

MAY 2018 BOARD NOTES

4E. Nothing unusual about the financials. With two months to go, we are in a good position.

4g. We have a resignation from Mr. Connor from his high school English position and large group speech position.

8a. Last month I gave each of you a copy of the audit. We need to approve it at this time. I would encourage you to read through it and ask any questions you may have. Please pay particular attention to the Findings starting on Page 63. 1) Segregation of duties. This is an ongoing issue because of our size, but Bob and I have been discussing some options to address this. 2) Supplementary weighting—we overstated by .838 for 2016-2017 because of the way a class was recorded. It has been corrected and the DE has been notified. 3) Certified Annual Report—We have never included those funds in previous reports with the state report, but will do so from now on. Fund 91 is the NorthEast Iowa Conference fund that we manage; Fund 92 is the Iowa BIG North fund we have set up, and Fund 72 is the flexible spending account that is part of our Employee benefit package. We will make sure we include this in the future. 4) Student activity account with a \$21,471 deficit. This is the yearbook account that has had a deficit since I've been here. We have a plan to address it in item N in New Business this month. 5) Interest account in student activities—we will address this in Item N in New Business this month. 6) Concession stand use—this applies to football concessions in the fall and track concessions in the spring. We will establish a “fair” rental agreement with the appropriate booster clubs to address this. 7) Technology fees—since our student devices come from SAVE/PPEL we cannot charge a technology fee. We will eliminate this next year. 8) In the past, when a teacher left the district we had some ask if they could purchase their computer. I had Jeremiah research fair market value based on several online market places and then we would let the teacher know what it would cost. Some would do it and some would not. If we were to continue this, we would need to publish this in the paper for two consecutive weeks. We will discontinue doing this immediately.

9a. This is the motions and paperwork to finish off the sale of the bonds. Bob will walk you through the process. It is the same as we did a year ago.

9b. With the receipt of the new bonds we will have over 23 million dollars in Bank Iowa. We need a resolution allowing us to have up to 25 million in Bank Iowa. We did this last year on the initial amount, but need to do it again to cover the new funds.

9c. I'm assuming there will be someone here from the Ag/IT area to update the board on the progress of fundraising for the Ag/IT building.

9d. We have several pay applications to approve for the building project. I will be placing them in new business to make sure they are brought to the attention of everyone. One note—the pay app for Anderson Ladd is for the gymnasium flooring. When they purchase materials, we do pay for them. Most of the time they are on site, but in this

case, they submit proof of insurance coverage along with photo verification and receipts that they have purchased these materials when they submit the pay app. This allows them to purchase them at a set price as defined in the contract. I mention this because I was wondering why we would be paying for gym flooring when we are months from installing it. If you have any questions, Annette will be here Monday night.

9e. We need to approve the bids on the Educational Casework. I will have a recommendation at the board meeting.

9f. We need to approve bids on the Terrazzo Flooring. There may be one more bid coming by meeting time. I will have a recommendation at that time.

9g. This proposal will finish converting all rooms at the high school and the boiler and chiller to FM Controls. We have committed to them with the new building, so we should finish this up so everything is updated. I recommend going with the service contract option as it doesn't add much to the cost and we can see how it works this first year at minimal cost.

9h. We use the policy reference manual each month to compare our policies to their recommendations. I recommend we approve this.

9i. During the last EMC insurance visit, they noted many concerns about the condition of the pavement at the bus barn. In addition, if you've driven through the high school parking lot, you will see some major pot holes. After consulting with John and Bob, it we have looked at repairing all areas of asphalt at our buildings. You will notice bids from Heartland Asphalt and Blacktop services. You will also see a revised bus barn bid from Heartland Asphalt as they left off a section that we wanted done. After reviewing the bids, I recommend we go with Heartland Asphalt. Bids aren't exactly the same, but in looking at the cost per square yard of asphalt, they are considerably less than Blacktop Services. Total cost for Blacktop services is \$134,981 and total cost for Heartland is \$76,173. I will go with minimal pothole repair in the high school lot as we expect more damage as the project continues. Also, we will not do the upper lot at the high school as they plan to start construction on the new parking area as soon as school is out.

9j. I want to discuss the Work Experience Coordinator position with you . Judy Lechtenberg currently has this position and does a great job with the minimal time she is given. The purpose of this position is to assist our IEP students in getting out into the world of work and getting and maintaining gainful employment. We've had a lot of success this year—our first year—and I would like to talk about expanding her time and what that may look like. I also see opportunities to share part of this position with Turkey Valley, though I worry that we would again be taking her time away from her.

9k. We need to approve our annual AEA purchasing agreement.

9l. I get this every year and we have not discussed it recently, so I thought I would add it to the agenda. Rural School Advocates of Iowa is a group with the focus of lobbying for Rural Schools. We have not joined in the past, but thought we could discuss it.

9m. We need to redo the stair treads in the elementary building. The ones on the south end of the building are nearly smooth and the north ones are slightly better. I recommend we go with the low bid for this.

9n. Resolution on excess funds. You will notice in our audit we had notes about the deficit yearbook account and handling of interest. In addition, our cash back credit card is doing very well. With this in mind, I am proposing that you pass a resolution that designates all interest earned in the activities fund be put into the yearbook account to reduce the deficit. I would propose that we do the same thing with the cash back funds available through our credit card. In this way, we can reduce that deficit and take care of two areas within our audit.

9o. It's time to start thinking about next year. Please look at the meal price recommendations from Jodi for next year. The Department of Ed has a pricing tool she uses to determine the recommended prices. Adult Breakfast going up 25 cents to \$1.75, student lunches going up 5 cents to \$2.40 for Pre-K to 8 and \$2.50 for 9-12. Adult lunches going up 15 cents to \$3.75. I recommend we go with her suggestions.

9p. Two goals you had asked me to work on were to update the district's vision statement and do some type of evaluation to see how student centered versus teacher centered our classrooms are. I will have an update for you at the meeting.

9q. I will update any other items that aren't covered in the work session.

9r. Next month it will be time for my evaluation. I ask that it be done in closed session as in the past.