

February 8, 2016

The regular meeting of the Board of Education of the Centerville Community School District was held February 8, 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: Larry Heffron, Steve Hoch (left meeting at 9:00 P.M.), Brooke Johnson, Angela Ocker, Joe Sharp, Travis Yeomans and Marty Braster.

Absent: none.

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

Welcome Visitors

1. PLC Presentation on Mental Health Services

Tino Terrones stated the Student Support System Team, comprised of counselors, nurses, and social workers, have met with staff from Community Health Centers of Southern Iowa. This group is willing to provide support services similar to services rendered in school district throughout our region to students who are identified at risk at an early age. A referral form will be sent to parents for permission to work with students in the school building at no cost to the district.

It was moved by Larry Heffron and seconded by Joe Sharp to approve a contract with the Community Health Centers of Southern Iowa located in Centerville for added support for children of the district. Motion carried unanimously.

2. Presentation of Action Plan updates from Elementary District Leadership Team

Jolynn Kruzich gave a presentation of action plan updates from the Elementary District Leadership Team.

Approve Agenda

It was moved by Joe Sharp and seconded by Brooke Johnson to approve the agenda as stated with the exception of moving closed session after reports/financial reports. Motion carried unanimously.

Approve Minutes of Previous Meetings

It was moved by Brooke Johnson and seconded by Angela Ocker to approve January 11 minutes as stated. Motion carried unanimously.

It was moved by Larry Heffron and seconded by Brooke Johnson to amend the December 14 minutes on Chuck Evans' resignation 2nd sentence: "Also directing the administration to put on hold finding a replacement until the position can be re-evaluated or re-defined and an exit interview completed." to "Also directing the administration to advertise for a football coach without hindering an exit interview with Chuck Evans." Motion carried unanimously.

Old Business

Discuss and Approve Second Reading of Policy Series 300

It was moved by Brooke Johnson and seconded by Travis Yeomans to approve the second reading of:

Code No. 302.1 "Administration and School Board" 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.~~

Motion carried with Larry Heffron, Joe Sharp and Steve Hoch voting nay.

It was moved by Brooke Johnson and seconded by Joe Sharp to approve the second reading of:

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*....

Motion carried unanimously.

It was moved by Brooke Johnson and seconded by Angela Ocker to approve the second reading of:

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.*

Motion carried unanimously.

It was moved by Brooke Johnson and seconded by Angela Ocker to approve the second reading of:

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. 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 unanimously.

It was moved by Joe Sharp and seconded by Steve Hoch to approve the second reading of:

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

Motion carried unanimously.

It was moved by Brooke Johnson and seconded by Angela Ocker to approve the second reading of:

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.*

Motion carried with Steve Hoch and Joe Sharp voting nay.

Discuss and Approve Second Reading of Policy Series 400 & 600

It was moved by Larry Heffron and seconded by Travis Yeomans to approve the second reading of board policies series 400 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.

The superintendent reviewed the IASB Model Policy on 601.1 for accuracy on students attending 180 days or 1080 hours and IASB Model Policy on 603.4 and the first reading were correct as stated. It was moved by Brooke Johnson and seconded by Joe Sharp to approve the second 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)
Motion carried unanimously.

New Business

Approve Personnel Business Procedures

1. Resignations

It was moved by Angela Ocker and seconded by Joe Sharp to approve the retirements from:

Connie Steinbach – CHS Secondary 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. Steinbach for her 34.5 years to the district with a letter of commendation and a lifetime activities pass.;

Janice Dove – Cafeteria Secretary/Production Worker/Cashier – 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 Ms. Dove for her 17.5 years to the district with a letter of commendation and a lifetime activities pass.; and

Barb Hawkins – 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. Hawkins for her 21 years to the district with a letter of commendation and a lifetime activities pass.

Motion carried unanimously.

It was moved by Brooke Johnson and seconded by Angela Ocker to approve the resignation from Megan Breese – Cafeteria Worker effective January 29. Motion carried unanimously.

It was moved by Larry Heffron and seconded by Travis Yeomans to approve the resignation from Anthony Ryan – Superintendent effective June 30. Motion carried unanimously.

2. Transfers

It was moved by Brooke Johnson and seconded by Joe Sharp to approve the transfer of Kele Cossel from Lakeview Special Education Aide Specific, 4 hours per day to Lakeview Special Education Aide Specific, 7.25 hours per day, Level II, step 1, \$8.45 per hour, effective February 18, new position. Motion carried unanimously.

3. Employment/Contracts

It was moved by Brooke Johnson and seconded by Angela Ocker to approve:

Phyllis Gray – Administration Bldg. Reprographic Operator, Level I Secretary, step 4, 5.9 hours per day, \$9.15 per hour, 84 days. effective February 9, replacing Lynnette Lemen;

Branson Hehnke – Assistant Boys' Track, step 1, \$7.25 per hour, total wage \$2,211.67, 73 days, effective February 13, replacing Ryan Hodges;

Cheryl McMahon – Preschool Special Education Aide Specific, Level II, step 2, \$8.75 per hour, 7 hours per day, 4 days: M T TH F, 60 days, effective February 11, new position; and

Jason Reed – J.H. Girls' Track – step 1, salary \$1,638.05, 30 days, effective March 29, replacing Tina Bauman.

Motion carried unanimously.

Discuss School Bus Driver compensation Information for the Board's Support Staff Salary Sub-Committee Consideration

Bus driver Eric Doll handed out bus driver wages from area schools for the board's support staff salary sub-committee consideration.

Approve Acceptance of 2014-2015 Annual Audit

At 7:30 P.M. Mr. Ryan called on the speaker phone Nolte Corman & Johnson Auditor Nancy Jensen who discussed the 2014-2015 annual audit. It was moved by Steve Hoch and seconded by Travis Yeomans to approve acceptance of the 2014-2015 annual audit. Motion carried unanimously.

Discuss Scheduling a Possible Special Board Meeting to Discuss Superintendent Hiring/Replacement Process

It was the consensus of the board to schedule a work session/special board meeting on February 15 at 7:00 P.M. to discuss superintendent search options and technology.

Approve Future Wrestling Room Planning

Mr. Fisher stated the armory may not be available from the City of Centerville next wrestling season and the City of Centerville could give the school district a 30-day notice to evacuate this school year. After much discussion concerning renovating vs a new building it was the consensus of the board to form a committee of Larry Heffron, Travis Yeomans, Tim Kaster, Greg Fisher, Matt Johnson and Steve Brown to meet with representatives from StruXture Architect concerning a wrestling room.

Approve Payment for Summer Facility Construction Project

A revised application for payment #10 from Estes Construction was presented to the board to only pay Evans-Mason, Inc. \$35,267.78 for application #7. It was moved by Larry Heffron and seconded by Travis Yeomans to approve payment to Evans-Mason, Inc. in the amount of \$35,267.78 for summer facility construction project. Motion carried unanimously.

Discuss Long Term Facility Planning

Mr. Ryan stated the next group meeting for long term facility planning is scheduled for February 16 with StruXture Architect. The board requested the superintendent to have StruXture give a presentation to the board at the March 14 regular board meeting. Steve Hoch left meeting at 9:00 P.M.

Approve Application to SBRC for Additional Allowable Growth for At-Risk/Dropouts Prevention MAG Programs

Mr. Ryan stated the At-Risk/Dropout application process has changed for FY17. The district is over spending the allotted amount and the overage is being supported by the regular General Fund. The FY16 budget/expenditures of \$425,609 and projected FY17 expenditures of \$509,002 were reviewed by the board. The new application process for 2016-17 budget amount is \$461,886 at-risk/dropout total - \$115,472 regular district program cost (25%) = \$346,414 modified supplemental amount to request from School Budget Review Committee (SBRC). It was moved by Joe Sharp and seconded by Brooke Johnson to approve the application to SBRC for additional allowable growth for At-Risk/Dropouts Prevention MAG programs in the amount of \$346,414 for the 2016-17 school year. Motion carried unanimously.

Discuss Teacher Leadership Compensation System

Mr. Ryan stated all school districts in the state are participating and recommended to maintain the commitment to participate in 2016-17 school year. Teachers Julie Caraccio, Jolynn Kruzich, and Merry Dudley spoke on the district participating in the TLC program. Mrs. Raskie stated surveys were sent out to teaching staff with 61 surveys returned. Mr. Heffron stated he was told by a member of the senate there was a deadline of March 1st if a school district didn't wish to participate. Mr. Braster stated he had contacted Department of Education and was told there was not a deadline of March 1st. The superintendent was directed to confirm if there is a deadline if the district wishes not to participate in 2016-17 school year.

Approve Contract for Private Provider for Student Reading Services

Mr. Ryan stated requirements for Title I SINA 2/Delay 2 and above are required to offer Supplemental Educational Services to students. Parents can choose from an approved Provider List provided by the Iowa Department of Education. Notification of this is posted annually on Centerville's website. Parents then contact the school and the school contracts with the provider for the annual per student amount as established by the IA Department of Education through the funding process with a per student cap each year. There are no funds for transportation. The provider selected is Huntington Learning Centers, Inc.

It was moved by Travis Yeomans and seconded by Joe Sharp to approve the contract for private provider Huntington Learning Centers, Inc. for student reading services effective January 15-August 30, 2016 in the amount of \$1,111/per student. Motion carried unanimously.

Discuss Dean of Students Possible Position

The board discussed the possibility of a Dean of Students position.

Approve 7-12 Athletic Director – This item was tabled.

Discuss Purchase of Time Management System

Linda Henderson updated the board on the Time Management System for electronic timesheets for support staff. Mr. Braster asked that the administration bring back to the board: 1) comparison of financial cost and financial savings; 2) assessment of any impact that the TMS has had on timekeeping related responsibilities/duties at the building level: Have time requirements shifted from administration building staff to other building staff?; and 3) feedback from staff directly impacted by change to the TMS, e.g., secretaries, custodians, bus drivers. What pros and cons of the TMS relative to our prior system are identified by staff?

Approve Moving Forward with Football Coaching Interviews

Mr. Ryan stated Chuck Evans contacted him on February 3 indicating he wanted to rescind his resignation as varsity football coach. Mr. Ryan contacted board attorney who indicated since the board had approved Mr. Evans' resignation as varsity football coach Mr. Evans would no longer be considered as an employee and would need to go through the application/interviewing process. Mr. Fisher stated an interview committee comprised of: Dianne Fatka, Bruce Karpen, Greg Fisher, Roger Raum, Mark Dekker, Bill Huisman, Rick Kauzlarich, Amy Gonnerman, and requested two board members to serve also. Larry Heffron and Travis Yeomans volunteered to be on the interview committee.

It was moved by Brooke Johnson and seconded by Joe sharp to approve the football coaching interview committee and move forward with football coaching interviews. Motion carried unanimously.

Discuss Exit Interview Process

The board directed the superintendent to bring back to the board an exit interview form per the samples presented at the last meeting.

Discuss Iowa School Board Association Date Options for School Board Training

It was the consensus of the board to schedule February 22 at 6:30 as a board retreat with I.A.S.B. representative Harry Heiligenthal for school board training.

Discuss School District Options of Involvement with RAGBRAI

Mr. Ryan stated with RABRAI coming to Centerville July 27 he has been contacted by the city for facilities to be available and Booster Club to use facilities as a fundraiser. Another option could be busing. The superintendent was directed to check the school insurance for any liability issues.

Approval of Sports Official's Contracts

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

Reports

Mr. Raum stated the South Central Conference academic banquet will be next month.

Mr. Kaster stated he will be bringing for board review next month the LED lighting.

Mr. Braster handed out possible edits to existing board policy Code No. 216 "Public Participation at Board Meeting". Board members can review and make any changes at the next board meeting.

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.

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..."

It was moved by Larry Heffron and seconded by Travis Yeomans to move into 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... Roll call vote:

Ayes: Brooke Johnson, Angela Ocker, Joe Sharp, Travis Yeomans, Marty Braster, and Larry Heffron.

Nays: none.

Motion carried unanimously. Board moved into closed session at 11:20 and moved back into open session at 11:35 P.M.

Adjourn

It was moved by Brooke Johnson and seconded by Joe Sharp to adjourn at 11:36 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 11:36 P.M. and moved back into open session at 11:50 P.M.