

**Treynor Community School District**  
**Board of Directors**  
**Regular Meeting**  
**November 19, 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. Consent Agenda: Approve Minutes of Previous Meeting, Bills, Financial Statements, and Open Enrollment Requests
5. Old Business
  - A. Board Policy
    1. Second Reading of 401.10
    2. Policy Update for 505.9
  - B. Professional Growth System for 2019-2020
6. Annual Meeting
  - A. Treasurer's Report
  - B. Certified Annual Report
  - C. Bank Depositories for 2019-2020
  - D. Election Results
  - E. Adjournment of Retiring Board
7. Organizational Meeting
  - A. Call to Order – New Board
  - B. Administration of Oath of Office to Newly-Elected Board Members
  - C. Election of Officers
  - D. Administration of Oath of Office to New Officers of the Board
  - E. Appoint Board Secretary/Treasurer
  - F. Establish Regular Board Meeting Dates/Times
  - G. Designate Newspaper for Publications/Notifications
  - H. Designate Legal Counsel
  - I. Committee Memberships and Assignments
8. Reports and Communication Items
  - A. Elementary Principal
  - B. Secondary Principal
  - C. Curriculum and Professional Development Lead
9. Discussion/Information/Review Items
  - A. Board Policy Review
    1. First Reading of Board Policies 711.7 and 711.10
  - B. Curriculum and Instruction Update
  - C. Certified Enrollment for 2019-2020
  - D. ACT Composite Score Report
  - E. Radon Training and Testing for Elementary Building
  - F. MS/HS Parking Lot: Designate Staff and Student Parking Areas
  - G. Personnel for 2020-2021: High School Principal and Secondary Science
  - H. November School Leader Update
10. Action Items
  - A. Special Education Delivery Plan Committee for 2019-2020
  - B. Green Hills AEA Board of Director for District 5
  - C. Easement for Transportation Facility Sanitation

D. December Regular Board Meeting Date Change

11. Personnel

- A. Resignations
- B. Employment
- C. Vacancy Update

12. Superintendent's Report

- A. Superintendent's Goals
- B. Facilities & Grounds
- C. Meetings & Misc. Updates
- D. Next Board Meeting(s)

13. Adjourn

Minutes

The Board of Directors of the Treynor Community School District met in regular session on Tuesday, November 19, 2019, 6:30 p.m., in the Board Room, located in 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 Guttau-Fox, Sally Myers, and Mickey Stogdill. Student Representatives Will Halverson and Jacob Hrasky were also present. Board President Graber read the Treynor Board of Education Mission Statement

**Amend and/or Approve Agenda**

A motion was made by Guttau-Fox, seconded by Myers, to approve the agenda. 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. No visitors chose to address the board during open forum.

**Consent Agenda**

A motion was made by Myers, seconded by Stogdill, to approve the following:

- 1) Minutes of the October 14, 2019 regular meeting;
- 2) Minutes of the November 6, 2019 special meeting;
- 2) Bills in the amounts of:

General Fund	\$39,748.10
Management Fund	\$2,169.00
Capital Projects Fund	\$414,234.46
SAVE Fund	\$23,312.56
Activity Fund	\$13,569.94
Nutrition Fund	\$23,902.55

- 3) October 31, 2019 Financial Statements;

- 4) Open Enrollment Requests.

Motion carried 5-0.

**Old Business**

**Board Policy-Second Reading of 401.10**

A motion was made by Myers, seconded by Vorthmann, to approve IASB's recommended policy for 401.10 (Employee Travel Compensation) with a mileage reimbursement rate of forty cents per mile. Motion carried 5-0.

**Board Policy – Policy Update for 505.9**

A motion was made by Guttau-Fox, seconded by Stogdill, to approve the policy updates for 505.9 (Parent and Family Engagement). The policy is reviewed annually and updated when needed for Title I funding compliance. Motion carried 5-0.

### **Professional Growth System for 2019-2020**

A motion was made by Myers, seconded by Vorthmann, to approve the 2019-2020 Professional Growth System. The Professional Growth System includes District Long-Range Student Goals, definitions of the three tiers of professional growth for teachers, and teacher evaluation procedures. Teachers are required to meet the Iowa Teaching Standards and Criteria and provide evidence of professional growth through the district's professional learning program. Following review of the Professional Growth System, the motion was approved on a 5-0 vote.

### **Annual Meeting**

#### **Treasurer's Report**

Board Secretary/Treasurer Cindy VanFosson presented the treasurer's report, which documents the financial position of each of the district's separate funds as of June 30, 2019.

#### **Certified Annual Report**

VanFosson presented information from the certified annual report for FY'19. Revenues in the general operating fund for the fiscal year totaled \$8,084,828, while expenditures totaled \$8,058,794. The Iowa Association of School Boards recommends a financial solvency ratio of 5% to 15%. Financial solvency ratio provides a picture of the cash resources on hand at fiscal year-end and represents the percent of the district's available funding. The district ended fiscal year 2019 with a final solvency ratio of 11.4%.

#### **Bank Depositories for 2019-2020**

A motion was made by Vorthmann, seconded by Stogdill, to adopt the District's Depository Resolution: Resolved, that the Treynor Community School District of Treynor, Iowa, in Pottawattamie County, Iowa, approves the following list of financial institutions to be depositories of the Treynor Community School District funds. The Business Manager/Board Secretary/Board Treasurer is hereby authorized to deposit the Treynor Community School District funds in amounts not to exceed the maximum approved for each respective financial institution as set out below:

TS Bank	\$20,000,000.
UMB Bank	\$10,000,000.
Wells Fargo (ISJIT)	\$250,000.

A roll call vote was taken: Myers-Aye, Graber-Aye, Vorthmann-Aye, and Stogdill-Aye. Motion carried 4-0, with Heidi Gutttau-Fox abstaining due to her relationship with TS Bank.

#### **Election Results**

Results of the November 5, 2019, school board election were reported:

##### 4-year term

Gina Mieska	242
Keith Christensen	309*
Amy Bierbaum	139
B.J. Dreyer	285*
Stephen Winchell	297*
Bob Beattie	181
Scattering	8

Total Votes =1,461

\*Elected

President Graber read a poem "Teamwork" to honor fellow members of the current board and to welcome new members who will be working together to carry on the vision of the Treynor Board of Education.

#### **Resolution of Appreciation**

A motion was made by Vorthmann, seconded by Stogdill, to adopt the following Resolution of Appreciation:

WHEREAS, the Treynor Community School District has been fortunate to have dedicated school board members committed to the mission of the District, and

WHEREAS, three school board members are now ending their public service for the District, and

WHEREAS, we wish to extend our utmost appreciation for the work that these school board members have done for the growth and success of the Treynor Community School District,

THEREFORE, BE IT RESOLVED, that the Treynor Community School recognizes and sincerely appreciates the service of the following school board members:

Amy Graber, Heidi Gutttau-Fox, Sally Myers

and wishes them well in all future endeavors, and that this Resolution of Appreciation be duly recorded on this 19<sup>th</sup> day of November 2019.

A roll call vote was taken: Stogdill-Aye, Gutttau-Fox-Aye, Vorthmann-Aye, Graber-Aye, and Myers-Aye. The Resolution was approved on a 5-0 vote.

#### **Adjournment of Retiring Board**

A motion was made by Myers, seconded by Gutttau-Fox, to adjourn the meeting at 7:05 p.m. Motion carried 5-0.

#### **Organizational Meeting**

##### **Call to Order – New Board**

Board Secretary VanFosson called the meeting of the new board to order at 7:12 p.m.

##### **Administration of Oath of Office to Newly-Elected Board Members**

Board Secretary VanFosson administered the oath of office to Keith Christensen, B.J. Dreyer, and Steve Winchell. They will each serve a four-year term.

##### **Election of Officers and Administration of Oath of Office to New Officers of the Board**

Board Secretary VanFosson called for nominations for the office of President of the Board of Directors. Stogdill nominated Brandon Vorthmann to serve as President of the Board of Directors for 2019-2020. Winchell seconded the nomination and Mr. Vorthmann was elected on a 4-0 vote. He received the oath of office and assumed the president's role at this point of the organizational meeting.

President Vorthmann called for nominations for the office of Vice President of the Board of Directors. Dreyer nominated Mickey Stogdill to serve as Vice President of the Board of Directors for 2019-2020. Christensen seconded the nomination and Mr. Stogdill was elected on a 4-0 vote.

##### **Appoint Board Secretary/Treasurer**

A motion was made by Stogdill, seconded by Winchell to appoint Cindy VanFosson as Board Secretary/Treasurer. Motion carried 5-0.

##### **Establish Regular Board Meeting Dates/Times**

A motion was made by Stogdill, seconded by Dreyer to continue meeting the second Monday of each month at 6:30 p.m. in the board room next to the superintendent's office. Motion carried 5-0.

##### **Designate Newspaper for Publications/Notifications**

A motion was made by Christensen, seconded by Dreyer to designate The Daily Nonpareil as Treynor Community School's official newspaper for publications and notifications. The district will notify community members of the change to the Nonpareil via the web site and social media. Motion carried 5-0.

##### **Designate Legal Counsel**

A motion was made by Stogdill, seconded by Winchell, to continue utilizing the services of Brett Nitzschke of Lynch Dallas, P.C. (Cedar Rapids) as the primary legal counsel for the Treynor Community School. Motion carried 5-0.

##### **Committee Memberships and Assignments**

Per Board Policy 209.2, standing committees of the Board allow one or two members to gain additional knowledge in areas over which the Board has responsibility. The following is a list of the committees and board members who will serve:

Facilities/Transportation/Buildings & Grounds – Brandon Vorthmann

Labor Management/Negotiations – Mickey Stogdill, Steve Winchell

Curriculum/School Improvement Advisory Committee – Keith Christensen

Finances – Mickey Stogdill

Board Policy Review/Legislative Action Network – B.J. Dreyer

Pottawattamie County Assessor's Conference Board – Steve Winchell

##### **Reports and Communication Items**

Mrs. Kay, Elementary Principal, reported: The district's special education service delivery plan development is moving forward. A committee has been identified and a request for approval of the committee will occur later in the meeting. The goals of the committee are: 1) Description of special education continuum and instructional services; 2) Caseload (number of students per teacher) descriptions and protocols; 3) Description of how the district will address schoolwide learning goals, state learning goals and plan evaluation and effectiveness.

Mrs. Berens, Secondary Principal, reported: Background information and update of the TeamMates Mentoring Program implementation was provided.

Kara Huisman, Professional Development Lead, reported: An overview of the Iowa Statewide Assessment of Student Progress (ISASP) was presented. The new test, which replaces the former Iowa Assessments, is completely different than former tests. Information about the test will be sent to parents when scores are sent home beginning in mid-December.

## **Discussion/Information/Review Items**

### **Board Policy Review**

#### **First Reading of 711.7 and 711.10 (School Bus Safety and Seat Belts)**

Superintendent Hopkins reviewed both policies. Policy 711.7 requires a language change noting documentation of bus safety instruction. Policy 711.10 is a new policy and a direct result of Iowa law that now requires all new buses to have seat belts. The first reading of Policies 711.7 and 711.10 was completed and the second reading will occur during the next regular board meeting.

### **Curriculum and Instruction Update**

In an effort to bring new board members up to speed, Superintendent Hopkins explained the steps that have been taken to increase student opportunities in the following areas: Agriculture, Certified Nurse Aide (CNA), Foundations of Education, Debate, and Academic Decathlon.

Mrs. Schnepel sought student interest in the area of debate competition and 10-12 students are very interested in participating this year. Congratulations to Ty Kline and Duncan Clark who won their first debate competition.

### **Certified Enrollment for 2019-2020**

Certified Enrollment is an annual report of enrolled resident students used for the Iowa School Finance Formula calculation. The certified enrollment count is taken on the first day of October every year, or the following Monday if the first falls on a weekend. The data collection is located on a secure web site and is due no later than October 15. Superintendent Hopkins reviewed enrollment data, speaking on the number of open enrolled in students in contrast with the number of open enrolled out students and how that revenue benefits the district budget.

### **ACT Composite Score Report**

The ACT Composite Score Report was provided. The report reflects the achievement of Treynor graduates on the ACT over time and provides an indication of the extent to which graduates are prepared for college-level work. The average composite score for the forty-six graduates of the Class of 2019 who took the test was 22.8, compared to the state average of 21.6.

### **Radon Training and Testing for Elementary Building**

Superintendent Hopkins offered information on the radon workshop he and custodian Roger Saylor attended on September 25<sup>th</sup>. Radon testing will occur in the elementary building during the week of January 13-17. The Energy Association of Iowa Schools (EAIS) is helping Iowa schools by conducting the workshops to train school officials to test buildings, and providing support before, during, and after the testing. Matching grants and mitigation assistance funds will help schools with the cost. Legislation mandating school building radon testing is on track to be considered during the 2020 Iowa legislative session.

### **MS/HS Parking Lot: Designate Staff and Student Parking Areas**

With the construction of the high school addition and the move of the transportation facility and buses to the new location behind the elementary, Superintendent Hopkins asked board members to consider designating staff and student parking areas in the middle school/high school parking lot during the school day. The proposal will be discussed at a future meeting, giving board members time to consider it.

### **Personnel for 2020-2021: High School Principal and Secondary Science**

Board members were asked to begin considering the hiring of a high school principal for the 2020-2021 school year. With Mr. McNeal resigning in August 2019, it created the loss of an administrator for the 2019-2020 school year. Mr. Hopkins took on the high school principal position in addition to superintendent. Mrs. Berens became the assistant high school principal, along with her middle school principal duties. The process of hiring a highly qualified high school principal will begin, if the district chooses to go that way, early in 2020. In addition, the district will begin searching for a new secondary science instructor to fill the position currently held by Mr. McNeal, who has given notice of his resignation, effective at the end of the school year.

## **School Leader Update**

The School Leader Update is a monthly newsletter published by the Iowa Department of Education that includes a variety of timely topics, issues, and deadlines. Board members received a link to the November 2019 newsletter.

## **Action Items**

### **Special Education Delivery Plan Committee for 2019-2020**

A motion was made by Stogdill, seconded by Dreyer, to approve the Special Education Delivery Plan Committee for the 2019-2020 school year. Motion carried 5-0.

Committee Members:

Administrators: Mr. Hopkins, Mrs. Berens, Ms. Kay

Parents: Angela Eitmann, Christina Caruso

General Education Teachers: Jackie Konz, Stephanie Lajko, Erica Schnepel

Special Education Teachers: Jaime Konz, Kendra Martin, Bryce Warner, Mallory White

AEA Personnel: Jennifer Christensen, Stephanie Dredge

### **Green Hills AEA Board of Director for District 5**

A motion was made by Winchell, seconded by Stogdill, to approve Edwin Gambs as director of District Number 5 for the Green Hills Area Education Agency Board of Directors. This board member will serve on the Green Hills AEA Board of Directors for a term of four years, beginning with the first regular meeting of December 2019. Other school districts in district number 5 are AHSTW, Council Bluffs, Logan-Magnolia, Tri-Center, and Underwood. Motion carried 5-0.

### **Easement for Transportation Facility Sanitation**

This item was tabled and will occur at a future meeting.

### **December Regular Board Meeting Date Change**

A motion was made by Stogdill, seconded by Dreyer, to move the regular December board meeting to December 16, 2019, at 5:30 p.m., due to the move of the November meeting. Motion carried 5-0.

## **Personnel**

### **Resignations**

A motion was made by Stogdill, seconded by Winchell, to approve the resignations of 1) Samantha Arnold as High School Assistant Girls' Soccer Coach; and 2) Chaley Hempel as Junior High Track Coach. Motion carried 5-0.

### **Employment**

A motion was made by Winchell, seconded by Christensen, to approve the employment of 1) Kara Huisman as Foundations of Education (IWCC) Instructor; 2) Kyler Morgan as High School Assistant Baseball Coach; and 3) Chaley Hempel as High School Assistant Girls' Track Coach. Motion carried 5-0.

### **Vacancy Update**

Superintendent Hopkins provided a list of current position openings: High School Head Girls' Soccer, High School Assistant Girls' Soccer, and two Junior High Track positions.

## **Superintendent's Report**

### **Superintendent Goals**

Superintendent Hopkins provided Iowa's School Leadership Standards and Criteria, with six standards for school administrators. Board members will review the standards and support documents when evaluating the superintendent annually.

### **Facilities & Grounds**

Superintendent Hopkins provided an updated list of items ongoing, in progress, and completed recently. Elementary door/lock conversion, MS/HS intercom system, and south football parking lot entrance driveway drainage have been added. Doors are being installed on the new heated transportation facility and offices are being framed in. The bulk fuel tank is also being installed. The retaining wall on the east side of the new addition is being completed and block on the new addition is going up quickly. Steel beams for the roof will be delivered soon.

**Meetings & Miscellaneous Updates**

Superintendent Hopkins will be attending the IASB (Iowa Association of School Boards) Annual Convention with all five board members November 20 & 21, 2019.

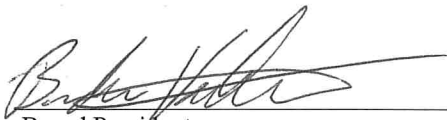
**Next Meeting(s)**

A list of regular board meetings for the 2019-2020 fiscal year can be found on the district web site on the Board of Education link.

**Adjourn**

A motion was made by Christensen, seconded by Winchell, to adjourn the meeting at 8:33 p.m. Motion carried 5-0.

Approved on December 16, 2019

  
Board President

  
Board Secretary