

**Independence Community School Board Meeting
Exempt Session/Regular Meeting/Closed Session
May 20, 2019**

An exempt session for negotiation strategies started at 5:30 pm in the Superintendent’s office of the Independence Community School Board. Exempt session ended at 5:58 pm.

The regular meeting was called to order at 6:00 p.m. by Chair Eric Smith at the Administration Building, Independence, Iowa on May 20, 2019 and the Pledge of Allegiance was recited. The meeting was broadcasted on Facebook Live.

Members Present: Chair Eric Smith, Kim Hansen, Brian Eddy, Jennifer Sornson and Gina Trimble
 Superintendent: Russell Reiter
 Board Secretary: Laura Morine

FRIENDS OF EDUCATION - Iowa School Board Recognition Month – Supt. Reiter honored the Board of Directors for their time, resources and energy in helping make our district the best it can be. Their dedicated service has not gone unnoticed. Thank you Board of Directors.

APPROVAL OF AGENDA – Hansen moved to approve the agenda but to exclude item 8.M – Consider Approval of Employees Procedures and Benefits Manual. Sornson second, agenda approved with the change, 5-0.

CONSIDERATION OF ACTION ON CONSENT ITEMS - Hansen moved to approve the consent items A, B, C, D and E with the exclusion of the thirteen TLC positions. Trimble second, motion carried with the change, 5-0.

A. Approval of the minutes of the regular meeting on April 15, 2019 and the special meeting on April 29, 2019.

B. Approval of Board Policies (*changes noted)

Second Readings:

	POLICY #	POLICY NAME
1.	508.1	Class or Student Group Gifts
2.	508.2*	Open Night
3.	508.3	Student Telephone Calls
4.	508.4	Supervision After School Events
5.	107 (New)	Assistance Animals
6.	204*	Code of Ethics
7.	303.2*	Superintendent Contract and Contract Nonrenewal
8.	304.3*	Administrator Contract and Contract Nonrenewal
9.	804.2 (Rescinded and New) and 804.6 (Rescinded)	Warning System & Emergency Plans (rescinded), District Emergency Operations Plans (new), and Bomb Threats (rescinded)

	POLICY #	POLICY NAME
10.	400*	Role of and Guiding Principles for Employees
11.	401.5* and 401.5E1 (New)	Employee Complaints and Employee Complaint Form (new)
12.	401.11 (New)	Limitations to Employment References
13.	402.2* and 402.2R1	Child Abuse Reporting and Child Abuse Reporting Regulation
14.	403.1*	Employee Physical Examinations
15.	405.2*	Licensed Employee Qualifications, Recruitment, Selection
16.	405.4*	Licensed Employee Continuing Contracts
17.	405.5*	Licensed Employee Work Day
18.	405.6*	Licensed Employee Assignment
19.	405.7*	Licensed Employee Transfers
20.	405.8*	Licensed Employee Evaluation
21.	405.9*	Licensed Employee Probationary Status

First Readings:

	POLICY #	POLICY NAME
1.	406.1*	Licensed Employee Compensation
2.	406.2*	Licensed Employee Compensation Advancement
3.	406.3*	Licensed Employee Continued Education Credit
4.	406.4*	Licensed Employee Compensation for Extra Duty
5.	406.5*	Licensed Employee Group Insurance Benefits
6.	406.6* and 406.6E1 (Deleted)	Licensed Employee Tax Shelter Programs and Letter to Collective Bargaining Representative (deleted)
7.	407.6*	Licensed Employee Reduction in Force
8.	408.1*	Licensed Employee Professional Development
9.	409.1*	Licensed Employee Vacation – Holidays – Personal Leave
10.	409.2*	Licensed Employee Personal Illness Leave
11.	409.3*, 409.3E1*, 409.3E2 (Delete), 409.3R1 (Delete), and 409.3R2 (Delete)	Licensed Employee Family and Medical Leave, Licensed Employee Family and Medical Leave Notice to Employees, Licensed Employee Family and Medical Leave Request Form (deleted), Licensed Employee Family and Medical Leave Regulation (deleted), and Licensed Employee Family and Medical Leave Definitions (deleted)
12.	409.4 (New)	Licensed Employee Bereavement Leave
13.	410.1*	Substitute Teachers
14.	411.1*	Classified Employee Defined
15.	411.3*	Classified Employee Letters of Assignment
16.	411.4*	Classified Employee Licensing/Certification
17.	411.6*	Classified Employee Transfers
18.	411.7*	Classified Employee Evaluation
19.	412.1*	Classified Employee Compensation
20.	412.2*	Classified Employee Wage and Overtime Compensation
21.	412.3*	Classified Employee Group Insurance Benefits
22.	412.4*	Classified Employee Tax Shelter Programs
23.	413.6*	Classified Employee Reduction in Force
24.	414.1*	Classified Employee Vacations – Holidays – Personal Leave
25.	414.2*	Classified Employee Personal Illness Leave
26.	414.3*, 414.3E1*, 414.3E2 (Delete), 414.3R1 (Delete),	Classified Employee Family and Medical Leave, Classified Employee Family and Medical Leave Notice to Employees, Classified Employee Family and Medical Leave Request Form (delete), Classified Employee

	and 414.3R2 (Delete)	Family and Medical Leave Regulation (delete), and Classified Employee Family and Medical Leave Definitions (delete)
27.	414.4*	Classified Employee Bereavement Leave
28.	414.6*	Classified Employee Jury Duty Leave
29.	415*	Classified Employee Substitutes
30.	700*	Purpose of Non-Instructional and Business Services
31.	706.1*	Payroll Periods
32.	706.2*	Payroll Deductions
33.	712 and 712R1 (New)	Technology and Data Security and Security Requirements of Third-Party Vendors Regulation
34.	400.1 (New)	Employee Procedures and Benefits Manual

C. Approval of Resignations

NAME	ASSIGNMENT	DATE
Deborah Bahr	JSH 8.0 hr Media Para	05/31/2019
Tonishia Dockstader	JSH Special Ed Teacher	End of 2018-2019 School Year
Beth Dolan	ECC 3.75 hr Sp Ed Para and .75 hr Crossing Guard Para (a.m.)	05/31/2019
Kay Reidy	Assistant Large Group Speech Director	04/15/2019
Jennifer Schauf	JSH Reading/Lang Arts Teacher	End of 2018-2019 School Year

D. Approval of Transfers/Reassignments

NAME	PREVIOUS ASSIGNMENT	NEW ASSIGNMENT	SALARY	DATE
Briana Miller	West Elem Special Ed Teacher	JSH JH Special Ed Teacher	2019-2020 Salary	08/20/2019
Racheal Ohrt	West Elem 4th Grade Teacher	West Elem 5th Grade Teacher	2019-2020 Salary	08/20/2019
Kelly Weber	JSH Special Ed Teacher	JSH At-Risk Teacher	2019-2020 Salary	08/20/2019

E. Approval of New Hires (*pending acceptable background checks*)

NAME	ASSIGNMENT	SALARY	DATE
Joanne Alesio	Elementary Summer School Teacher	\$21.29/hr	06/18/2019
Garry Anderson	JSH Science Curriculum Leader	\$3,500	07/2019
Peg Bantz	JSH Summer School Para	\$16.01/hr	06/10/2019
Bridget Brown	West Elem 4th Grade Curriculum Leader	\$3,500	07/2019
Hannah Burns	JSH Math Curriculum Leader	\$3,500	07/2019
Amy Copenhaver	Elementary Summer School Teacher	\$29.80/hr	06/18/2019
Tracy Curtis	JSH Summer School Teacher	\$39.08/hr	06/10/2019
Brandi Davis	East Elem 1st Grade Curriculum Leader	\$3,500	07/2019
Keith Donnelly	District PE Curriculum Leader	\$3,500	07/2019
April Drew	Elementary Summer School Teacher	\$27.09/hr	06/18/2019

NAME	ASSIGNMENT	SALARY	DATE
Jill Eddy	Elementary Summer School Teacher	\$39.81/hr	06/18/2019
Jill Eddy	West Elem Special Ed Curriculum Leader	\$3,500	07/2019
Miranda Felan	Elementary Summer School Teacher	\$21.29/hr	06/18/2019
Christina Garrigus-Jones	Elementary Summer School Para	\$9.95/hr	06/18/2019
Suzi Grover	Elementary Summer School Para	\$9.00/hr	06/18/2019
Rachel Hurley	JSH Social Studies Curriculum Leader	\$3,500	07/2019
Diane Kinseth	West Elem 5th Grade Curriculum Leader	\$3,500	07/2019
Katie Kleitseh	West Elem 3rd Grade Curriculum Leader	\$3,500	07/2019
Sue Knott	Elementary Summer School Teacher	\$21.29/hr	06/18/2019
Mary Kohlhaas	Elementary Summer School Para	\$9.95/hr	06/18/2019
Kelly Kress	Elementary Summer School Teacher	\$33.21/hr	06/18/2019
Tracy Manning	Elementary Summer School Para	\$9.00/hr	06/18/2019
Jaci Matthews	West Elem Summer Enrichment Camp Teacher	\$29.38/hr	06/17/2019
Matthew Miller	JSH Social Studies Teacher	\$56,000 + \$1,000 Signing Bonus	08/19/2019
Heather Nefzger	Elementary Summer School Teacher	\$24.69/hr	06/18/2019
Bryce Pierce	Head Girls Basketball Coach	\$3,669	11/18/2019
Donalyn Pogue	East Elem Kindergarten Curriculum Leader	\$3,500	07/2019
Lisa Preuss	JSH Summer School Para	\$14.47/hr	06/10/2019
Dan Putz	JSH English/Lang Arts Curriculum Leader	\$3,500	07/2019
Janel Rathbun	West Elem 8.0 hr Secretary	\$10.25/hr	05/16/2019
Ted Reicher	Marching Band	2019-2020 Salary	08/05/2019
Victoria Reinkoester	Elementary Summer School Teacher	\$36.61/hr	06/18/2019
Nancy Scheel	JSH Special Ed Teacher	\$43,500	08/19/2019
Janet Shannon	Elementary Summer School Para	\$9.95/hr	06/18/2019
Wade Stahr	JSH CTE (Career Technical Education) Curriculum Leader	\$3,500	07/2019
Sara Thome	West Elem 6th Grade Curriculum Leader	\$3,500	07/2019

F. Approval of Financial Reports – Motion by Hansen, second by Trimble to approve the financial reports. Hansen questioned fees paid to officials and they are varying costs. Supt. Reiter will check into it. Smith, Trimble, Sornson, Hansen voted “aye”, Eddy abstained. Motion carried 4-0.

1. Bills – Director Hansen reviewed the bills
2. Vendor Report
3. Board Report
4. Budget Report

ANNOUNCEMENTS, COMMUNICATIONS and PRESENTATIONS

- A. Comments from the Public - Two community members addressed the Board in support of hiring a nurse to replace the nurse that retired.

- B. Comments from the Board/Superintendent - Smith appreciated the work that was put into the graduation ceremonies. The All-district Assembly also went well. Trimble thanked the HS Administrators for their work on graduation. Congratulations to the state track participants as well as the girl's state tennis participants. Sorenson had the public comment to her on how the high school band and choir performances made the graduation ceremony extra special. Hansen started the graduation weekend by attending the BCSC graduation and then high school graduation. Congrats to those that participated in the National Archery Tournament. Hansen also enjoyed the year end concerts. Both Mustang Park flower beds are planted and weeded before the first games. Eddy thanked Shelly Bertelli on the work she puts in with the BCSC students and their graduation. Superintendent Reiter thanked the Board for their participation in the graduation ceremonies. The district was notified that our bond rating increased from an A to an A+ rating. The Admin team is working on the June PD schedule. Reiter also commented that he would be taking a couple vacation days the end of May.

REPORTS

A. Building Administrator Reports

1. Junior-Senior High School Principal
2. Junior-Senior High School Assistant Principal – Smith appreciated the statistics on attendance letters and asked for this information at all buildings.
3. West Elementary Principal – The Bike Rodeo is a great program and hope next year the weather is more cooperative.
4. East Elementary/Early Childhood Center Principal – Career on Wheels was well attended.

B. District Director Reports

1. Activities Director Report
2. Director of School Improvement Report - Burmeister stated that the ESSA goals were completed for West and the JSHS as mandated by the State. However, the ESSA goals for East are not mandated but they should be completed soon and their goals are very similar to West Elementary. Burmeister also report that the Teacher Leadership Compensation grant from the State has a goal to have 25% of the certified staff be involved in a leadership position through this grant and that there is a rigorous selection process of the staff selected for those leadership positions. The selection process includes a cover letter, resume and interview. The Instructional Coach applicants need to create a video. The ICSD is not yet at the goal of 25% participation but continue to work towards that level. The grant has five goals and each year there has been growth in all five goal areas. Any changes to the grant application have to be state approved.
3. Director of Technology Report
4. Director of Food Service Report
5. Director of Buildings & Grounds Report
6. Director of Transportation Report

OLD BUSINESS

- A. Junior-Senior High School Scheduling Update - Burmeister reported that there are still some tweaks going on but there aren't any major concerns. Howard indicated that he hoped to have the schedules released to the students by Friday.
- B. Consider Approval of Bus Internet with Kajeet Inc. – Motion by Trimble, second by Sornson to approve the contract with Kajeet, Inc with Attachment B. Motion carried 5-0

NEW BUSINESS

- A. Consider Approval of the Pizza Bid from Pizza Hut for 2019-2020 – Motion by Eddy, second by Hansen to approve the Pizza Hut bid for 2019-2020. Motion carried 5-0.

- B. Consider Approval of the Bread Bid from Pan-O-Gold for 2019-2020 – Motion by Sornson, second by Hansen to approve the Pan-O-Gold bread bid for 2019-2020. Motion carried 5-0.
- C. Consider Approval of the Milk Bid from Prairie Farms for 2019-2020 – Motion by Eddy, second by Hansen to approve the Prairie Farms milk bid for 2019-2020. Motion carried 5-0.
- D. Consider Approval of the Agreement for Food Service Operations between Kidsville and Independence Community School District for 2019-2020 – Motion by Sornson, second by Trimble to approve the Agreement for Food Service Operations between Kidsville and Independence Community School District for 2019-2020. Motion carried 5-0.
- E. Consider Approval of the Camp Ewalu Ropes Challenge Course Contract for 2019-2020 – Motion by Hansen, second by Trimble to approval of the Camp Ewalu Ropes Challenge Course Contract for 2019-2020. Motion carried 5-0.
- F. Consider Approval of the Travel Request Form for August 2019 – Drum Corps International Finals in Indianapolis, IN – Motion by Hansen, second by Sornson to approve the Travel Request Form for August 2019 – Drum Corps International Finals in Indianapolis, IN. Motion carried 5-0.
- G. Consider Approval of the Luther College Clinical Field Experience Memorandum of Understanding for 2019-2020 – Motion by Hansen, second by Trimble to approve the Luther College Clinical Field Experience Memorandum of Understanding for 2019-2020. Motion carried 5-0.
- H. Consider Approval of the Lease Agreement with Hawkeye Community College for 2019-2020 – Motion by Trimble, second by Sornson to approve the Lease Agreement with Hawkeye Community College for 2019-2020. Motion carried 5-0.
- I. Consider Approval of the Hawkeye Community College IT Internship Training Agreement – Motion by Trimble, second by Eddy to approve the Hawkeye Community College IT Internship Training Agreement. Motion carried 5-0.
- J. Consider Approval to Continue Canvas Cloud Subscription Through 06/30/2022 – Motion by Eddy, second by Sornson to approve to continue the Canvas Cloud Subscription Through 06/30/2022. Motion carried 5-0.
- K. Consider Approval of the Lowest Bid from Webb Concrete for the West Elementary Parking Lot Project – Motion by Sornson, second by Trimble to approve the lowest bid from Webb Concrete for the West Elementary Parking Lot Project and JSHS Curb Project. Motion carried 5-0.
- L. Consider Approval of the Resolution to Adopt Return-To-Play Protocol – Motion by Trimble, second by Hansen to approval of the Resolution to Adopt Return-To-Play. Motion carried 5-0.
- M. Consider Approval of the Employee Procedures and Benefits Manual – this item was removed for the agenda.

Board took a recess at 7:30 pm and then entered into an Exempt session at 7:40 pm. At 8:40 pm the board exited the exempt session.

N. Consider Approval of 2019-2020 Classified Non-Union, District Exempt Non-Union, Certified Non-Union, and Administrative/Director Contracts – Motion by Trimble, second by Eddy to approve the salaries as presented to the Board. Motion carried 5-0.

O. Closed Session

We need a motion to recess to a closed session as provided in Section 21.5(1)(i) of the Iowa Code; *To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.* Motion by Hansen to enter closed session for evaluation, Eddy second. Roll Call Vote: Smith – aye, Sornson - aye, Trimble – aye, Eddy – aye, Hansen – aye. Motion carried 5-0. Entered closed session at 8:45 pm.

Exited closed session at 9:42 pm and no official action was taken during the closed session.

P. Superintendent's Contract – motion by Eddy, second Hansen to approve \$160,000 base salary with a one year extension to Superintendent Reiter's contract. Motion carried 5-0.

ADJOURNMENT – Sornson moved to adjourn, second by Hansen. Meeting adjourned at 9:43 pm.

Eric B. Smith, Chair

Laura Morine, Board Secretary