

Board Proceedings

The Board of Directors for the New Hampton Community School District met in regular session, Monday, May 13, 2013 in the High School Media Center. President Rasmussen called the meeting to order at 5:30 pm with directors Ewert, Denner, Rosonke, Baltes, Superintendent Jurrens, and Board Secretary Ayers present.

Director Ewert moved to approve the agenda. Director Denner seconded the motion. Ayes: Baltes, Rosonke, Denner, Ewert, and Rasmussen. Nays: none.

Director Denner moved to approve the consent agenda items: minutes of the April 8, 2013 regular session, April 23 special session, approve the April 2013 monthly financial report and the May 2013 bill listing. Reduction in force of Judy Morgan, appoint Justin Adam (high school band), Jennifer Peters (middle school band), Jennifer Gilbert (middle school special education teacher), and Ryan Gray (middle school general education teacher). Director Rosonke seconded the motion. Ayes: Ewert, Baltes, Rosonke, Denner, and Rasmussen. Nays: none.

After discussion of board policies 506.2 (Student Directory Information), 506.2E1 (Authorization for Releasing Student Directory Information), 506.2R1 (Use of Directory Information), 506.3 (Student Photographs), 506.4 (Student Library Circulation Records), 507 (Student Health and Well-Being), 507.1 (Student Health and Immunization Certificates), 507.2 (Administration of Medication to Students), 507.2E1 (Authorization-Asthma or Airway Constricting Medication Self-Administration Consent Form), 507.2E2 (Parental Authorization and Release Form for the Administration of Prescription Medication to Students), 507.3 (Communicable Diseases – Students), 507.3E1 (Communicable Disease Chart), 507.3E2 (Reportable Infectious Diseases), 507.3E3 (Reporting Form), 507.4 (Student Illness or Injury at School), and 507.5 (Emergency Plans and Drills), director Denner moved to approve the listed policies. Director Baltes seconded the motion. Ayes: Ewert, Rosonke, Baltes, Denner, and Rasmussen. Nays: none.

Director Rosonke moved to approve the first reading of board policies 506.2 (Student Directory Information), 506.2E1 (Authorization for Releasing Student Directory Info), 506.2R1 (Use of Directory Information), 506.3 (Student Photographs), 506.4 (Student Library Circulation Records), 507 (Student Health and Well-Being), 507.1 (Student Health and Immunization Certificates), 507.2 (Administration of Medication to Students), 507.2E1 (Authorization-Asthma or Airway Constricting Medication Self-Administration Consent Form), 507.2E2 (Parental Authorization and Release Form for the Administration of Prescription Medication to Students), 507.3 (Communicable Diseases – Students), 507.3E1 (Communicable Disease Chart), 507.3E2 (Reportable Infectious Diseases), 507.3E3 (Reporting Form), 507.4 (Student Illness or Injury at School), 507.5 (Emergency Plans and Drills). Director Denner seconded the motion. Ayes: Ewert, Baltes, Denner, Rosonke, and Rasmussen. Nays: none.

Director Denner moved to approve EOP Graduate Tim Hansen. Director Baltes seconded the motion. Ayes: Ewert, Rosonke, Denner, Baltes, and Rasmussen. Nays: none.

Superintendent Jurrens recommended the Board approve two year contracts for Susan Anderson, Linda Kennedy, Kelly O'Donnell, and Sarah Updegraff with a total package increase of 3%. Director Denner moved to approve the recommended contracts with the administrative team. Director Ewert seconded the motion. Ayes: Rosonke, Baltes, Ewert, Denner, and Rasmussen. Nays: none.

Superintendent Jurrens recommended 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, \$1,820 raise for Alice Miller, Sue Bouska, and Bob Ayers. Jurrens also recommend that Alice Miller be given 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. Director Denner moved to approve contracts as recommended. Director Baltes seconded the motion. Ayes: Rosonke, Ewert, Baltes, Denner, and Rasmussen. Nays: none.

Superintendent Jurrens reported to the board that after calculating the cost of the settlement with the certified staff and deducting the savings of the people leaving there was 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 recommendations are doable. 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 education teacher but those costs will be offset by changes in the current preschool program. Director Baltes moved to approve the recommendation as presented. Director Denner seconded the motion. Ayes: Rosonke, Ewert, Denner, Baltes, and Rasmussen. Nays: none.

Superintendent Jurrens requested the board approve going 1 to 1 next fall in the middle school. After consulting with the staff and doing some trials, the middle school is considering going 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. Director Denner moved to approve the 1 to 1 program at the middle school. Director Ewert seconded the motion. Ayes: Rosonke, Baltes, Ewert, Denner, and Rasmussen. Nays: none.

Superintendent Jurrens informed the board the elementary teachers all have desktop computers that are becoming outdated. Jurrens would like to bring them up to date by purchasing them Macbooks like all the other teachers in the district have. The cost for this will be \$36,123 out of sales tax funds. Director Baltes moved to purchase laptops for the elementary staff. Director Rosonke seconded the motion. Ayes: Ewert, Denner, Rosonke, Baltes, and Rasmussen. Nays: none.

Superintendent Jurrens presented information on a Pitsco lab for the middle school. Cost will be \$88,521 and includes furniture, technology, and training. Curriculum will include 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. Director Rosonke moved to approve the Pitsco lab program. Director Denner seconded the motion. Ayes: Ewert, Baltes, Rosonke, Denner, and Rasmussen. Nays: none.

Superintendent Jurrens presented information on 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. Director Denner moved to approve the purchase of the CNC Lathe. Director Baltes seconded the motion. Ayes: Rosonke, Ewert, Baltes, Denner, and Rasmussen. Nays: none.

Superintendent Jurrens requested the board table approving a fund raiser and summer projects until the next board meeting. Consensus of the board was in favor of tabling those items.

Superintendent Jurrens reported that the District has been using MAP testing as our alternative assessment and also to gather data to help determine what skills our students need. The District has used this test for some time and Jurrens recommend the District continue to use it. The cost for this is \$8,939 for the year. Director Denner moved to approve the use of the MAP test. Director Ewert seconded the motion. Ayes: Rosonke, Baltes, Ewert, Denner, and Rasmussen. Nays: none.

Superintendent Jurrens recommended the Board approve the cooperative teaching agreement with the University of Northern Iowa. Director Denner moved to approve the teaching agreement with the University of Northern Iowa. Director Rosonke

Superintendent Jurrens presented the 2011-2012 audit report. Jurrens pointed areas of concerns that the auditors 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. Director Denner moved to approve the FY 2012 audit. Director Baltes seconded the motion. Ayes: Ewert, Rosonke, Baltes, Denner, and Rasmussen. Nays: none.

The next regular scheduled board meeting will be June 10, 2013 at 6:30 pm.

Director Ewert moved to adjourn at 6:27 pm. Director Rosonke seconded the motion. Nays: Baltes, Denner, Rosonke, Ewert, and Rasmussen. Nays: none.

**Monthly Bills
May 2013
General Fund (10)**

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
Advanced Systems	885.80	Nashua-Plainfield Comm School	2,941.50
Amazon	393.59	National Elevator Inspection Services, Inc	40.00
Apperson	367.59	National Honor Society	255.56
Apple Computer Inc.	239.00	New Hampton Auto Body	173.00
Black Hills Energy	4,786.67	New Hampton Park & Recreation	72.00
Black Hills Energy	3,194.84	New Hampton Schools	54.70
Black Hills Energy	4,447.19	New Hampton Tribune	245.51
Bowlaway Lanes	330.00	Northeast Iowa Comm. College	13,755.00
Burgart, Linda	86.72	Northern Cedar Service	668.00
CARQUEST OF NEW HAMPTON	81.50	Office World	158.99
Charles City Comm School	5,147.63	Principal Life Insurance Company	1,085.03
Chickasaw Chassis	185.00	ProBuild - New Hampton	10.59
Chickasaw Wellness Complex	500.00	R & R Welding	43.00
Choosy Kids, LLC	308.49	Riceville Community Schools	2,941.50
Circle K Communications	150.08	Ricoh USA, INC	831.39
City of New Hampton	7,833.74	Rieman Music	307.01
City of New Hampton	8,960.92	Riley's Inc.	463.96
Decker Sporting Good	745.50	Rodriguez, Maria	30.00
Decorah Community School District	9,010.00	Rolling Pastures	75.00
Denver Community School	1,470.75	Scholastic Inc.	25.96
Des Moines Register, The	41.54	Schueth Ace Hardware	320.63
Digital River Education Services	189.16	Schwickerath, Linda	16.48
Dreckman, Roger	150.00	Schwickerath, Lynn	95.49
Fareway	328.52	South Winneshiek Comm. School	1,495.75
Five Star Cooperative	288.54	Spectrum Network	802.76
Fredericksburg Comm. Schools	7,353.75	Stanton Electric	4,928.98
Freerking, Russ	160.00	State of Iowa	150.00
Freerking, Russ	80.00	Sumner Community Schools	2,941.50
Geerts Plumbing & Heating	694.62	Superior Lumber, Inc.	52.84
Geerts, Norbert	164.97	Swisher & Cohrt, P.L.C.	148.50
Hanson Tire Service	668.00	Timberline Billing Service LLC	43.52
Herff Jones, Inc.	77.30	Tripoli Community School District	1,470.75

Howard Winneshiek Comm School	32,454.92	Turkey Valley Community School	7,059.48
Iowa Assoc. of Agricultural Educators	500.00	Underwood, Ron	90.83
Iowa Assoc. of School Boards	300.00	United States Cellular	80.83
Iowa Department of Human Services	368.90	University of Northern Iowa	135.00
Iowa State University	460.00	University of Oregon	349.00
Jendro Sanitation Services Inc	973.00	Updegraff, Sarah	129.87
John Deere Financial	222.98	Vern Laures Chev-Buick	2,663.36
Keystone Area Education	22.34	Visa	424.20
Kuehn, Ruth	88.75	Wagoner Bros. Repair	4,375.35
Kwik Star	16,181.47	Weikert Service Center/RW Sound	229.95
Lakeshore Learning Materials	144.54	WEX BANK	269.34
Lechtenberg, Judy	173.50	Windstream	724.05
MARCO	674.24		
Mercy Medical Center	165.60		
Mick Gage Plumbing	2,285.59		
Midwest Group Benefits, Inc.	433.50		
		Fund Total:	167,946.90

Management Fund (22)	
<u>Vendor Name</u>	<u>Amount</u>
EMC Insurance Companies	580.00
Fund Total	580.00

Capital Projects (33)	
<u>Vendor Name</u>	<u>Amount</u>
Apple Computer Inc.	1,699.00
New Hampton Parks & Rec	3,000.00
Fund Total	4,699.00

Attest: June 10, 2013



Tom Rasmussen
Board President



Bob Ayers
Board Secretary