

Treynor Community School District
Regular Meeting of the Board of Directors
June 10, 2019

1. Call to Order & Roll Call
2. Amend and/or Approve Agenda
3. Recognition of Visitors and Open Forum (Public comment is limited to items on any current or upcoming published board agenda)
4. Public Hearing – Plans, Specifications, Form of Contract, and Estimate of Costs of the MS/HS Facilities Project
5. Consent Agenda: Approve Minutes of Previous Meetings, Bills, Financial Statements, Open Enrollment Requests, Personnel-Contracts and Resignations
6. It's All about the Learning – (Phase I Math – Tom Lewis and Carla Christensen)
7. Grading at High School
8. Principals' Updates
9. Safe Schools Plan
 - a. Safe Schools Recommendation
 - b. Safe Schools Plan – First Draft
 - c. Safe Schools Action Plan
 - d. Prime Security Survey Report
10. Curriculum
11. Facilities
 - a. Update
 - b. Fuel Tank Bid
12. Approval of Plans, Specifications, Form of Contract, and Estimate of Costs of the MS/HS Facilities Project
13. Purchase of Bus
14. Hiring Procedures
 - a. Recommendation and Example
 - b. Hiring Procedures Manual
15. TeamMates
16. Protective Equipment
17. Milk and Bread Bids
18. Breakfast and Lunch Prices
19. Board Policies
 - a. Second Reading – Board Policy 704.2R1
 - b. First Reading – Board Policy 710.4
 - c. Annual Review – Board Policies 606.2 and 606.9
20. Superintendent's Update
21. Adjournment

Minutes

The Board of Directors of the Treynor Community School District met in regular session on Monday, June 10, 2019, 6:30 p.m., in the Board Room, located in the High School Building, 102 E. Main St., Treynor, IA 51575.

Call to Order & Roll Call

President Graber called the regular meeting to order at 6:30 p.m., and roll was taken. The following board members were present: President Graber, Vice President Vorthmann, Heidi Gutttau-Fox, Sally Myers, and Mickey Stogdill.

Amend and/or Approve Agenda

A motion was made by Vorthmann, seconded by Gutttau-Fox, to approve an amended agenda, removing Item 10 Curriculum and pulling the contract of Erica Schnepel from the consent agenda and addressing it separately. Motion carried 5-0.

Recognition of Visitors and Open Forum (Public comment is limited to items on any current or upcoming published board agenda)

President Graber welcomed all visitors to the meeting. The following spoke during the open forum: 1) JoEllen Travis spoke in reference to the consent agenda, asking the board to consider moving contracts and resignations from the consent agenda and placing them in a separate action item; 2) Marilyn Abbott spoke in support of the hiring of Erica Schnepel.

Public Hearing – Plans, Specifications, Form of Contract, and Estimate of Costs of the MS/HS Facilities Project

At 6:37 p.m. President Graber declared the start of the public hearing on the Plans, Specifications, Form of Contract, and Estimate of Costs of the MS/HS Facilities Project. Hearing no verbal comments for or against and receiving no written comments for or against the Plans, Specifications, Form of Contract, and Estimate of Costs of the MS/HS Facilities Project, President Graber closed the hearing at 6:38 p.m.

Consent Agenda

A motion was made by Stogdill, seconded by Gutttau-Fox, to approve the following:

- 1) Minutes of the May 13, 2019, regular meeting,
- 2) Minutes of the May 24, 2019, special meeting,
- 3) Bills in the amounts of:

General Fund	\$52,911.83
Capital Projects Fund	\$161,707.78
PPEL Fund	\$3,554.96
Activity Fund	\$25,334.73
Nutrition Fund	\$14,387.84
- 5) May 31, 2019 Financial Statements,
- 6) Open Enrollment requests-four open enrolled in, three open enrolled out,
- 7) Contract of employment for Clark Allen as high school social studies teacher for 2019-2020,
- 8) Contract of employment for Danielle Floerchinger-Herrington as 6-12 school counselor,
- 9) Contracts of employment for TLC (Teacher Leadership and Compensation) positions,
- 10) Resignation from Cynthia Cox as elementary teacher, effective at the end of the 2018-2019 contract year,
- 11) Resignation from Byron Klockner as van/bus driver, effective at the end of the 2018-2019 contract year,
- 12) Resignation from Rita Laughlin as 6-12 school counselor, effective at the end of the 2018-2019 contract year,
- 13) Resignation from Scott Rucker as middle school science and physical education teacher, effective at the end of the 2018-2019 contract year, and
- 14) Resignation from Daniel Schleisman as junior high girls' basketball and assistant girls' track coach, effective immediately.

Motion carried 5-0.

Approve Contract(s) with Erica Schnepel

A motion was made by Gutttau-Fox, seconded by Vorthmann, to approve the hiring of Erica Schnepel as high school English teacher. Ms. Schnepel will also be employed as yearbook sponsor. Motion carried 3-2. Ayes: Graber, Vorthmann, and Gutttau-Fox. Nays: Stogdill and Myers.

It's All about the Learning

Tom Lewis, parent, community member and Mayor of Treynor, spoke in regards to his participation on the science and math curriculum committees. He thanked Superintendent Howell for her leadership on the curriculum work and conveyed his appreciation of the passion Treynor administrators and teachers have for teaching and our students. He urged anyone who has not participated at the school in this way to consider it. Carla Christensen, parent and community member, explained she was excited to share in the curriculum work in science and math. She praised the K-12 fluid curriculum concept and Teacher Leadership System, and stated continued professional development and community partnerships are key.

Grading at High School

Mr. McNeal, high school principal, explained after reviewing the present grading scale, a slight adjustment is being requested to benefit our students. Currently all letter grades (except D) have a range of 8%. This means one of the sublevel grades must have an interval of 2%. Our current scale has the 2% placed on the + sublevel grade. Mr. McNeal asked board members to consider placing the 2% interval to the – sublevel. This would allow the letter grade and + sublevel grade to have a 3% interval. The change in the grading scale would begin with the 2019-2020 school year. Following explanation, a motion was made by Stogdill, seconded by Gutttau-Fox, to make the change in the grading scale beginning with the 2019-2020 school year. Motion carried 5-0.

Proposed Grading Scale /Grade Value		
Letter Grade	Percentage	Value /GPA
A+	NA	
A	95% - 100%	4
A-	93% - 94%	3.67
B+	90% - 92%	3.33
B	87% - 89%	3
B-	85% - 86%	2.67
C+	82% - 84%	2.33
C	79% - 81%	2
C-	77% - 78%	1.67
D+	75% - 76%	1.33
D	72% - 74%	1
D-	70% - 71%	.67
F	0% - 69%	0

Principals' Updates

Ms. Kay, Elementary School Principal, reported:

- 1) Iowa School Report Card performance measures for Treynor Elementary: 2015: Acceptable, 2016: Commendable, 2017: High Performing, 2018: Exceptional.
- 2) We are so proud of Mr. Stinman being named a recipient of the 2019 Charles E. Lakin Outstanding Teacher Award. It is very deserving.

Mrs. Berens, Middle School Principal, reported:

- 1) Fifth grade students toured the middle school prior to field day as preparation for their move to our building in the Fall. It worked great.
- 2) Kudos to Jill Davis and the students for a successful middle school musical. We had a great turn out for both performances.
- 3) Iowa School Report Card performance measures for Treynor Middle School: 2016: Commendable, 2017: Acceptable, 2018: High Performing.

Mr. McNeal, High School Principal, reported:

- 1) Iowa School Report Card performance measures for Treynor High School: 2016: High Performing, 2017: High Performing, 2018: High Performing.

Safe Schools Plan

A motion was made by Myers, seconded by Stogdill, to approve the first draft of the Safe Schools Plan. The Iowa Department of Education requires each school district have a Safe School Plan as of June 30, 2019. Superintendent Howell, Board President Graber, and IT Director Bailey have worked on the plan and recommend using the action plan to move forward addressing actions and activities regarding communications, professional learning, physical protection, and specifics for each building in the district. The plan includes procedures for natural disasters, as well as active shooters. While compiling information for the Safe Schools Plan, Prime Communications of Elkhorn, Nebraska

conducted an onsite security survey. A confidential report documenting the findings of the survey will assist district leaders in decision-making security measures. Following discussion of the Safe Schools Plan, the motion was approved on a 5-0 vote.

Facilities

Superintendent Howell updated board members on the facilities project, including meetings with architects and Andersen Construction, successful bidder on the transportation facility, earthwork, and utilities. The pre-bid meeting for the HS/MS addition and renovation is June 13th, with bids due June 27th at 2:00 pm in the board room. Approval of the successful bid will be at the July 8, 2019 regular board meeting.

Fuel Tank Bid

A motion was made by Gutttau-Fox, seconded by Stogdill, to approve the proposal from Seneca Companies, Des Moines, to provide and install a 2,000 gallon above-ground fuel tank at the new transportation facility site at a total cost of \$78,432.66. Several companies were contacted and asked to provide proposals. The proposal from Seneca was the only one received. Motion carried 5-0.

Approve Plans, Specifications, Form of Contract, and Estimate of Costs of the MS/HS Facilities Project

A motion was made by Myers, seconded by Gutttau-Fox, to approve the plans, specifications, form of contract, and estimate of costs of the MS/HS facilities project. The Notice to Bidders has been publicized and bidding documents are available for contractors. Motion carried 5-0.

Purchase of Bus

A motion was made by Stogdill, seconded by Gutttau-Fox, to approve the purchase of an 83-passenger 2017 Thomas bus at a cost of \$66,436. The used bus has 28,000 miles, an undercarriage unit for transporting equipment, and cameras, including a stop-arm camera. Chad Polly, district bus mechanic, received quotes on ten different previously owned buses and worked with board member Vorthmann and Superintendent Howell to make the recommendation. The bus will be taken to activities whenever possible and should eliminate the need for a second bus and second driver. Motion carried 5-0.

Hiring Procedures

A motion was made by Myers, seconded by Vorthmann, to approve the hiring procedures for the Treynor Community School District. The set of hiring procedures, compiled by Superintendent Howell, includes the process for hiring, job descriptions and evaluation tools for every position in the district, with the exception of teachers, as teachers are covered by the master contract/handbook. Motion carried 5-0.

TeamMates

A motion was made by Gutttau-Fox, seconded by Myers, to move forward with enrolling in the TeamMates Mentoring Program. TeamMates was established in 1991 by Tom and Nancy Osborne. The program is currently providing more than 8,400 youth in Nebraska, Iowa, Wyoming, and Kansas with the support and encouragement of a mentor.

- TeamMates mentors and mentees meet once per week in the school building.
- The average match length is 27.6 months, compared to the national average of 16 months.
- New mentors receive 2.5 hours of new mentor training and ongoing in-person and online training sessions on topics designed to help the mentor support their mentee through challenges.
- College prep for mentees begins their freshman year of high school and upon graduation, the program provides mentees who desire to remain a part of the TeamMates program with a post-secondary mentor.
- TeamMates operates in a structure where the local school district and community makes an investment and commitment to support TeamMates in their school buildings.

The start-up costs (approximately \$15,000) are covered by grants as is the liability insurance and training of our counselors, who would oversee the program. Annual fees and expenses beyond start-up are typically funded by donations.

Following discussion of the TeamMates program, the motion was approved on a 5-0 vote.

Protective Equipment

A motion was made by Vorthmann, seconded by Gutttau-Fox, to approve the Resolution Authorizing Transfer of General Fund to Student Activities Fund for Protective Gear. A roll call vote was taken: Myers-Aye, Vorthmann-Aye, Graber-Aye, Gutttau-Fox-Aye, and Stogdill-Aye. President Graber declared the following resolution adopted:

**RESOLUTION AUTHORIZING TRANSFER OF GENERAL FUND TO STUDENT
ACTIVITIES FUND FOR PROTECTIVE GEAR**

Whereas participation in athletic and other school extracurricular activities furthers the skills, development, character and growth of our students, and

Whereas safety of our student athletes is of paramount importance to the district, and

Whereas student activity funds are insufficient to cover the costs of refurbishing or purchasing protective and safety gear required by the Athletic Associations for students participating in those activities, and

Whereas the Iowa Legislature authorizes school boards to use school general funds for these purposes consistent with the enactment of HF 564 during the 2017 Legislative Session, effective for the school year beginning July 1, 2016, and subsequent school years,

BE IT THEREFORE RESOLVED:

That the Board of Directors of the Treynor Community School District approves the transfer of **\$14,194.99** from the general fund to the student activity fund for expenditures that occurred between **July 1, 2018 and June 30, 2019** for protective and safety gear required for athletic competition.

PASSED AND APPROVED this 10th day of June, 2019.

Amy Graber, President of the Board of Directors

ATTEST: Cindy L. VanFosson, Secretary of the Board of Directors

Milk and Bread Bids

A motion was made by Myers, seconded by Stogdill, to approve the bids from Highland Dairy for milk and Bimbo Bakeries for bread for the 2019-2020 school year. Two bids were received for milk. Highland Dairy and Anderson Erickson. An evaluation matrix, mandated per procurement process, was used to determine the low bid. Bimbo Bakeries was the lone bid received for bread. Motion carried 5-0.

Lunch Prices

A motion was made by Gutttau-Fox, seconded by Stogdill, to approve the lunch prices for 2019-2020. The lunch prices will increase ten cents per lunch. The breakfast prices for adults and students at all levels will remain at \$1.35.

Motion carried 5-0.

Lunch prices for 2019-2020:

K-5 \$2.45

6-12 \$2.60

Adult \$3.75

Board Policies

Second Reading – Board Policy 704.2R1

A motion was made by Gutttau-Fox, seconded by Myers, to approve the second reading of 704.2R1, POST-ISSUANCE COMPLIANCE REGULATIONS FOR TAX-EXEMPT OBLIGATIONS. District attorneys have advised adding two statements to this regulation to comply with post-issuance matters related to tax exemption. This regulation may need additional language in the future after further review by the attorneys. Following explanation of the need for the policy change, the motion was approved on a 5-0 vote.

First Reading – Board Policy 710.4

Superintendent Howell reviewed a change needed in Board Policy 710.4, Meal Charges. The sentence “When the balance reaches \$0.00 a student may no longer charge ala carte items until the negative account balance is paid” is being removed.

The second reading of this policy will occur at the next regular board meeting on July 8, 2019.

Annual Review of Board Policies 606.2 and 606.9

Board members are required to review Board Policy 606.2 Class Size – Class Grouping and Board Policy 606.9 Insufficient Classroom Space annually.

Enrollment by grade level for FY2018-2019:

<u>Elementary</u>		<u>Middle School</u>		<u>High School</u>	
K	57	6	57	9	67
1	56	7	73	10	70
2	67	8	<u>72</u>	11	61
3	79		202	12	<u>61</u>
4	61				259
5	<u>60</u>				
	380				


Superintendent's Update

1) Thank you for the opportunity to serve you in this district. It has been fun for me to see the students grow and work together to increase the opportunities for their success!

2) I wish the Treynor Community School District continued success.

Adjournment

A motion was made Gutttau-Fox, seconded by Myers, to adjourn the meeting at 8:12 p.m. Motion carried 5-0.



Board President



Board Secretary