

ALBURNETT COMMUNITY SCHOOL DISTRICT
Regular Board Meeting Agenda
Board Room
TUESDAY, October 16, 2012
7:00 p.m.

Mission Statement: The Alburnett Community School District will provide educational opportunities which enable students to become confident, competent, and responsible contributors to society.

Tentative Agenda:

I. Call to Order / Role Call: The regular board meeting was called to order by Jennifer Slife, Board President at 7:00 p.m. Members present by Roll Call were: David Kirk, Kala Liebe, Jason Martin, Avery Reed, and Jennifer Slife. Others present: Principals Josh Henriksen and Julie Lines, Director of Curriculum and Instruction Luann Byerly, Superintendent Dani Trimble, and Board Secretary Rhonda Lange.

II. Approve Agenda: **Jason Martin** moved and David Kirk seconded to approve the agenda with the addition of a member to the SIAC Committee and a correction to the trip date. Votes of Ayes were: David Kirk, Kala Liebe, Jason Martin, Avery Reed, and Jennifer Slife. There were no Nay votes. Motion carried.

III. Welcome Visitors: Amy Adams, Jen Goedken, Amy Miller, Patty Shulista, Margaret Burns, Dan Pickar, Tonya Saddoris, Riley Ruprecht, Vicki Meadows, Jim and Lori J. Townesend, Claire Boston, Will Townesend, David Miller, Teresa Boston, and Craig Titler

A. Public Comments to the Board

Mrs. Adams introduced Riley Ruprecht and Tonya Saddoris who presented information regarding the Sleep Out for the Homeless activity being held at Kernals Stadium on November 10th and 11th. The ladies presented information about the activity and reasons for a number of our students wanting to participate in the activity. There are 17 students planning to participate and two adults. Mrs. Adams also gave information regarding a book her class has read and is using this activity as a way for them to relate to the book and also help with awareness to the needs of homeless individuals.

Mrs. Meadows introduced Clair Boston and Will Townesend, her current drum majors, which presented information regarding the possible band/fine arts trip to Hawaii. They also informed the board of fund raising projects scheduled. Mrs. Meadows gave more trip itinerary details. They announced the band has received an anonymous donation of \$750 per student for trip costs.

IV. Board Reports

A. Superintendent Report:

Mrs. Trimble reviewed the full schedule for the School Board Convention that will be held on Nov. 14th and 15th. She asked the board to finalize their plans regarding attending the convention so registration can be submitted. She informed the board the Certified Enrollment report was certified on Monday, October 15th and presented a full report. Our certified enrollment for the 2012-2013 school year is 559.92. This is an increase of 11.62 students. She outlined the two pieces of information included in the board packets to be review by the board in preparation for considering offering an early retirement incentive option at the November board meeting. The items are early retirement resolutions for certified and non-certified staff members and a projection worksheet for the Management Fund should the board decide to proceed in November. She then reported on the administrative team's continued discussions regarding the

feasibility of a technology initiative. She realizes they are far from an actual recommendation for the board, but gave the board an overview of ways we would be able to fund a large scale implementation. She informed the board of the administrators doing Instructional rounds within the building. They were in the secondary last week and will be in the elementary tomorrow.

- B. Director of Curriculum and Instruction: Mrs. Byerly introduced Second Grade Teacher, Jen Goedken. She presented information from the District Leadership Team regarding the staff development the elementary is holding. She stated Mrs. Trimble is leading their staff developments regarding the Six Traits of Writing program and they will also be working on breaking down the Iowa Core Curriculum starting with the staff development on this coming Monday afternoon.

Dan Pickar, secondary Agriculture Teacher/FFA Sponsor, presented information regarding the staff development for the secondary level. He explained the leveling of the different grade levels of students into Professional learning communities. Behavior issues at the different levels seem to be the center of the work. It has the teachers working together to help each other to deal with these issues and using each other's expertise. He explained the secondary staff will be conducting three different visits to other districts through-out the year to obtain new insight into different programs.

Mrs. Byerly stated she will start having quarterly curriculum meetings with the teachers in grade level or subject areas to discuss the implementation of the Iowa Common Core. Teachers are starting to have meetings at Grant Wood AEA in the different areas of teaching. She explained the changes happening regarding the Perkins funds. She informed the board the first SIAC committee meeting will be held on November 7th at 6:30p.m.

- C. Principals:

Mrs. Lines reported this is the end of the first year for the district using the One Call System. Parent emails have been added and parent work numbers have been removed due to many workplaces are not designed for such communications. She then informed the board of another change to bus routes. The Cedar Rapids School District is no longer going to allow us into their district for pick-ups. This affects 34 families and 51 students. The Kings of Kings Lutheran Church on Center Point Road has graciously agreed to let us maintain a bus stop in their parking lot. This change will start on January 4th. Mrs. Lines has contacted all parents this will affect. She also thanked the City of Robins for their partnering with the district through the years to help keep students safe.

Mr. Henriksen stated the first quarter will end on Friday. He gave a wrap up on the homecoming activities. He expressed his support for the students wanting to participate in the Sleep Out for the Homeless.

Kala Liebe asked how the new ineligibility policy is going for the first quarter. Mr. Henriksen reported the number of student athletes that were ineligible on the first Monday after mid-terms and what the current status is.

- D. Board Secretary:

Rhonda Lange informed the board of the property tax amounts received in the month of October.

- E. Board Members:

Jennifer Slife stated she had attended the student assembly last Friday. She walked out of the assembly so proud. She mentioned the success of our archery program and the National Award from the March of Dimes that Alex Stepanek, 2012 graduate, was presented. He gave an excellent speech to the student body.

- F. Booster Club:

None

- G. Foundation:

None

V. Consent Agenda

Administration recommends that the Board approve the Consent Agenda items as listed below.

A. Minutes:

1. September 17, 2012 Regular Meeting

B. Financial Reports: September 2012

C. Invoices:

General Fund - \$78,406.84, Management Fund - \$0.00, PPEL Fund - \$0.00, Capital Projects Fund - \$250.00, LOST Fund - \$0.00, Debt Services Fund - \$50,560.00, Activity Fund - \$19,701.81, Trust Fund - \$0.00, and Nutrition Fund - \$17,251.23.

PLEASE SEE THE ATTACHED LIST OF PAID BILLS

D. Resignations: None

E. Contract Approvals: None

F. Out of State/Overnight Trips:

1. Sleep Out for the Homeless – November 10 & 11 (Attachment E)
2. Fine Arts Trip – Oahu, Hawaii – June 21-June 25, 2013

David Kirk moved and Kala Liebe seconded to approve the consent agenda items as listed. Votes of Aye were: David Kirk, Kala Liebe, Jason Martin, Avery Reed, and Jennifer Slife. There were no Nay votes. Motion carried.

VI. Dialogue/Action Items

A. Approval of First Reading – 400 Series Board Policy Review

Mrs. Trimble presented the 400 Series of Board Policies that have been reviewed through committee. She explained the process taken and asked for the board to review and contact a committee member to answer any questions. She stated the Iowa Association of School Boards sample policies were used most of the time when changes were made or policies added.

David Kirk moved and Avery Reed seconded to approve the First Reading of the 400 Series of Board Policies as presented. Votes of Aye were: David Kirk, Kala Liebe, Jason Martin, Avery Reed, and Jennifer Slife. There were no Nay votes. Motion carried.

B. Approval of District Employee Job Descriptions

Mrs. Trimble presented the completed set of job descriptions for the board's consideration. She explained that for this year, the job descriptions will be shared with staff electronically once the board approves them. In the future they will be distributed individually to each staff member with their contract for the next school year with the expectation that they be signed and returned with contracts. In future years, the board will review them annually prior to contract issuance.

Jason Martin moved and Kala Liebe seconded to approve the District Employee Job Descriptions as presented. Votes of Aye were: David Kirk, Kala Liebe, Jason Martin, Avery Reed, and Jennifer Slife. There were no Nay votes. Motion carried.

C. Appointment of 2012-13 School Improvement Advisory Committee (SIAC)

Mrs. Trimble explained the SIAC is an advisory committee in nature and generally studies topics required by the state or assigned by the board. A list of SIAC members was presented for approval.

Jason Martin moved and David Kirk seconded to approve the list of members for the SIAC Committee as presented. Votes of Aye were: David Kirk, Kala Liebe, Jason Martin, Avery Reed, and Jennifer Slife. There were no Nay votes. Motion carried.

D. Approval of PPEL/LOST Projects

Mrs. Trimble presented a drawing of the parcel that is being considered for a new parking lot. She also presented bids for completing the project from Dan Sherman for \$9,240 and Marty Boyse for \$7,950. The bids include removing dirt (which we would like to use for the greenhouse project); bringing in, spreading, and compacting rock; and grinding the curb.

David Kirk moved and Avery Reed seconded to approve the parking lot project and accept the bid from Marty Boyse for \$7,950 to complete the project. Votes of Aye were: David Kirk, Kala Liebe, Avery Reed, and Jennifer Slife. There were no Nay votes. Jason Martin abstained from this vote due to Marty Boyse being a relative. Motion carried.

Mrs. Trimble presented a proposal from Alarm System Estimate in Cedar Rapids to install a web based access control system for the school building. The system would function from 2 main entrances and would be operated through card readers. Initially we would purchase 100 cards. Employees would each be issued a card, and individuals who have requested access to the building would be issued a card with a \$5 deposit. The card would be activated through the web based program. Once the time frame for the activity expires, the access would be removed through the program and the \$5 refunded after the card was returned.

The cost of the proposal is as follows:

Card reader system with 100 keys	\$7,732.85
Rekey of 32 exterior doors	\$854.80
Total Cost	\$8,587.65

Mrs. Trimble recommended the board consider this useful background information but take no action on the proposal. She presented an alternative approach for the current time. She suggested rekeying only the exterior doors of the building now and establish a key checkout system while work continues on this issue and above proposal. This alternative approach will cost somewhere around \$1,000 and within her superintendent approval level.

The next project she presented was the wiring for access points. She reminded the board they had approved a project to purchase updated access points costing up to \$30,000. She informed the board that they are in the process of checking alternative options for the access points and should be ready to move on that portion of the project soon. However, before they can move ahead on this, they need the board to consider the following bids for wiring, which will be in addition to the access points approved by the board last spring.

Ramsey, Hiawatha	\$7,837.57
Structured Cabling, Tipton	\$9,126.07
Prime, Elkhorn, NE	\$10,149.65

Mrs. Trimble recommended the approval of the low bid with Ramsey and explained they are the company that has completed the wiring for the FEMA building. She stated the funding for this will be from REAP funds.

David Kirk moved and Kala Liebe seconded to approve the wiring bid from Ramsey of Hiawatha for \$7,837.57. Votes of Aye were: David Kirk, Kala Liebe, Jason Martin, Avery Reed, and Jennifer Slife. There were no Nay votes. Motion carried.

E. Approval of Support Vehicle Purchase

Mrs. Trimble presented the following summary of responses received from the bid requests that were sent:

McGrath Auto	2012 Traverse	\$25,891
	2012 Durango	\$29,039
Junge Ford	2013 Expedition	\$32,435
Karl Chevrolet	2013 Suburban	\$32,644
Billion	No bid	
Dan Deery	No bid	
Runde Auto	No bid	
Zimmerman Ford	No bid	
Grovert Chevrolet	No bid	

She explained that in addition to the price, they reviewed seating, cargo space, full-frame vs. uni-body design, and rear wheel vs. front wheel drive. Mrs. Trimble recommended purchasing the 2013 Expedition from Junge Ford with PPEL funds.

David Kirk moved and Jason Martin seconded to approve the purchase of a 2013 Expedition from Junge Ford for \$32,435 with PPEL funds. Votes of Aye were: David Kirk, Kala Liebe, Jason Martin, Avery Reed, and Jennifer Slife. There were no Nay votes. Motion carried.

VII. Discussion/Correspondence Items

A. Correspondence Items

B. Other

VIII. Confirm Date and Time of Next Meeting

The next scheduled meeting of the Board will be a Regular Meeting at 6:00 p.m. on November 19, 2012. The change in time is due to not wanting to conflict with home basketball games that evening any more than have to. This meeting will be held in the Board Room.

IX. Adjourn:

Kala Liebe moved and Avery Reed seconded to adjourn the Regular Board meeting at 8:59 p.m. Votes of Aye were: David Kirk, Kala Liebe, Jason Martin, Avery Reed, and Jennifer Slife. There were no Nay votes. Motion carried.

These are unofficial board minutes. Official minutes may be seen in the board secretary's office.