

May Board Meeting Notes

Note the change in time because of the awards night. If we are running late, we could suspend the meeting and reconvene again after the awards night. Hopefully, we won't have to do that.

IV. Financials---Note expenses are now running ahead of last year. Salaries is a part of this as we've had to add some para-educators and we are dealing with some special ed billing that is coming in monthly at this time. Notice the lunch fund is getting lower as well. I have been visiting with Jodi to look at ways to reduce costs.

E. Personnel Recommendations

1. Due to reduction in force because we are changing our preschool program, we will be terminating Judy Morgan's teaching contract. I delivered notice to her on April 30th per Iowa Code.

2. Dr. Updegraff recommends Justin Adam for the High School Band Position. She will have some information to share at the meeting.

3. Mrs. Anderson recommends Jennifer Peters for the Middle School Band Position, Jennifer Gilbert for Middle School Special Education, and Ryan Gray for the Middle School Generalist Position. He will be teaching 7th grade and two sections of PITSCO specials. Mrs. Anderson will have additional information to share at the meeting.

VII. Administrator reports. I will ask the principals to explain their MAP data in June. They will present it at this meeting for your review.

IX. B. We need to approve Tim Hanson as an EOP graduate.

C. I recommend we approve two year contracts for Susan Anderson, Linda Kennedy, Kelly O'Donnell, and Sarah Updegraff with a total package increase of 3%. We will take care of my contract after my evaluation at the June board meeting.

D. I recommend a 3.65% total package increase for Jodi Hollister. A \$6,000 increase for Jeremiah Cantu and moving him from 10 days of vacation to 20 days of vacation. I recommend a \$1,820 raise for Alice Miller, Sue Bouska, and Bob Ayers. I also recommend that we give Alice Miller credit for the years she worked in the high school office when calculating her vacation days. This will take her from 10 days of vacation to 15 days.

E. After allowing for the raise and all of the people leaving---before hiring others---we have a gross payroll savings with teachers of \$425,923. Hiring two band instructors, 1 Vocal Instructor, 1 MS Generalist, 1 MS Special Ed, 1 second grade, and 1 third grade will cost approximately \$342,692. In addition, I would like to add back a .2 time librarian, .32 time high School P.E. for

a total cost of \$42,218. Finally, I would like to add one additional third grade teacher and a teacher for transitional kindergarten for a total cost of \$97,012. This comes to a total cost of \$481,922. I will put off the hiring of the fourth third grade teacher and transitional kindergarten teacher until we see what the legislature does for allowable growth. If they give the 4% as currently being discussed we will have \$64,000 in additional funding for next year—so these are doable. **An important note:** This is good for kids; however, depending on enrollment and negotiations next year, we may be letting some of these people go. It's hard to tell as we may have some retirements and people leaving as we did this year which reduces salary costs. We will also be adding an early childhood special ed teacher—but those costs will be offset by changes in the current preschool program.

F. We will be going 1 to 1 next fall in the middle school. After consulting with the staff and doing some trials, we are looking to go with IPADS in grades 5-6 and Macbook Airs in grades 7-8. The IPADS will primarily stay in the building except during special projects with the students. The Macbook Airs will start out in the building and then become available 24/7 to the students. This will cost \$248,570 out of sales tax money. One note—Mrs. Anderson is still discussing the possibility of going with IPADS in grades 7-8. If they decide that, the cost will be reduced approximately \$70,000.

G. Our elementary teachers all have desktop computers that are becoming outdated. I would like to bring them up to date by purchasing them macbooks like all the other teachers in the district. The cost for this will be \$36,123 out of sales tax funds.

H. We are looking to add a Pitsco lab to the middle school. Cost will be \$88,521 and includes furniture, technology, and training. We will have units in Baking and Measurement; CNC Manufacturing; Computer Graphics and Animation; Energy, Power, and Mechanics; Engineering Bridges; Flight; Practical Skills; Robots; and Rocketry and Space. Students will be in this class 1 quarter during 7th and 1 quarter during 8th grade. They should get through all units during those times. We will be sending our new 7th grade teacher to training this summer.

I. We are moving our Industrial Technology Program to a more relevant curriculum. We will be purchasing some industrial machines to help with this. We are purchasing a CNC Lathe to start. The cost will be approximately \$25,000 in Sales Tax Money. I may have some additional items by the time of the board meeting.

J. Please see the attached request for a personal fund-raiser from Althea Thronson. I will have a recommendation at the board meeting.

K. We have some summer projects to approve. First, I would like to replace the doors on the high school gymnasium, auto shop, weight room, and the outside doors near the greenhouse (the ones the football players use). I am still waiting for some bids on this, but I expect it to be in the area of \$25,000. We will be taking out the three door banks in the gym and replacing them with 2 doors and glass sidelights. In addition, we will be removing the center mullion from the

double doors as well. I may have a few other things for you at the board meeting. Specifically, replacing the tile in the downstairs hallway and tearing out a wall in the counselor's office. I have one bid for the hallway floor and will have another one from Dungey's by board meeting time. I've asked Dr. Updegraff to get her building in shape in case we start a project with the middle/elementary school it may tie up future funds.

L. We use MAP testing as our alternative assessment and also to gather data to help determine what skills our students need. This is something we've done for some time and I recommend we continue to use it. The cost for this is \$8,939 for the year.

M. I recommend we approve the cooperative teaching agreement with the University of Northern Iowa.

N. We need to approve the 2011-2012 audit report. You've had this several months—here are the concerns that were noted.

1. Segregation of duties. They noted that best practice would be to have separate people doing deposits, writing checks, entering information in the financial system, etc. Unfortunately, we don't have enough people in the office to meet their requirement. When they were in the district I asked if there was any way we could solve this—they effectively said no—it was just something they would note unless we hired significantly more people in my office. I suspect most schools in Iowa have this note.

2. Our Flexible Spending Accounts fund. This is our teachers benefit where they can have money taken out pretax and use it for qualified medical expenses and daycare expenses. Midwest Benefits manages this program for us and handles all the funds. We verify their receipts and payments but do not list their balances in our software. We hire them to manage this so it doesn't make sense to add another element to our system.

3. Fundraisers—in the past we've given cash prizes and gift certificates to students who were top sellers. That is not an allowable use of public funds—even though it's a fundraiser—the funds are still controlled by the district. So, it's not an appropriate use of our funds to give cash or gift cards to students. We've put an end to this practice—though one may have gotten through before we knew this in the audit.

4. Fundraisers—on a related note they also noted that sometimes students had done fund raisers and then used some of the money to donate to a cause or person that wasn't defined when the fundraiser was approved. When we approve fundraisers in the future we will add some language to make this work.

5. Last year the district overspent the budget before it was officially amended. To avoid this we amended our budget earlier this year.

6. They noted an audit difference of 9 students in our enrollment count—which was 5 year olds in our preschool program. Originally, the state denied us funding for these students but the auditor found we should be allowed funding for them.

7. They noted the yearbook account is a negative \$24,998 We are working to correct. However it will take years to fix.

8. The NEIC Athletic Directors Account is managed by the district. They suggest we take it out of district accounts and set up an outside account called an Agency fund to manage this. We've done that.

9. Box tops for education had been in the activity fund—the auditors say this should be in the General Fund—we've done that.

10. There was an issue with the board president signing a contract with officials. This issue has been handled at a previous board meeting.

11. The Dividend from EMC for safety group insurance was placed in the general fund instead of the Management fund. We now deposit that in the Management fund.

Those are the issues. We have addressed what we can—I recommend we approve the audit as presented.

X. I will have a packet to give each of you in preparation for my evaluation in June.

XI. Our next meeting is June 10. Just a reminder that I will be gone on June 28th which is when you normally hold a special meeting to pay bills at the end of the fiscal year. You may have the meeting without me as it usually only last a couple of minutes or you could authorize the Board President to meet with Bob on the 28th to verify and authorize payments at that time. We will talk more about that at the June meeting.