Central Ward Elementary, Lincoln Elementary, Garfield Elementary, Administration Building, Paul Johnson Field (seasonal events)*; delete “Dr. David Fraser, M.D.” name in two places. Motion carried unanimously.

It was moved by Larry Heffron and seconded by Brooke Johnson to approve the first reading of board policies series 300 as edited:

Code No. 304.1 “Administrative Positions” 1st paragraph...add after: a director of food service, *a technology director*, a board secretary, an *Athletic/Activity Director*....

Code No. 304.5 “Administrator’s Duties” 4th paragraph: Instruct teachers to make a complete ~~annual~~ *bi-annual* inventory of all school property contained in their individual rooms; add: **Supervisor of non-certified staff; Complete state reports; Student Scheduling; Attend and monitor IEP meetings and compliance.*

Code No. 304.6 “Administrator Evaluation” 1st paragraph, 3rd sentence add after: *..carried out, ensure student learning goals of the school district are met, promote..*; 2nd paragraph, 1st sentence add *The superintendent is responsible for designing an administrator evaluation instrument.*; 5th sentence: ~~It shall be~~ *is* the responsibility of the superintendent to conduct formal evaluations of ~~all administrators~~ *probationary and non-probationary administrators* prior to May 15.

Code No. 307 “Administrative Code of Ethics” add: *Commits to serving others above self.*

Motion carried unanimously.

Mr. Braster handed out board policies “Code No. 302.1 Administration and School Board”, “Code No. 304.6 Administrator Evaluation” and “Code No. 311 “Authority and Communication Channels” with suggested edits. Mr. Braster stated “Code No. 302.1 Administration and School Board” restricted an employee and board member to discuss employment topics and suggested deleting last sentence in 1st paragraph “The board shall maintain contact with other administrators through the superintendent.” Also to delete 1st sentence in 2nd paragraph “The administrators and other administrative personnel shall work with the school board through its executive officer, the superintendent.” After much discussion it was moved by Marty Braster and seconded by Brooke Johnson to approve the first reading of Code No. 302.1 “Administration and School Board” as stated to allow direct communication between employees and the board. Motion carried with Steve Hoch, Larry Heffron, and Joe Sharp voting nay.

It was moved by Marty Braster and seconded by Brooke Johnston to approve the first reading of Code No. 304.6 Administrator Evaluation adding 5th paragraph, last sentence: *The board may review with the superintendent his/her formal evaluation of the administrators. The board may provide input into the superintendent’s formal evaluation of the administrators.* Motion carried with Larry Heffron, Steve Hoch, and Joe Sharp voting nay.

Mr. Braster stated “Code No. 311 Authority and Communication Channels” should be edited to add last paragraph: *Nothing in this policy will be interpreted to preclude the direct communication between members of the district, community and board members.* Mr. Sharp suggested to add “pass information on to the superintendent”. Mr. Heffron stated it should be left as is for others to talk to board members. It was moved by Marty Braster and seconded by Joe Sharp to approve first reading “Code No. 311 Authority and Communication Channels” adding as last paragraph: *Nothing in this policy will be interpreted to preclude the direct communication between members of the district, community and board members.* Motion carried with Steve Hoch voting nay. Steve Hoch left meeting at 7:45 P.M.

Discuss Technology Budget Plan

The board discussed the Technology budget plan with one-on-one computers; smart panels vs smart boards; and security cameras within the facility study. It was the consensus to move the work session on January 25 to February 1 at 6:30 P.M. and adding topic: Technology Plan; Security Cameras within the Facility Study, and asking a few members of the Technology Committee to attend the work session.

Discuss and Review Future Consideration Example School District Public Participation Policies

Mr. Braster handed out copies for board to review the West Des Moines and Johnston school districts board policies on public participation at board meetings vs Centerville CSD “Code No. 216 Public Participation at Board Meetings” and “215.1 Meeting Agenda”.

New Business

Approve Personnel Business Procedures

1. Resignations

Mr. Ryan stated he had contacted Mr. Evans, who was out of town and not available to be at the meeting tonight for a possible closed session for an exit interview. Mr. Heffron presented a copy on exit interview questions from Keokuk CSD for Centerville school board to use as an example. It was suggested to amend the motion in December 14 minutes to advertise for a football coach without hindering an exit interview with Chuck Evans.

It was moved by Travis Yeomans and seconded by Joe Sharp to approve:

Resignation from Roxanne Herber declining position of payroll clerk as approved December 14;

Retirement from Becky Kirkpatrick – Garfield Elementary Teacher – at the end of the 2015-16 school year; requesting final pay on June 20 for July and August checks including payment for unused sick leave, flex leave and flex leave bank days. Also the board would like to thank Mrs. Kirkpatrick for her 33 years to the district with a letter of commendation and a lifetime activities pass.; and

Leave of absence from Bethany Lange – January 6-approximately April 29, 2016 without pay to complete student teaching requirements.

Motion carried unanimously.

2. Transfers

It was moved by Larry Heffron and seconded by Angela Ocker to approve the transfer of Lynnette Lemen from Admin. Bldg. Reprographic Operator, Level I, step 4, \$9.15 per hour to Payroll Clerk/Secretary, Level II, step 4, \$9.70 per hour, 8 hours per day, effective January 12, 2016, replacing Roxanne Herber/Phoebe O'Connor. Motion carried unanimously.

3. Employment/Contracts

It was moved by Brooke Johnson and seconded by Travis Yeomans to approve:

Julie Clark – contract adjustment from 5 hours per day split shift server to 4.5 hours as shift server, Level I, step >6, \$9.83/hour + \$.25 incentive=\$10.08 and 2 hours production worker Level II, step 6, \$10.05/hour + \$.25 incentive=\$10.30, includes benefit, effective January 12, replacing part of Becky Bills' position in production;

Linda Valentine – Preschool Special Education Aide Specific, Level II, step 1, \$8.45 per hour, 7 hours per day, 4 days per week (M, T, TH, F), effective January 12, new position; and

Wendy Mullenix – Non-contracted substitute cafeteria server assistance, Level I, step 1, \$8.25 per hour, as needed.

Motion carried unanimously.

4. Volunteer Agreements

It was moved by Joe Sharp and seconded by Larry Heffron to approve the volunteer agreement for:

Henry Ortman – CHS/Band Trip Chaperone

Motion carried unanimously.

Approve Payment for Summer Facility Construction Project, Change Orders and Certificates of Completion
It was moved by Travis Yeomans and seconded by Brooke Johnson to approve payment for summer facility construction project: Evans-Mason, Inc. - Application #6 – Masonry - \$67,191.11. Motion carried unanimously.

Discuss Junior High Activities Director Position

The board discussed different scenarios of a junior high activities director position besides a 7-12 activities' position, a dean of students' position, an assistant principal/dean of students' position, and a 7-12 athletic director. Travis Yeomans left meeting at 9:07 and returned 9:10 p.m. It was the consensus to add an approval item for a position at the next meeting and advertise for a 7-12 athletic director.

Discuss and Approve First Reading of Policy Series 400 & 600

It was moved by Larry Heffron and seconded by Joe Sharp to approve the first reading of 400 series as edited:

Code No. 400.2 "Definitions for Personnel" 2nd paragraph add after ...assistant principals, *activities director*...;

Code No. 400.3 "Recruitment of Personnel" 1st paragraph add after ...race, *creed*, color, sex, national origin, religion, *sexual orientation*, *gender identity*, and disability.

Code No. 401.13 "Activity Passes for School Personnel" 2nd paragraph, 3rd sentence add ...team and *activities/athletic director*...;

Code No. 403.2 E1 "Injury on the Job EMC Accident Report" Replace "James B. McConville, MD, David Fraser, M.D. OR with *Doctor on Duty*; replace Mike Zintz 641-856-0670 with *Business Manager 641-856-0603*;

Code No. 403.2 E2 "Supervisor's Instructions" replace Mike Zintz 641-856-0670 with *Business Manager 641-856-0603*;

Code No. 403.2 E3 "Physician Authorization Form" replace David Fraser, M.D. with *Doctor on Duty*; replace Mike Zintz 641-856-0670 with *Business Manager 641-856-0603*;

Code No. 403.4 R1 "Hazardous Chemical Disclosure Regulation" 1st sentence to read "Go to Great Prairie AEA website at <http://training.aeapdonline.org/> click on the training you wish to take and follow the instructions provided by the aea using the following information: delete in last paragraph "When hired and annually at the beginning of each school year. Password: Osh31tr (the first digit is a ZERO)."

Motion carried unanimously.

It was moved by Brooke Johnson and seconded by Travis Yeomans to approve the first reading of 600 series as edited:

Code No. 601.1 "School Calendar" 1st paragraph, 2nd sentence to read "The school calendar shall be for a minimum of ~~two hundred days~~ *180 days or 1080 hours* and include, but not limited to, the days for student instruction, staff development, in-service days and teacher conferences. 2nd paragraph to read: The academic school year for students shall be for a minimum of one-hundred and eighty days *or 1080 hours in the school calendar*. The academic school year for students shall begin *no sooner than August 23rd*. *Employees may be required to report to work at the school district prior to this date each year in the week in which September 1 falls, unless the district obtains a Department of Education waiver allowing an earlier start. Should September 1 fall on a Sunday, school may begin on the Monday immediately preceding September 1. Earlier school starting dates may be adopted with the approval of the board and the Department of Education.* 4th paragraph, 1st sentence to read: As provided by state code, the board may excuse graduating seniors from up to five days or 30 hours of instruction after the school district requirements for graduation have been met ~~establish a shorter school year for graduating seniors~~.

Code No. 603.4 "Senior High (grades 9-12) Program" 2nd paragraph and throughout policy change:

English-language arts, ~~six units~~ *eight credits*

social studies, ~~five units~~ *six credits*

mathematics, ~~six units~~ *credits*

science, ~~five units~~ *six credits*

health, ~~one unit~~ *one credit*

physical education, ~~one unit~~ *two credits*

fine arts, ~~three units~~ *optional*

foreign language, ~~four units~~ *optional*

vocational education, ~~twelve units~~ optional

Code No. 603.5 “Course Offerings (grades ~~1-2~~ PK-12)”

Code No. 603.5 R “Course Offerings (grades ~~1-2~~ PK-12)”

Code No. 603.8 “Summer School” replace current wording with I.A.S.B. model policy:

~~Summer school courses and student activities may be authorized and offered. All such offerings shall be within the discretion of the board. The board shall weigh the benefit to students and the school district as well as the school district’s budget, availability of certified personnel and other factors deemed relevant to the board when reviewing summer school offerings.~~

The Centerville Community School District recognizes the importance of ongoing learning opportunities for students. As such, the district shall offer summer school instruction in accordance with the following:

- *Beginning in the summer of 2017, the district shall offer, unless a waiver from this requirement is granted by the Iowa Department of Education, an intensive summer literacy program for students assessed as exhibiting a substantial deficiency in reading. The applicable legal requirements for the intensive summer literacy program, including, but not limited to those relating to criteria and notification, shall be followed.*
- *The board, in its discretion, may offer summer school for one or more courses and student activities for students who need additional help and instruction or for enrichment in those areas. Upon receiving a request for summer school, the board will weigh the benefit to the students and the school district as well as the school district’s budget and availability of licensed employees to conduct summer school.*
- *If a child who is eligible for special education has been determined to need extended school year services as necessary to receive a free appropriate public education, as determined according to state and federal law, such services shall be provided as described in the child’s individualized education program.*

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Code No. 603.15 “Physical Education” 1st paragraph ... grades ~~K-12~~ 1-12

Code No. 603.15R “Physical Education Excuse Rules” 1st paragraph ... grades ~~K-12~~ 1-12

Code No. 604.1 “Competent Private Instruction” replace current wording with I.A.S.B. model policy:

~~In the event a child of compulsory attendance age, over age six and under age sixteen, does not attend public school or an accredited nonpublic school the child must receive competent private instruction.~~

~~A parent choosing competent private instruction for a student must notify the school district prior to the first day of school on forms provided by the school district. The forms are available in the central administration office. One copy of the completed forms will be kept by the school district and another copy will be forwarded to the Area Education Agency.~~

~~The superintendent will determine whether the completed form is in compliance with the law. Specifically, the superintendent will determine whether the individual providing the instruction is either the student’s parent, guardian, legal custodian or an Iowa licensed practitioner; whether the licensed practitioner’s license is appropriate for the age and grade level of the student; that the student is being instructed a minimum of one hundred and forty eight days per year; that immunization evidence is provided for students placed under competent private instruction for the first time and that the report is timely filed.~~

~~The school district shall report noncompliance with the reporting, immunization, attendance, instructor qualifications, and assessment requirements of the compulsory attendance law to the county attorney of the county of residence of the student’s parent, guardian or custodian.~~

~~Students receiving competent private instruction are eligible to request open enrollment to another school district. Prior to the request for open enrollment, the student shall request dual enrollment in the resident district. The receiving district shall not bill the resident district unless the receiving district complies with the reporting requirements. If the parent, guardian or custodian fails to comply with the compulsory attendance requirements, the receiving district shall notify the resident district. The resident district shall then report the noncompliance to the county attorney of the county of residence of the parent, guardian or custodian.~~

~~Students receiving competent private instruction from a parent, guardian or legal custodian must be evaluated annually by May 1 unless such person is properly licensed. The parent, guardian or legal custodian may choose either a standardized test approved by the Iowa Department of Education or a portfolio evaluation. If the parent, guardian or legal custodian chooses standardized testing and the student is dual enrolled, the school district will pay for the cost of the standardized test and the administration of the standardized test. If the student is not dual enrolled, the parent, guardian or legal custodian will reimburse the school district for the cost of the standardized test and the administration of the standardized test. If a parent, guardian or legal custodian of a student receiving competent private instruction chooses portfolio assessment as the means of annual assessment, the portfolio evaluator must be approved by the superintendent. Portfolio evaluators must hold a valid Iowa practitioner’s license or teacher certificate appropriate to the ages and grade levels of the children whose portfolios are being assessed. No annual evaluation is required for students receiving competent private instruction from an appropriately licensed or certified Iowa practitioner.~~

Upon the request of a parent, guardian or legal custodian of a student receiving competent private instruction or upon referral of a licensed practitioner who provides instruction or instructional supervision of a student under competent private instruction, the school district will refer a student who may require special education to the area education agency, Division of Special Education, for evaluation.

Students in competent private instruction must make adequate progress. Adequate progress includes scoring at the thirtieth percentile on a standardized test or a report by the portfolio evaluator indicating adequate progress. Students who fail to make adequate progress under competent private instruction provided by the student's parent, guardian or legal custodian will attend an accredited public or nonpublic school beginning the next school year. The parent, guardian or legal custodian of a student who fails to make adequate progress may apply to the director of the Department of Education for approval of continued competent private instruction under a remediation plan.

The remediation plan is for no more than one year. Before the beginning of the school year, the student may be re-tested and if the student achieves adequate progress the student may remain in competent private instruction.

The Centerville Community School District recognizes that families with students of compulsory attendance age may select alternative forms of education outside the traditional school setting, including private instruction. The applicable legal requirements for private instruction, including, but not limited to those relating to reporting and evaluations for progress, shall be followed.

Except as otherwise exempted, in the event a child of compulsory attendance age as defined by law does not attend public school or an accredited nonpublic school, the child must receive private instruction. Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school.

Private instruction can take the form of competent private instruction and independent private instruction. The Iowa Department of Education recognizes three options for delivery of this form of instruction: two options for delivery of competent private instruction and one option for independent private instruction.

Competent private instruction means private instruction provided on a daily basis for at least one hundred forty-eight days during a school year, to be met by attendance for at least thirty-seven days each school quarter, which results in the student making adequate progress. Competent private instruction is provided by or under the supervision of a licensed practitioner or by other individuals identified in law.

Independent private instruction means instruction that meets the following criteria: (i) is not accredited, (ii) enrolls not more than four unrelated students, (iii) does not charge tuition, fees, or other remuneration for instruction, (iv) provides private or religious-based instruction as its primary purpose, (v) provides enrolled students with instruction in mathematics, reading and language arts, science, and social studies, (vi) provides, upon written request from the superintendent of the school district in which the independent private instruction is provided, or from the director of the department of education, a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the names of the students enrolled, (vii) is not a nonpublic school and does not provide competent private instruction as defined herein, and (viii) is exempt from all state statutes and administrative rules applicable to a school, a school board, or a school district, except as otherwise provided by law.

Code No. 605.7 E1 "Internet and Electronic Transmission Access Denial letter to Parents" 1st paragraph change: (4th -12th 3rd -12th grade students)

The superintendent will review the IASB Model Policy on 601.1 for accuracy on students attending 180 days or 1080 hours and IASB Model Policy on 603.4. Motion carried unanimously.

Discuss Long Term Facility Planning

Mr. Ryan and board reviewed the discussions from StruXture meeting on December 22 with community/staff on long term facility planning. It was suggested to have an agenda item at next meeting on a possible building north of Lincoln to be constructed as a temporary wrestling room.

Approval of Sports Official's Contracts

It was moved by Travis Yeomans and seconded by Angela Ocker to approve the sports officials' contracts as stated. Motion carried unanimously.

Closed Session: possible closed session as required in Chapter 21.5(1)(i) “To review or discuss professional performance which are required or authorized by state or local law to be kept confidential...”

This item was tabled.

Reports

Mrs. Fatka stated IA Public Television provided a grant for elementary grades to purchase books.

Mrs. Schofield stated MPA personnel were at Lakeview building working on promethean boards.

Mrs. Raskie and board members discussed the Teacher Leadership Grant.

Mr. Kaster stated the high school heat pump is not working. He has received one bid and waiting on another bid for replacement. Also indicated roof warranties are still valid so some roofs will be repaired within that warrant specifications. Lincoln and Garfield building roofs need repairs that are estimated to cost between \$1,000-1,500. Mr. Kaster is discussing with personnel from Alliant Energy on LED lighting grant for school districts: Alliant pays for the proposal and pays 60-70% of the costs but is waiting until Facility Study is completed before pursuing further.

Mr. Ryan updated the board on Superintendent’s Advisory Committee.

Mr. Braster handed out a form on suggested superintendent evaluation that format is different but nothing is changed. It was suggested to contact I.A.S.B. on possible dates they could give an overview of superintendent’s evaluation. Brooke Johnson left meeting at 10:43 and returned at 10:45 P.M. Travis Yeomans handed out to board members a form on bus drivers’ wages from districts the same size as Centerville for sub-committee on support staff wages to consider.

Presentation of Invoices and Approval of Payment

It was moved by Travis Yeomans and seconded by Brooke Johnson to approve the invoices and salary per diem as presented. Motion carried unanimously.

Adjourn

It was moved by Larry Heffron and seconded by Travis Yeomans to adjourn at 11:02 P.M. Motion carried unanimously.

The board moved into an exempt session per Iowa Code 20.17(3) to discuss strategy on negotiations with the Centerville Education Association at 11:03 P.M. and moved back into open session at 11:25 P.M.