



# INDEPENDENCE COMMUNITY SCHOOL DISTRICT

1207 First Street West  
Independence, Iowa 50644

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Jean Peterson  
Superintendent

Lynnette Engel  
Director of Finance  
Board Secretary/Treasurer

September 16, 2010

To: All School Board Members

From: Jean Peterson, Superintendent

Voting Orders:

Dawnye Sturtz – DD #2 '11

Charlie McCardle – DD # 3 '11

John Christensen – DD # 3 '11

Kathryn Jensen – DD # 1 '11

Stacy Henderson – At-Large '13

Re: Working agenda for the regular/annual meeting, organizational meeting and work session on **Monday, September 20, 2010** beginning at **7:00 p.m.** at the **School Administration Office**, 1207 First Street West, Independence, Iowa

## REGULAR/ANNUAL MEETING – 7:00 p.m.

1. PLEDGE OF ALLEGIANCE

A. Call to order

2. FRIEND OF EDUCATION

A. Stacy McMahon, Kristi Moeller and Ashley Beeh

*We would like to honor and recognize Stacy McMahon, Kristi Moeller and Ashley Beeh from the Buchanan County Health Center for writing Wellmark Foundation and Buchanan Co Health Trust grants to create the SPARK program for the area PK4 Programs which encourages healthy eating and wellness activities in young children.*

3. CONSIDERATION OF ACTION ON CONSENT ITEMS

A. Approval of the minutes of the special session on August 11, 2010, the work session on August 11, 2010, the regular meeting on August 16, 2010, the work session on August 16, 2010 and the special session on August 30, 2010.

Motion 3.A.

*I am seeking approval of the minutes.*

B. Approval of Agenda

Motion

*I am seeking approval of the agenda.*

C. Proposed Committee Assignments for 2010-2011

Motion

*I am seeking Board approval of the assignments listed below.*

<u>Current Member</u>	<u>Current Member</u>	<u>New Member (Proposed)</u>
1. Building & Grounds	Stacy Henderson	Charlie McCardle
2. Transportation	Stacy Henderson	Stacy Henderson
3. Co-Curricular Activities	Charlie McCardle	Stacy Henderson
4. Review Board Meeting Bills	Dawnye Sturtz	Oct/Nov - Christensen Dec/Jan/Feb - Henderson Mar/Apr - Jensen May/June - McCardle Jul/Aug/Sept - Sturtz
5. IASB – Legislative Network	Dawnye Sturtz	Dawnye Sturtz
6. IASB – Delegate Assembly (represents the school district at the 2010 IASB Delegate Assembly on November 17, 2010)	Dawnye Sturtz	Dawnye Sturtz
7. Buchanan County Conference Board (1 year)	John Christensen	John Christensen
8. Mustang Foundation Board of Directors	Charlie McCardle & John Christensen	Charlie McCardle & John Christensen
9. Calendar Committee	Charlie McCardle	Charlie McCardle
10. School Improvement Advisory Committee-SIAC (also referred to as CCC)	Kathryn Jensen	Kathryn Jensen
11. Mentor/Volunteer Advisory Board	John Christensen	John Christensen
12. Resource Enhancement And Protection (REAP) Committee	Stacy Henderson	Stacy Henderson
13. Industrial Technology Advisory Committee	Dawnye Sturtz	Dawnye Sturtz
14. City/County/School Representatives	Kathryn Jensen & Dawnye Sturtz	Kathryn Jensen & Dawnye Sturtz

D. Approval of Board Policies (\* changes noted)

Motion 3.D.

**Second Readings:**

	<b>POLICY #</b>	<b>POLICY NAME</b>
1.	203	Board of Directors' Conflict of Interest
2.	204	Code of Ethics
3.	205.1	Board Security and Protection
4.	205.2	Board Member Liability
5.	206.3	Secretary-Treasurer
6.	207	Board of Directors' Legal Counsel
7.	208	Board of Directors' Self-Evaluation
8.	209.1 & 209.1E1	Ad Hoc Committees and Ad Hoc Committees Exhibit
9.	504.6* and 504.6E1	Student Fund Raising and Fund Raising Request Form (New Form)
10.	507.9 & 507.9E1	Independence Comm Schools Wellness Policy and Physical Act. Contract
11.	802.4*, 802.4R1* & 802.4R2	Capital Assets (formally called Fixed Assets Management System), Capital Assets Regulation (formally Fixed Assets Management System Regulation) and Capital Assets Management System Definitions (New Regulation)
12.	906.1, 906.1E1, 906.1E2, 906.1R1*, 906.1R2*, 906.1R3	Community Use of School District Facilities & Equipment, Application Form, Indemnity & Liability Insurance Agreement, Regulation, Fees Schedule and ICN Room Use

*I am seeking approval of the above policies' second readings.*

**First Readings:**

	POLICY #	POLICY NAME
1.	210.1	Development of Policy
2.	210.2	Adoption of Policy
3.	210.3	Dissemination of Policy
4.	210.4	Suspension of Policy
5.	210.5	Administration in the Absence of Policy
6.	210.6	Review and Revision of Policy
7.	210.7	Review of Administrative Regulations

*I am seeking approval of the above policies' first readings.*

E. Termination of Contract – Classified Staff

Motion

**I am seeking approval of the following termination due to budgetary decisions for the 2010-2011 school year (effective 08/17/2010):**

- Nichole LaMarsh – West Elem 5.5 hour Special Education Associate

**Roll Call Vote**

F. Transfers/Reassignments

Motion

NAME	PREVIOUS ASSIGNMENT	NEW ASSIGNMENT	DATE
Rick Alber	8.0 hr HS Custodian	8.0 hr District Grounds/Maint/Sub Cust	
Rob Ratchford	7 <sup>th</sup> Grade Football	Assist Football (Grades 9-12)	08/01/10

*I am seeking approval of the above transfer(s)/reassignment(s).*

G. New Hires (*pending acceptable background checks*)

Motion

NAME	ASSIGNMENT	SALARY	DATE
Stewart Bagley (Recall)	West Elem 8.0 hr Custodian	\$9.85/hr	08/25/2010
Paula Decker	West Elem 5.5 hr Food Service Worker	\$8.75/hr	09/09/2010
Keith Donnelly	7 <sup>th</sup> Grade Football Coach	\$1,161	08/23/2010
Jessi Dorsey	Farm to School Coordinator	\$9.00/hr	08/30/2010
Michael Doyle	7 <sup>th</sup> Grade Football Coach	\$1,349	08/23/2010
Amy Gustafson	.15 FTE Jr/Sr HS Math Teacher	\$5,017	08/19/2010
Nichole LaMarsh (Recall)	West Elem 5.75 Special Ed Associate	\$8.85/hr	09/09/2010
Coleen Meissner	.5 FTE Assistant Speech Coach	\$899	Fall 2010
Greg Moen	7 <sup>th</sup> Grade Girls Track Coach	\$2,023	Spring 2011
Bradley Schmitt	Assist Volleyball Coach (Grades 9-12)	\$2,248	08/18/2010
Diana Sloan	.5 hr Supervision at Old East Elem Bldg	\$10.20/hr	09/07/2010
Tony Whitaker	8 <sup>th</sup> Grade Football Coach	\$1,855	08/23/2010
Michael Zimmerly	7 <sup>th</sup> Grade Football Coach	\$1,012	08/23/2010

*I am seeking approval of the above hire(s).*

H. Resignations

Motion

NAME	ASSIGNMENT	DATE
Ron Fank	8 <sup>th</sup> Grade Football Coach	08/21/2010
Lanette Frye	West Elem 5.5 hr Cook/Food Service Worker	09/03/2010
Deb Hickey	West Elem 5.75 Special Education Associate	08/31/2010
Jason Kilby	.5 FTE Assistant Speech Coach	08/23/2010
Rob Ratchford	7 <sup>th</sup> Grade Football Coach	08/20/2010
Brent Reck	Assistant Boys Basketball Coach (Grades 9-12)	09/08/2010
Mark Toale	Assistant Football Coach (Grades 9-12)	08/24/2010

*I am seeking approval of the above resignation(s).*

I. Approval of Financial Reports

Motion 3.I.

1. Approval of Bills – Director Sturtz will have reviewed the bills
2. Vendor Report
3. Board Report
4. Financial Settlement Statement as of June 30, 2010

4. ANNOUNCEMENTS AND COMMUNICATIONS

- A. Comments from public
- B. Comments from Board
- C. Presentations

5. REPORTS

A. Building Administrator Reports

5.A.

1. Sr High School
2. Jr High School
3. West Elementary
4. East Elementary/Early Childhood Center

B. Activities Director Report

5.B.

C. School Improvement/Curriculum Director Report

5.C.

D. Technology Report

5.D.

E. Food Service Report

5.E.

F. Transportation/Building & Grounds Report

5.F.

6. OLD BUSINESS

A. Hazard Mitigation Plan Resolution

Motion 6.A.

*A Resolution of the School Board of the Independence Community School District Adopting The City Of Independence Hazard Mitigation Plan.*

*Roll Call Vote*

7. NEW BUSINESS

A. Proposed New Locker Room Facility

Discussion

*It has been proposed by a volunteer group that a new locker room facility be built at Leinbaugh Field.*

B. Travel Request - Band

Motion 7.B.

*I am seeking approval for the Band to travel to Indianapolis, IN for the Bands of America Grand Nationals departing November 12, 2010 and returning November 14, 2010.*

C. Canvas of Votes from September 14, 2010

Motion 7.C.

*I am seeking board approval of the Public Measure A Independence School District Revenue Purpose Statement where the measure was adopted.*

**Roll Call Vote**

D. Fund Raising Request(s)

Motion 7.D.

*I am seeking approval of the following fund raising request(s).*

GROUP	DESCRIPTION OF EVENT	PURPOSE	START UP COSTS	TARGET AMOUNT	DATE
HS Football	Sell T-shirts for \$12.00	Pay for supplies		\$500	Football games
HS Band	Marching Mustang Morning Madness Raffle for \$1.00	Pay for end of the year awards		\$500 - \$1000	09/10/10 through 10/01/10
HS Student Council	Tickets to Rough & Tough Volleyball & Homecoming Dance will be sold	Raise funds for decorations for future dances and to support local charities	\$80.00 for printing dance tickets	\$1500	09/27/10 through 10/02/10
West Elem	Collect items for Iowa's Braves wish list; collect \$ for care package postage	Show support for our troops		\$100	10/11/10 through 10/21/10
West Elem	Collect shoes, socks, clothes etc. for kids & donate to Goodwill				10/18/10 through 10/29/10

E. 65th Annual IASB Convention – November 17-18, 2010

Motion 7.E.

*I am recommending that the board members that can attend the convention do so and that the trip is approved for those attending.*

F. Business Associate Agreement with Timberline Billing Service LLC

Motion 7.F.

*I am seeking approval of the agreement with Timberline Billing Service LLC. This is a legal document that both parties sign to acknowledge and adhere to confidentiality rules as they relate to HIPPA regulations. This contract remains in effect through the course of the district's contract with Timberline.*

G. Annual Insurance Report

Discussion 7.G.

H. Board of Directors' Legal Counsel

Motion

*I am seeking approval for Swisher & Cohrt, P.L.C. and Ahlers & Cooney, P.C. to be legal representatives for the Independence Community School District and Board of Directors.*

I. Organization Resolution and Agreement for Credit Card Program Motion 7.I.  
*This is a routine document that BankIowa is required to have on file proving that the Board of Education is aware that the school has a credit card through the bank and provides them with information as to who the school contact person is. As part of this resolution it will be Superintendent Peterson's recommendation that, #1 we have a school credit card, and #2 Lynnette Engel, Director of Finance/Board Secretary be named as the Designated Officer overseeing the account.*

***Roll Call Vote***

J. New CCC Members for 2010-2011 Motion 7.J.  
*The Curriculum Coordinating Council is asking for the approval of the following members to the council for the 2010-2011 school year:*

- *Stephanie Yonkovic, HS representative*
- *Judy Olsen, district media representative*
- *Nate Whited, community representative*
- *Tammy Rasmussen, community representative*
- *Ruth Duritsa, community representative*
- *Jess Brunko, student representative*
- *Lisa Keierleber, student representative*
- *Ben Crawford, student representative*

K. Education Jobs Fund Motion  
*I am seeking approval to spend money from the Education Jobs Fund on the following for a total of \$137,795.00 per year for two years:*

- *Increasing Ashley Coulter from .75 FTE to 1.0 FTE - increase of \$20,361*
- *Increasing Amy Gustafson from .15 FTE to .75 FTE - increase of \$23,000*
- *Hiring a new assistant technology director with a salary max of \$33,000 for total salary and benefit package of \$48,594*
- *Hiring a new .5 FTE Elementary math strategist (\$20,000 base - \$22,920*
- *Hiring a new .5 FTE Jr/Sr High reading specialist (\$20,000 base) - \$22,920*

L. Resolution Naming Depositories Motion 7.L.

***Roll Call Vote***

M. Resolution to Pay Bills when the Board is not in Session Motion 7.M.

***Roll Call Vote***

N. Resolution to Automatically Disburse Payroll Motion 7.N.

***Roll Call Vote***

O. Resolution Authorizing the Use of a Check Protector and Signer and the Proper Control of the Signer Motion 7.O.

***Roll Call Vote***

**ORGANIZATIONAL MEETING**

1. CALL TO ORDER

A. Election of President and Oath of Office – Ballots will be distributed to the board members to vote for President of the School Board for 2010-2011. Members must sign the ballots so the votes can be recorded. A majority of those voting is necessary to elect. The oath of office will be administered to the new President.

*Lynnette will read off the ballots of each member who was nominated and the nominated board member will be recorded.*

B. Election of Vice President – Ballots will be distributed to the board members to vote for Vice President of the School Board for 2010-2011. Members must sign the ballots so the votes can be recorded. A majority of those voting is necessary to elect. The oath of office will be administered to the new Vice President.

*Lynnette will read off the ballots of each member who was nominated and the nominated board member will be recorded.*

C. Set meeting dates, times and places for 2010-2011. Presently the School Board meets on the third Monday of the month at 7:00 p.m. in the Central Office Boardroom for regular meetings.

Motion

**Proposed Schedule - Proposed time change to 6:30 p.m.**

October 25, 2010 (Fourth Monday) *This is for the Board's consideration.*

*There is a HS Vocal Concert on Monday, Oct. 18<sup>th</sup>.*

Independence

November 15, 2010 Rowley

December 20, 2010 Independence

January 17, 2011 Brandon

February 21, 2011 Independence

March 21, 2011 Independence

April 18, 2011 Rowley

May 23, 2011 (Fourth Monday) *This is for the Board's consideration.*

*Band Night is on Monday, May 16<sup>th</sup>.*

Brandon

June 20, 2011 Independence

July 18, 2011 Independence

August 15, 2011 Independence

September 19, 2011 Independence

*We need to set the dates for this coming school year. Above are the dates that correspond to the dates we met this past year. We changed this past year's meetings for the HS Vocal Concert and Band Night.*

D. Set Roll Call Vote Order

Motion

*We need to set the order in which we do the roll call voting. It has been suggested to rotate the order as listed below.*

<i>Oct/Nov</i>	<i>Christensen Henderson Jensen McCardle Sturtz</i>
<i>Dec/Jan/Feb</i>	<i>Henderson Jensen McCardle Sturtz Christensen</i>
<i>Mar/Apr</i>	<i>Jensen McCardle Sturtz Christensen Henderson</i>
<i>May/Jun</i>	<i>McCardle Sturtz Christensen Henderson Jensen</i>
<i>Jul/Aug/Sept</i>	<i>Sturtz Christensen Henderson Jensen McCardle</i>

2. ADJOURNMENT

**WORK SESSION**

1. CALL TO ORDER

2. BOARD SELF EVALUATION AND GOALS

Discussion

3. ADJOURNMENT